

Ola Athletic Association, Inc.

# By-Laws

January 2016

## Article I – Non-Profit Purposes

### Section 1.1 – IRS Section 501(C) (3) Purposes

This organization is organized exclusively for one or more of the purposes as specified in Section 501© (3) of the Internal Revenue Code, included for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code.

### Section 1.2 – Specific Objectives and Purposes

The Ola Athletic Association provides the youth of Henry County, Georgia an opportunity to participate in organized sports. To that end, this association will not deny any child the right to participate based on an inability to pay registration fees.

## Article II – By-Laws

### Section 2.1 – Intent and Standing Rules

The intent of the by-laws is to detail the day-to-day operation of the organization and to establish the structure and procedures associated with the operation of the organization. The Board of Directors shall be the governing body of the organization and will develop policies and procedures designed to manage the affairs of the organization. Team names, the assignment of players, assignment of coaches, and all other functions associated with participation in this organization will remain the purview of the organization and its officials.

### Section 2.2 – Standing Rules

The establishment of by-laws for this organization is not designed to address every situation that may develop as a result of managing this organization. The Board of Directors may pass standing rules from time to time, which address situations that develop. Standing rules are not to be considered amendments to the by-laws and will not be subject to the amendment process. Standing rules, duly passed by the Board of Directors, may be addressed at any time as situations mandate.

## Article III – Conflict of Interest

### Section 3.1 - Conflict of Interest

Individuals serving in an elected position or appointed position will not be compensated for their services. This organization is based on the principles of volunteerism and no compensation or in-kind payments will be made to any person associated with the organization. Individuals serving in any official capacity will not be allowed to conduct business with the organization where personal gain is achieved. Members serving in an official capacity must avoid the appearance of impropriety in any transaction with the organization. Furthermore, members serving in an official capacity will not accept donations, funds, gifts or other items of value without the expressed written approval of the executive board. Donations to teams from individuals are not to be considered in this matter unless the funds or item of value could only be obtained through the official capacity of the person.

### Section 3.2 – Code of Ethics

Members of this association serve as role models for the youth of this community, both in our personal life and our professional life. To that end, members will conduct themselves in a manner that reflects positively on themselves and the association. Members will keep their personal life separate from the affairs of the association and avoid situations where their conduct is unbecoming a role model for young people. The use of alcohol by any member at any team function is strictly forbidden and will result in the immediate suspension of the person involved. The odor of alcohol on one's person will be considered use for the context of this meaning. The use of or presence of any illegal substance by anyone attending a team function or any other event is strictly forbidden and will result in the immediate suspension of the involved person. The use of any tobacco product at the Ola Athletic Association fields is forbidden and will result in disciplinary action against the person involved. The head coach of any team is responsible for enforcing this rule and will be held accountable even if they are not the person using the forbidden product.

### Section 3.3 – Code of Conduct

All members of this association serving in an official capacity will be required to sign a code of conduct form developed by the association. Parents will be held accountable for following the code of conduct and the head coach will be responsible for the conduct of parents on their team. Violation of the code of conduct statement will be considered conduct unbecoming a member and may result in disciplinary action.

## Article IV – Officers

### Section 4.1 – Board of Directors

The Ola Athletic Association will have five (5) members of the Board of Directors. Members elected to the board of directors must be a resident of Henry County, Georgia. Elected board members must furnish the association a correct mailing address and all contact numbers or methods; a copy of which must be forwarded to the Henry County Parks and Recreation department within thirty (30) days of any election. To be elected to the Board of Directors, the person must have attended two (2) membership meetings within the past twelve (12) months.

### Section 4.2 – Executive Board

The Executive Board of the Ola Athletic Association will consist of the President, Vice-President, Secretary, and Treasurer. Members of the Executive Board must be Notary Publics or obtain certification within three (3) months of their election. Members of the Executive Board must be residents of Henry County, Georgia. In order to be elected to the office of President, the person must have been a member of the Executive Board/Board of Directors sometime in the past 24 months and must have attended ten (10) membership meetings in the past twelve (24) months. Other members of the Executive Board must have attended six (6) membership meetings within the past twenty-four (24) months. Within thirty (30) days of being elected, the members of the Executive Board must furnish a current mailing address and contact method to the Henry County Parks and Recreation department. The President will not be counted when determining a quorum and will vote only in instances where there is a tie vote on a specific item. An individual person must occupy each office and no single person may occupy or serve in two positions. Spouses may be elected to the Executive Board, however only one of the elected spouses may appear as an authorized signature on any financial transaction.

