

Arcanum Junior Baseball (AJB) Constitution

1. The name of this organization shall be called The Arcanum Junior Baseball Association.
2. The objective of AJBA shall be to provide competitive, summer, recreational baseball and softball for the children of the Arcanum Butler School District.
3. Membership shall consist of two classes; active board members and associate members.
4. Officers of the AJBA shall be: Commissioner, Boys President, Girls President, Secretary, Treasurer, Website Administrator, Special Projects Coordinator, Micros VP, Mini Boys VP, Minor Boys VP, Major Boys VP, Colts VP, ACME VP, Mini Girls VP, 3rd/4th Grade Girls Fast Pitch VP, 5th/6th Grade Girls VP, Jr. High VP.
 - a. Two officers and commissioner shall serve as AJBA representatives to town council and/or town leisure committee.
 - b. The commissioner and Boys President shall serve as AJBA representatives at the All-Towns meetings.
 - c. The commissioner and Girls President shall serve as AJBA representatives at the CCC Girls League meetings.
5. Annual Meeting:
 - a. The annual meeting shall be the 2nd Monday of August. In case this is prevented by unusual circumstances, it may be a special meeting held during the month of August.
 - b. At the annual meeting the officers shall be elected by ballot. In the event that a candidate is unopposed, the secretary will cast the ballot for that nominee. The Commissioner will cast any tie-breaking vote.
 - c. The term of office shall be one year. No member shall hold more than one office at a time unless that office cannot otherwise be filled.
6. Amendment:
 - a. This constitution and by-laws may be amended at any regular meeting by a two-thirds vote of those eligible to vote, provided notice was given at the previous meeting. Or it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote.

BY-LAWS:

Article 1 – Membership:

1. Membership shall consist of the following:
 - a. Active Board Members – Elected officers of the organization
 - b. Associate Members – parents or guardians of any child participating in AJB.
2. Active Board Members have the power to vote on all business conducted throughout their term.
3. Associate Members are encouraged to attend monthly meetings but cannot vote on any

issues with the exception of the electoral votes at the annual meeting in August. Absentee votes will not be accepted.

Article 2 – Meetings:

1. Regular meetings of the AJBA shall take place on the 2nd Monday of each month.
2. A majority shall constitute a quorum for the transaction of business.
3. Special meetings of the executive board may be called by the Commissioner or by a majority of the committee members.
4. Any active board member missing 3 consecutive meetings will forfeit their office on the board as of the 3rd absent meeting unless voted otherwise by the remaining board members at that meeting.

Article 3 – Duties of Officers and Chairpersons:

1. A notice shall be placed in local papers before the August meeting stating that nominations and elections of officers will take place at the August annual meeting. Anyone present at this meeting may nominate and vote. Absentee votes will not be accepted.
2. Officers shall assume their official duties September 1 and shall serve for a term of one year and/or until their successors are elected. A joint meeting of old and new officers will be held at the September meeting.
3. A vacancy in an office shall be filled by a majority vote of the remaining members of the board, due notice of such election having been given. In case of a vacancy occurring in the office of Commissioner, Boys President or Girls President shall have the first right of refusal before it is opened up to any member of the executive board.
4. If a board member does not meet the duties listed below, it is up to the remaining board members to discuss the issues of said member and determine if that board member should be placed on probation or asked to forfeit their position either immediately or at the end of the current term, depending on severity of lack of duties or offense.

Commissioner: Attend and conduct all board meetings; attend all town leisure committee meetings and report back to AJBA board; attend all Tim Todd Memorial Shelter and Restroom Facility meetings and report back to AJBA board; attend all All-Towns board meetings and report back to AJBA board; answer questions from Presidents and VP's; assist in signing up players for boys and girls leagues; assist in picking and training coaches; manage diamond crew; manage diamond/game schedule and reschedules; determine black flagging diamonds for weather and communicating it using One-Call Now; assist with boys all-star tournament; assist with cleaning equipment, get bagged and ready to distribute to coaches; assist with any league tournaments that may be held at our fields; assist with finding umpires for games if needed.

Boys President: Attend all board meetings; answer questions from boys VP's; assist in

signing up players for boys leagues; assist in picking and training coaches for boy's league; assist in picking all-star coaches for boy's league; attend all boys team drafts and all-star drafts; organize boys all-star tournament; clean equipment, get bagged and ready to distribute to boy's coaches; assist with any boy's league tournaments that may be held at our fields; assist with finding umpires for boys games if needed.

Girls President: Attend all board meetings; attend all girls league meetings; answer questions from girls VP's; assist in signing up players for girls leagues; assist in picking and training coaches for girl's league; assist in picking all-star coaches for girl's league; attend all girls team drafts and all-star drafts; clean equipment, get bagged and ready to distribute to girl's coaches; assist with any girl's league tournaments that may be held at our fields; assist with finding umpires for girls games if needed.

Secretary: Attend all board meetings and keep record of meetings; keep attendance record of board members at each meeting; send Secretary's Meeting Notes to all board members before next scheduled meeting; follow parliament procedure in reading and accepting previous meetings notes; follow parliament procedure in making proposals, 2nding, and voting; send articles to local newspapers of signups, meeting notes (if applicable) and any other event that may warrant an ad or article in the local news; assist with signups, sponsorships, and team pictures.

Treasurer: Attend all board meetings and report financial statement; send Treasurer's report to all board members before next scheduled meeting; check AJBA P.O. Box weekly or more – seasonal depending; keep ledger of credits and debits of AJBA bank accounts; balance bank statements monthly; pay approved invoices in timely manner; write checks for umpires and concession stand help and have available in concession stand every Monday by 4pm; maintain accurate excel spreadsheets for projects.

Website Administrator: Attend all board meetings; construct and maintain website on a regular basis; keep website updated with current information as requested by board.

Special Projects Coordinator: Attend all board meetings; attend all town leisure committee meetings and report back to AJBA board; attend all Tim Todd Memorial Shelter and Restroom Facility meetings and report back to AJBA board; review and make changes if needed to sponsorship form and registration form; Signups – create file of all registered players and information - sort into leagues and prepare information for each VP; One-Call Now – upload registration spreadsheet into on-call now and organize; Team Uniforms – gather team information from VP's and order team uniforms; schedule and organize team pictures; assist with finding concession stand manager and organizing concession stand committee.

Micros VP: Attend all board meetings; answer questions from coaches; assist in signing up players for the your league; assist in picking and training coaches; assist with preparing diamonds for Saturday games; conduct team draft; organize team information and give to Special Projects Coordinator; arrange and organize AJBA float in Old Fashion Days parade; assist with boys all-star tournament as needed; assist with any league tournaments that may be held at our fields; assist with finding umpires for games if needed.

Mini Boys VP – Minor Boys VP – Major Boys VP – Colts VP: Attend all board meetings;

answer questions from coaches; assist in signing up players for your league; assist in picking and training coaches; attend and conduct team draft; organize team information and give to Special Projects Coordinator; pick all-star coach and assist in picking all-star team*; assist in finding sponsor for all-star team; order all-star uniform; assist with boys all-star tournament as needed; assist with any boy's league tournaments that may be held at our fields; assist with finding umpires for boys games if needed.

Mini Girls VP: Attend all board meetings; answer questions from coaches; assist in signing up players for your league; assist in picking and training coaches; attend and conduct team draft; organize team information and give to Special Projects Coordinator; pick all-star coach and assist in picking all-star team; assist in finding sponsor for all-star team*; order all-star uniform; assist with boys all-star tournament as needed; assist with any girls league tournaments that may be held at our fields; assist with finding umpires for girls games if needed.

3rd/4th Grade Girls VP – 5th/6th Grade Girls VP – Jr. High Girls VP: Attend all board meetings; attend all girls league meetings; answer questions from coaches; assist in signing up players for your league; assist in picking and training coaches; attend and conduct team draft; organize team information and give to Special Projects Coordinator; pick all-star coach and assist in picking all-star team; assist in finding sponsor for all-star team*; order all-star uniform; assist with boys all-star tournament as needed; assist with any girls league tournaments that may be held at our fields; assist with finding umpires for girls games if needed.