### Section 4.3 – Duties

The duties of the Board of Directors will include, but not be limited to the following:

1. The Board of Directors will be the governing body of the Ola Athletic Association and will operate within the constitution, by-laws, county regulations, laws, and other applicable policies to conduct the affairs of the association.
2. Attend all meetings of the Board of Directors and attend all membership meetings.
3. Determine any fundraising programs for the association.
4. Establish and determine all fees associated with participation in any program furnish by the association.
5. Approve the annual budget.
6. Approve individual sports programs for each age group.
7. Hear complaints and resolve disputes that may arise from time to time.

8. Establish standing rules that govern the operation of the association.
9. Approve bids submitted by vendors based on the best bid submitted.
10. Establish levels of discipline for members after a fair and impartial hearing.
11. Participate in all functions sponsored by the association to include tournaments, workdays, fundraising events, or other like events.
12. Carry out any other duties delegated to them by the President of the association.

## **President**

Apart from all other considerations, sound leadership, couched in knowledge, experience, and common sense, is the greatest requirement and most exemplary qualification of the man or woman selected as President of a youth baseball league.

While efficient organizational and administrative abilities are desirable credentials, the search for good leadership must transcend all other attributes in the adult who gives direction to the youth baseball movement in the local community. Dedication to the goals and purpose of USSSA Recreation Baseball is inherent in the volunteer aspect of those who serve, but not everyone who serves is gifted with the quality of leadership. Presidents must reflect these qualities if they are to be of benefit to children.

The President has many responsibilities in the administration of the league. Each President is elected by and is accountable to, the local league executive board and its constituents. Duties of a President are described within the limits of the rules and regulations, and within the local league constitution, giving each President the ability to oversee the affairs of all elements of the league.

As the chief administrator, the President selects and appoints managers, coaches, umpires, and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the President. However, all appointments are subject to final approval by the local league's board of directors.

Importantly, the President is the officer with whom USSSA Baseball maintains contact. The President also represents the league in the HCPRD organization.

The President should be the most informed officer of the league. Each President must know the regulations under which USSSA Baseball operates and in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations.

Beyond the requirements of league administration, the President should personify the best public image in reflection to the community at large. Each President should take an active role in gaining support and winning friends for the league program.

The President presides at league meetings and assumes full responsibility for the operation of the local league. The President receives all mail, supplies and other communications from the USSSA Baseball Headquarters. A President may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

The duties of the President will include, but not be limited to the following:

1. Responsible for the enforcement of all rules and regulations set Henry County Parks and Recreation Department (HCPRD) and USSSA Baseball of Georgia.
2. Oversees all Organization operations and maintains a leadership-level of awareness into every activity of the organization, ensuring adherence to Board-approved calendar, budgets, and policies.
3. Represents the Organization at all National, Regional, and League functions, or appoints a proxy.
4. Reports back to the Board on all pertinent activities for awareness.
5. Presides over all Board meetings and sets agenda for publication and distribution by the Secretary.
6. Handles all escalations from parents, coaches, or others.
7. Provides final approval for any reprimands or punitive actions for coaches, staff, parents, and participants in consultation with the associated Commissioner(s), and may elect to put such actions to a Board vote as needed.
8. May organize and/or assign committees as required to facilitate operations.
9. Is a co-signer on all Organization checks, contracts, or other official documentation and agreements.
10. Serves as the official spokesperson in communications (when quoted by media or asked for comment), unless the proxy is transferred to another, more suitable representative.
11. Monitors all paperwork, certifications, contracts, and documentation for the organization.
12. Oversees book checks and roster certifications.
13. Resolves any participant placement disputes if needed.
14. Stays current on all calendar items, proactively checking status with accountable leadership and ensuring operations stay on schedule.
15. Reviews all financial reports and ensures all leaders are staying within budgets approved at the start of each year.
16. Responsible for keys and access to all facilities, fields, and operational items such as P.O. Box and trailer.
17. Works with the Treasurer and Secretary to ensure all documentation and payments are in place for insuring and registering Ola Athletic Association (OAA) each year.
18. Works to build relationships with other organization Presidents within the League to ensure adequate representation and a culture of cooperation throughout the League.
19. Maintains the highest standards of integrity and tact in all activities.
20. Promotes sound physical, academic, and service efforts throughout the organization.
21. Demonstrates fairness and consistency in all dealings with participant families, leaders, partners and other related personnel.
22. Administers financial aid and has final approval of such aid/parties to receive aid per approved Board policies.
23. May assist with coach/staff interviews as requested by Commissioner(s) and can override coaching choices with an explanation to the Board.