Article 4 – Expenditures Policy:

1. Commissioner is authorized to approve up to \$200 per day.
2. When possible, all bills and purchases should be presented at regular board meetings for approval, prior to purchase.
3. All charges should be mailed to P. O. Box 125 or given to the Commissioner to approve (\$200 / day) and give to treasurer or present to board for approval.
4. All expenditures and receipts, regardless of size, should be included in a type written, monthly statement, approved and accepted by the board and a copy filed with official minutes.
5. Annual statement, typed, including all expenses and receipts, with a beginning and ending balance in the bank, shall be presented at the final meeting of each year.
6. Commissioner will order all equipment, etc., for boys and girls divisions. Primary duty of the presidents will be inventory, distribution, maintenance, collecting, and storage of all equipment. A written request of any equipment needed shall be given to the Boys or Girls President. The presidents will then give to Commissioner for approval.
7. There will be a continued carryover of funds, unless an emergency situation, approved by the board, should arise. The amount of funds carried-over should equal cost of insurance

plus 1st installment payment to the town.

8. Any and all contracts entered into by AJBA may be for a period not to exceed one year unless voted on unanimously by active board members and an exact length of contract is stated. All contracts over a one year period need to be added to the By-Laws immediately after the contract is signed and voted on either in the monthly board meeting or in a special By-Laws change meeting.

Article 4a – Contract between AJBA and Town Council:

1. The 2010 AJBA Board entered into a contract with the Arcanum Town Council for funding to repair the 4 diamonds and begin construction of the Tim Todd Memorial Shelter and Restroom Facility.
2. The contract was proposed and agreed upon under the following terms:
 - a. AJBA asked the Village of Arcanum for funding in the amount of \$34,000.00 – majority to be paid out in late fall 2010.
 - b. In return, AJBA agrees to increase the annual rent fee to \$5,000.00 (\$1,500 .00 rent and \$3,500.00 loan payback) for the next 5 years (2011-2015)
3. This contract is non-negotiable for any board or council within the terms of the agreement. AJBA boards in 2011-2015 need to make sure they have the \$5,000.00 rent each year. Payment schedule may be negotiable between board and council at each annual contract meeting.

Article 5 – Authority:

Rules contained herein shall govern proceedings of this organization using Robert's Rules as a general guideline. (See attached – Robert's Rules of Order)

Article 6 – Eligibility:

1. All boys and girls that sign up for baseball/softball agree to abide by all association and league rules.
2. All players must be officially registered with the AJBA. A player's registration must be accepted by the board before he/she shall be eligible for participation in the program.
3. Once a girl or boy plays for a team, or whose name has been submitted on a roster, they may not play on any other team for that year. (Exception - When a team's roster drops below 10 players, the remaining girls or boys will be reassigned to the remaining teams by the league officers and managers, if so requested by the team manager.)
4. If a team is short of players on a given night, they may bring up players from a younger league, provided the manager has contacted all roster players.
5. At the time of registration, a birth certificate will be presented if requested.

Micros Division

1. 5 and 6 Year olds. Only players who do not reach the age of 7 before June 1 of the current year are eligible.

Boys

1. Mini Boys – 7 and 8 Year olds. Only players who do not reach the age 9 before June 1 of the current year or are currently in the 1st grade are eligible.
2. Minor Boys – 9 and 10 Year olds. Only players who do not reach the age 11 before June 1 of the current year or are currently in the 3rd grade are eligible.
3. Major Boys – 11 and 12 Year olds. Only players who do not reach the age 13 before June 1 of the current year or are currently in the 5th grade are eligible.
4. Colt Boys – 13, 14 and 15 Year olds. Only players who do not reach the age 16 before June 1 of the current year or are currently in the 7th grade are eligible. (Note: 15 years old can play if they are currently not playing ACME ball and they also cannot pitch in Colt division)
5. ACME Boys – 14 ~ 17 Year olds. Only players who do not reach the age 18 before June 1 of the current year are eligible.