24. Responsible for securing fields for practices, events, and home games, including maintaining schedule and relationships with all field contracts, reviewing contracts, and signing agreements for the fields.

### **Vice-President**

The Vice President presides in the absence of the President, works with other officers and committee members, is an ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the President. A Vice President may manage, coach or umpire, provided they do not serve on the protest committee.

The duties of the Vice-President will include, but not be limited to the following:

1. Responsible for securing all insurance for the Organization, including annual policy and insurance for special events.
2. Remains proactive in engagement and awareness of national, regional, and local policies, procedures, and processes for compliance and participation.
3. Provides a summary of requirements and status to Board leadership, engaging Board assistance to ensure all activities are completed on schedule and within all defined requirements.
4. Reviews all contractual agreements to ensure compliance and establishes official Organization relationship with legal counsel.
5. Works with Treasurer to validate all financial requirements are met and in proper order.
6. Serves as Treasurer in absence of Treasurer.
7. Works with Treasurer in providing a budget for all field commitments, including rentals, maintenance, equipment, and lights.
8. Establishes required relationships and contracts for any field maintenance, and oversees the fulfillment of such agreements.
9. Orders all field painting supplies and manages field striping.
10. Accountable for reviewing all invoices related to field operations and confirming with Treasurer for payment.
11. Responsible for staying within approved Fields Budget.
12. Communicates all dates of field availability to all Board members, and notifies coaches of any/all schedules, changes, and field regulations.
13. Coordinates any adjustments to field assignments with coaches in the event of cancellations, post-season needs.
14. Represents the Organization with all field-related disputes or concerns, engaging legal counsel as needed, and keeping the President informed.
15. Works with the President to secure lighting for all fields, including cooperative instructions for usage, clearance with field/facility administration, and directives for coaches.
16. Secures keys/access for all fields and practice facilities and assigns responsibility for keys/access as appropriate to Organization leaders needing access/on-site.
17. With the Secretary, maintains a record of all key distribution and collects keys as required at the close of each facility/season.

18. Establishes an alert system for rainouts/field notices, communicates processes for field/facility representatives and works with the Team Liaison to ensure participant families know of alert systems.
19. Notifies field representatives, coaches, team parents, and the Team Liaison of any alert messaging promptly for rapid dissemination in all media.

### **Secretary (Registrar)**

The Secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, issues membership cards and maintains a record of league's activities. The Secretary manages the league's official home page on olabaseball.com, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities.

The duties of the Secretary will include, but not be limited to the following:

1. Leads the calendar planning session at the start of each season to secure final approval from the Board.
2. Documents and records calendar, and assists President in monitoring all activities per scheduled dates, sending reminders for action items and publishing all dates/updates in a timely manner with the Team Liaison.
3. Maintains filing system of all documentation for the organization, keeping hard copies as required, as well as a cloud filing system accessible by all Board members.
4. Manages version control and updates to critical documentation such as bylaws, position descriptions, forms, process documents, and all other materials required by National, Regional, League, or Organization policies.
5. Generates all formal correspondence and maintains copies, in cooperation with other relevant leadership (i.e., financial-related correspondence is coordinated with the Treasurer).
6. Sets the schedule for all monthly Board meetings and secures a location for such meetings.
7. Sends a call for agenda items at least one week prior to the meeting, and distributes an agenda to all Board members within 24 hours of the meeting.
8. Takes minutes during all Board meetings, including action items and commitments.
9. Sends minutes for review within one week of the meeting.
10. Files and retains all agendas, minutes, and other documentation in an organized manner (hard copy and electronically).
11. Retains all email addresses and passwords for olabaseball.com assigned email addresses, maintaining confidentiality but with accessibility to ensure access and control in the event of a board member's departure.
12. Maintains process documents and records for all activities related to the Organization.
13. Initiates updates, revisions, and approvals on all documentation such as by-laws, policies, processes, and position descriptions on prescribed schedule or as needed.

14. Manages all incoming electronic mail or hard copy mail, distributing mail to intended recipients in a timely manner.
15. Responsible for checking the P.O. Box twice a week during the registration period, once a week during the season, and once a month during the off-season.
16. Serves as the Registration Director during peak registration periods to ensure paperwork is received, sorted, and distributed in a timely manner.
17. Responsible for P.O. Box key.
18. Stays current on National, Regional, and League activities, particularly documentation, printed materials, messages, and correspondence to ensure awareness.
19. Files all records for retention and availability.
20. Maintains a secure record of all passwords and operational processes for web site, online accounts, and email addresses
21. Performs technical set-up and management of the online registration process for baseball in Bonzi.
22. Manages all aspects of the online registration process as well as the set-up of any in-person registration events.
23. Works with the Team Liaison to coordinate communications about registration events (if scheduled).
24. Sets team/squad limits with the Commissioners and has authority to close registration and initiate wait list status based on activity and expertise.
25. Communicates regularly with the board and Commissioners regarding registrations status.
26. Manage's with the Treasurer all refunds and enforces refund process.
27. Provides participant reports, financial reports, and any other data from Bonzi to leadership and coaches.
28. Communicates directly with coaches and assists in player placements.
29. Works to keep database current and accurate.
30. Provides rosters and player information to coaching staff and leadership.
31. Collects all paperwork and tracks outstanding items, contacts participants for missing items, and assembles team books for distribution to Coaches at least two weeks prior to Season Day One.

### **Treasurer**

The treasurer signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records, prepares budgets, and assumes the responsibility for all local league finances.

The duties of the Treasurer will include but not be limited to the following:

1. Receive, receipt, and deposit all funds collected by the association.
2. Receive all bills of debts incurred by the association or on behalf of the association.
3. Attend all membership and Board of Director meetings.



4. Prepare and present a financial statement at all membership meetings and Board of Directors meetings.
5. Assist in the preparation of the annual budget.
6. Maintain a check register and ledger in an accepted computer software program.
7. Coordinate and make available the financial records of the association to any reasonable request for examination.
8. Distribute a monthly and annual financial statement to the Henry County Parks and Recreation department. The monthly financial statement must be submitted to the county within ten (10) days of its approval by the membership.
9. Receive all fees, dues, and other monies constituting the revenue of the association, which will be deposited in a manner as designated by the Board of Directors. All deposits of such funds will be conducted in a timely manner.
10. Receive and review all financial statements submitted by teams and report such to the Board of Directors.
11. Perform and assist the President in carrying out the purposes of the association as deemed necessary by the President.
12. Certify all financial reports by stating it is true and accurate to the best of their ability and knowledge. Once signed, ensure the document is properly executed by way of a Notary Public.
13. Prepare and present an annual financial statement to the Board of Directors no later than the first board meeting in February.
14. Serve as a member of the scholarship committee.
15. Solicits budget forecasts from all Board members to develop a yearly budget. Budget forecasts need to be submitted by the end of January so we can approve at the February meeting
16. Presents budget at November Board Meeting for review and approval.
17. Works with Board members throughout the year on maintaining a budget, reporting actuals, and staying within approved amounts.
18. Initiates a board vote for any alterations or expenses to the budget over \$1000.
19. Retains custody of the funds and securities of the Organization and keeps full and accurate accounts of all assets, liabilities, receipts and disbursements of the Organization in the books.
20. Deposits monies and other valuable effects in the name and to the credit of the Organization in the established accounts.
21. Periodically reviews terms of accounts to ensure the relationships are in the best interest of the Organization.
22. Maintains access to all passwords for bank accounts and online services (for example, PayPal), providing a copy of that information to the President and Secretary for confidential recordation.
23. Disburses funds of the corporation per invoices, securing signatures of President as required.
24. Provides an accounting of all the transactions and a statement of the financial position, of the corporation.
25. Maintains a bookkeeping system, ensuring that regular and accurate bank reconciliations occur, and reporting any discrepancies immediately to the board.

26. Develops and reviews financial policies putting them to a board vote at the start of each season or when a change necessitates an adjustment.
27. Works with the annual auditor (HCPRD), gain approval and establish a relationship as required.
28. Submit all financial records to the auditor (HCPRD) for review.
29. Receive all donations, keep track of donors, and send thank-you letters with the help of the Secretary as needed.
30. Prepare annual financial report and other reports required by tax professionals, attorneys, and the Internal Revenue Service.
31. Works with the Vice President, President, and any legal counsel to ensure maintenance of non-profit status.
32. Secures petty cash and prepares all game-day checks for officials.
33. Responsible as secondary to the Secretary for regular mailbox checks and timely distribution of mail to intended recipients.

### **Appointed Positions**

The President of the association, in carrying out the purposes of the association, may appoint members or Board of Directors to specific positions. These positions may include, league director, baseball commissioner, team liaison, information coordinator, county liaison, grounds and facility coordinator, capital improvement coordinator, or any other position deemed necessary to fulfill the efficient operation of the association. These positions will serve at the pleasure of the President and will not have a vote on the Board of Directors. The duties of these positions will be established and monitored by the President of the association. Appointed members must be current in their membership dues and shall not have any outstanding debt to the association or individual teams.

Anyone elected or appointed to a position with the association must undergo a background check consistent with the rules and regulations set forth by the Henry County Parks and Recreation department.

**Current Appointed Positions** (as of 1 January 2016, until rescinded)

### **Commissioner of Baseball**

The duties of the Commissioner of Baseball will include, but not be limited to the following:

1. Responsible for maintenance, purchase, inventory, storage, distribution, and disposal all baseball equipment, including player equipment (catchers gear), team equipment (tees) and field equipment (Toro, golf cart, handheld tools, etc.)
2. Determines storage options for all equipment and makes the decision for storage of all equipment, obtaining board approval if needed.
3. Assesses all equipment needs, secures vendors, and presents needs to Board.
4. Manages vendors associated with equipment, including the refurbishment of equipment within required regulations to ensure compliance.

5. Disposes of all equipment determined to be at the end of its useful or effective life.
6. Works with the President to coordinate equipment distribution at a scheduled event.
7. Sets processes and policies for equipment distribution outside of established group schedules or for exchanges.
8. Provides all coaches with tools to make equipment adjustments and minor repairs/replacements.
9. Creates and submits for Board approval any equipment policies.
10. Maintains an accurate inventory of all equipment.
11. Has authority to loan, donate, or sell available or excess equipment in consultation with President and notification to the Board.
12. With the President and Vice President, reviews all needs for field equipment, including paint, ordering as necessary.
13. Establishes plan and protocol for equipment return at the end of the season.
14. Maintains accurate records of distribution, and has authority to impose fines on participants or coaches for unreturned or damaged equipment.
15. Works with Treasurer to impose fines and collect monies from families failing to return equipment as agreed.
16. Maintains the coordination of operation of concession facilities
17. Coordinates for all park security during games and league events

### **League Coordinator- Team Liaison**

The duties of the Team Liaison will include, but not limited to the following:

1. Works with the Treasurer and other Board leadership in determining fundraising and sponsorship goals that support operational financial needs.
2. Reviews fundraising opportunities for the organization as a whole and establishes schedules, events, and activities throughout the year, including fundraiser day vendors (food, drinks, etc.).
3. Creates and submits for review a fundraising plan in February, to include any proposed rewards or team/squad incentives to encourage fundraising.
4. Reviews and approves any/all fundraising requests from vendors, teams, coaches, and/or participant families.
5. Creates a network of community partners for sponsorships, and works to enlist assistance from participant families to secure sponsorships.
6. Defines all sponsorship levels and ensures fulfillment of OAA obligations, as well as those of sponsors, including managing banner production, advertising, social media, web presence, or any other elements, promised in return for sponsorship.
7. Leads any fundraising events and works with the Volunteer Director for events that require active volunteers/participation for success.

## **Head Umpire/Chief Umpire (UIC)**

The duties of the Head Umpire will include, but not limited to the following:

1. Selects umpires for future season
2. Provides Umpire Training
3. Schedules Umpires
4. Member of Protest Committee
5. Member of Rules Committee

## **Information Officer-** (recommended but not required)

The information officer manages the league's official home page on olabaseball.com, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to HCPRD, district, public, league members and media, serves as primary contact person for HCPRD, USSSA and olabaseball.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to HCPRD, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient youth baseball experience.

## **Members**

The duties of members of this association will include, but not be limited to the following:

1. Pay membership dues as determined by the constitution.
2. Attend membership meetings and participate in the exchange of ideas.
3. Adhere to the code of conduct statement and purpose declaration of the association.
4. Perform duties and task as assigned by the President.
5. Promote safety-first principles at all team functions or events.
6. Make known injuries to players or safety violations to a team official, Board of Director, or member of the Executive Board as soon as possible.
7. Support coaches and other team officials in their effort to carry out the purpose of this association.
8. Report any misconduct observed on the part of team officials, Board Members, Executive Board members, or any other person affiliated with the association.
9. Conduct themselves in a manner consistent with the intent of this youth sports program.
10. Provide all documents relevant to participation in a program when requested by the association.
11. Membership may overturn a decision of the Board of Directors by having the issue placed on the agenda for the regular membership meeting. A motion must be made and duly seconded,

followed by discussion prior to any vote on the matter in question. Once the discussion is closed, the President will call for the vote. To overturn the decision of the Board of Directors, 75% of the members voting in the last regular election must vote in favor of overturning the decision. The Executive Board members and members of the Board of Directors will have a vote on this matter.

## Article V - Elections

### Section I – Nomination

The President of the association will appoint a nominating committee in April of each calendar year. Three (3) members of the nominating committee will be from the general membership and two (2) members of the Board of Directors will serve. The nominating committee will submit the names of those nominated by the specific office to the Secretary of the association within five (5) days of the membership meeting in May of each calendar year. Nominations to specific offices will be opened to the general membership at the membership meeting in May. The general election will be conducted at the membership meeting in June of each calendar year. The Secretary of the association will develop a ballot, listing the specific office, based on the names offered in nomination. The Secretary that all nominees meet all requisites in the OAA Constitution and By-Laws.

### Section II – Election

The names of the nominees and the specific office they are seeking must be listed on a single ballot. The election will be conducted at the membership meeting in June of each year. The Secretary of the association will develop a list of eligible voters and distribute ballots to those members. The election will be secret in nature and the voter will cast their ballot at the membership meeting. The ballot will be placed in a secure location, in sight of membership, and the ballots will be counted at the end of the voting period. Once the voting period has been declared closed, no ballot will be cast. The voting process must remain open for a period of one (1) hour and may be extended only by an affirmative vote of the majority of the membership. However, the voting process can only be extended once and for a period of fifteen (15) minutes. The President will appoint two (2) members of the board of director's present, and one (1) member from membership to count and report the votes. The representative from the Henry County Parks and Recreation department will be present to monitor the process. The ballots will be counted and the winner of each position will be declared. The President will certify the results by having the results tally notarized. The results of the election will be forwarded to the Henry County Parks and recreation department within five (5) days of the election. In the event a member challenges the eligibility register for voting, it will be incumbent upon the member to present evidence of their eligibility at the time of the election. There will be no provisional ballots cast and the Secretary's list will be presumed to be accurate. Failure to sign the membership register during meetings is not sufficient to obtain eligibility status.

## Section III – Declaration of Results

The person receiving a simple majority of the votes cast will be declared the winner of the election. In the event of a tie vote, a run-off election will be held at the time of the election. Candidates will be given fifteen (15) minutes to address membership and a second vote will be conducted. If this election fails to produce a clear winner, a tie will be declared and a run-off election will be conducted at the membership meeting in July of each year. The procedure for that election will be consistent with the regular election. A simple majority of votes cast in the run-off election will determine the winner. In the event of a tie at that election, the President will declare a winner and that person will serve the term of office.

## Article VI – Standing Committees

### Section 1 – Appointment

The President of the association may from time to time name committees to assist in the efficient operation of the association. The following committees will be standing committees:

1. Constitution and By-laws
2. Baseball
3. Scholarship
4. Buildings and Grounds
5. Finance
6. Membership
7. Screening

## Article VI – General

### Section 1 – Coaches

The selection of coaches will be conducted under the purview of the association and the privilege of coaching a team will be extended to the person by the association. Coaching privileges may be revoked at any point in time by the association and the association reserves the right to select individuals to coach their teams. If a person is selected as a coach, this privilege does not extend beyond the current season and there is no right or guarantee extended to move from one age division to another. Individuals wishing to coach a team will submit an application to coach and the person will be screened for suitability. In circumstances where there are more applications than available teams, the association will be the sole determiner in the selection of coaches. Individuals selected to coach a team must complete all written documents required by the association or the Henry County Parks and Recreation department. Coaches must attend all mandatory meetings called by the association or have a representative present. Individuals applying for coaching must undergo a background check conducted by the Henry County Parks

and Recreation department. Notwithstanding any action taken by the Henry County Parks and Recreation department, the association reserves the right to deny any person the privilege of coaching based on the results of the background check. Individuals selected to coach a team are required to complete an approved coaching certification program and must produce written documentation of that completion prior to assuming coaching duties. Individuals granted the privilege of coaching a team must adhere to all rules, regulation, policies, procedures, or other applicable guidelines as outlined by the Ola Athletic Association or the Henry County Parks and Recreation department. No member of this association may serve as the head coach of two or more teams during the season. Members may serve as an assistant coach of another team in a different age division, but may not attend meetings as a substitute for the head coach of that team. All coaches must become a member of the Ola Athletic Association by paying applicable membership fees.

## Section II – Tampering

Notwithstanding any rule or regulation adopted by a sanctioning agency, the Ola Athletic Association is the sole determiner of the placement of any child registered with the association. Once a child has been placed on a team by the association, the child is not to be contacted by any coach other than the coach of the placed team. Any coach contacting a player not associated with their team will be in violation of the purpose of the association and such conduct will be deemed unbecoming a member of this association. Teams advancing beyond league play must have the expressed authorization of the association and any player added to any advancing team will be done so by the association, regardless of the rules and regulations governing tournament play. In all matters concerning the team placement of a child registered with the association, the association will be the final arbitrator. Any child not registered with the Ola Athletic Association will not participate in any Ola Athletic Association team function or play without the expressed authorization of the President of the association. Any attempt to manipulate the draft or try-outs by any coach will be considered an act of tampering and will result in disciplinary action appropriate for such offense. Any encouragement offered to any child to compete at a level below their ability will be considered an act of tampering and will result in disciplinary action. Any advice offered to any child, which is detrimental to the spirit of fair play, will be considered an act of tampering and will result in disciplinary action. The trading of players during the draft will not be allowed except under extraordinary conditions. Siblings playing in the same age group must be tagged unless written permission to separate the children is granted. There will be no two for one freeze allowed.

## Section III – Programs

The President of the association may appoint members to specific duties in order to carry out the purpose of the association and those members will have specific duties as outlined by the President. The Baseball Commissioner, along with league directors, must develop an overall baseball program and age specific programs for the association. These programs must cover

issues such as the method of try-outs, the drafting of players, schedules, workdays, registration methods, and any other issue that may be necessary for the efficient operation of the programs. The programs must be developed and presented to the Board of Directors for approval and once approved, the programs will not be changed unless safety issues must be addressed. The approved programs must be distributed to all coaches in each age group prior to league play. The development of programs will also apply to team managers (team mothers), any fundraising program, or any other program where funds are collected for the association. The method of drafting players will be developed and placed in the baseball program. The order of the draft will be determined based on the number of returning players per team, the number of freezes per team, and the ages of those children who participated in try-outs. Where all factors are equal, the draft order will be determined by random selection. Players not participating in try-outs, or who do not return to their designated teams, will be blind drafted at the end of the draft.

#### Section IV – Discipline Process

The Ola Athletic Association Executive Board members shall have the authority to suspend, discharge, or otherwise, discipline members whose conduct is in violation of the Constitution and By-Laws of the association and/or is considered detrimental to the best interest of the association. Anyone who willfully refuses to comply with the rules of the association or the Henry County Parks and Recreation department may be considered for discipline. Persons suspended by a member of the Executive Board will have the right to appeal the action to the Board of Directors and may offer any evidence or facts in their favor. All disciplinary action taken against a member of the association must be documented in writing. The documentation must be forwarded to the Henry County Parks and Recreation department within fifteen (15) days of the final disposition. Understanding that conduct may vary in degrees of severity, the Ola Athletic Association Executive Board members may impose the following levels of discipline based on the specific conduct:

1. Warning
2. Written Reprimand
3. Probation
4. Suspension
5. Dismissal
6. Permanently Barred

Nothing in this section is to be interpreted as preventing any member of the Board of Directors from taking disciplinary action under emergency circumstances. The Ola Athletic Association reserves the right to withdraw membership from any member whose conduct on or off the field of play is deemed detrimental to the best interest of the association. Notwithstanding any action taken against one of the members, the Henry County Parks and Recreation department reserves the right to discipline anyone participating in a County sanctioned program. Any person barred



from any Henry County park for conduct unbecoming a member will not be allowed to be a member of this association. Once requested to leave the park, a refusal to leave will result in the appropriate law enforcement agency being notified, which may result in an arrest. Any member of the association suspended from membership will not be allowed to participate in any association and/or team function while under suspension.

#### Section V – Removal from Office

Elected members of the association may be removed from office for gross misconduct, inappropriate financial transactions, failure to perform the duties of the office, violation of a criminal statute, or other conduct deemed detrimental to the best interest of the association. The method of removal will be by impeachment and the member accused will have a full hearing before the Board of Directors. The impeachment of an elected official will require a petition alleging specific conduct with seventy-five (75%) percent of the full membership signatures attached. The Secretary of the association must verify the names and a member of the Board of Directors must make a motion to entertain the impeachment. A second must be duly made and seventy-five (75%) percent of the Board of Directors must vote in the affirmative to hear the impeachment. Once the evidentiary process is completed, the Board of Directors will vote on the article of impeachment and a simple majority will rule. The member named in the article of impeachment will not have a vote in this process. Any action taken by the association may be appealed to the Henry County Parks and Recreation department. The fact that an elected official enjoys the right of impeachment does not relieve them of their duties and obligations as members of the association. The members of the Executive Board may discipline elected officials in the same manner as regular members. The impeachment right is to be used for the permanent removal from office of an elected person.

#### Section VI – Inspection Rights

Every member of this association shall have the following inspection rights, for a purpose reasonably related to such person interest as a member:

1. Inspect and copy the record of all members' names, and voting rights at reasonable times upon written demand on the Secretary of the association, which demand shall state the purpose for which the inspection rights are requested.
2. Obtain from the Secretary of the association, upon written demand and payment of reasonable charge, a list of names, and voting rights of those members entitled to vote for the election of officials as of the most recent record date for which the list has been compiled or as of the date specified by the member after the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after

the Secretary of the association receives the demand or after the date specified therein as of which the list is to be compiled. Members shall have such other rights to inspect the books, records, and properties of this association as may be required under the articles of incorporation, other provisions of these By-Laws, and provisions of law.