Girls

1. Mini Girls – 7 and 8 Year olds. Only players who do not reach the age 9 before June 1 of the current year or are currently in the 1st grade are eligible.
2. 3rd/4th Grade Girls Fast Pitch – Only players who are currently in the 3rd or 4th grades are eligible.
3. 5th/6th Grade Girls Fast Pitch – Only players who are currently in the 5th or 6th grades are eligible.
4. Jr. High Girls Fast Pitch – Only players who are currently in the 7th or 8th grades are eligible.
5. Sr. High Girls Fast Pitch – Only players who are currently in the 9th grade or higher and do not turn 19 by June 1st are eligible.

Article 7 – Registration:

1. Registration shall be accomplished during periods scheduled for that purpose, by the board. Special arrangements for registration, if required, will be made at the discretion of the board. No registration will be accepted by telephone. All registrations must be completed and accepted before a deadline, to be set annually by the board. Anyone registering after this date must be new to the community. No registrations accepted after

May 15th, of current year.

2. Pre-season practices should be scheduled to accommodate all teams equally. No practice before April 1.
3. A registration fee, the amount to be set annually by the board, shall be paid at the time of registration. However, no child shall be restricted from registering and playing because they are financially unable to pay the fee, if approved by the board.
4. If a non-registered player participates in an AJBA game, the team using the ineligible player, will forfeit that particular game.
5. Any girl or boy in the Arcanum-Butler School District, including home schooled children, meeting the above qualifications, may play on a team. This includes students that are enrolled in the school via the open enrollment clause.

Article 8 – Equipment:

1. Players furnish their own shoes, gloves and batting helmets (with face masks if required in league). The type of shoe is optional, but no steel spikes will be permitted. The catcher's equipment will be determined by age group.

Article 9 – Games:

1. All games shall be played in accordance with the OFFICIAL SOFTBALL AND BASEBALL BOOKS, except for rules and regulations agreed upon by the league representatives and this board.

Article 10 – Coaches:

1. Coaches will be approved by the AJBA executive board. There will be only one recognized official coach.
2. Players will be assigned to teams according to the draft guidelines (Section XIII). No drafts will take place until registration cut-off has passed. If a coach's child plays, they will be given the option to be assigned to their parent's team. Brothers and sisters, playing in the same division will be given the option to be assigned to the same team.

Article 11 – Injuries:

1. The AJBA shall not be responsible for any injuries on or off the playing field, including transportation to and from the games.

Article 12 – Guidelines for selecting Team Coaches:

1. A list of AJB members within each division who volunteer to manage a team will be developed after sign up is concluded.

2. The V. P. of each division will request additional AJB members to volunteer if the initial number of volunteers is not sufficient to manage the number of teams needed for that division.
3. If the V. P. is not successful, the V. P. is permitted to solicit volunteers from outside the AJB membership.
4. Each V. P. will present to the Commissioner of AJBA, prior to the March meeting, a list within their division of all volunteer team coaches.
5. The AJBA Board will review all lists at the March meeting.
6. AJBA must consider each volunteer for a team coach position for their designated division. If a member of the Board does not support any volunteer on the lists, a ballot vote will be taken of those disputed.
7. If the number of approved team coaches is not sufficient to meet the needs, the V. P. of that Division will again search for volunteers. Upon obtaining additional names, the V. P. will notify the Commissioner and the Commissioner will schedule a special board meeting for the purpose of considering the additional volunteers.
8. If sufficient team coaches have not been named by draft day, the V. P. of that division will draft that team. At this time, the AJBA Executive Board will work together in finding a team coach. If a team coach cannot be found, the Board has the right to disband that team.
9. All volunteers not selected for a team coaches" position will be notified by letter within 3 days of the decision.

Article 13 – Guidelines to Draft Teams:

1. Teams will be drawn after the March monthly meeting approving all coaches.
2. League V. P.'s are responsible for setting up the drawing place.
3. The draft participants will consist of at least two Active Board Members (preferably Commissioner, President and VP of the division) and all approved coaches for that division. To avoid bad feelings, no prospective assistant coach or any other parent should be invited to the draft. If the Commissioner, President or VP of the division is NOT a coach in that division but has a child in that division, they should NOT be at the draft. Two other Active Board Members should be present to assist with the draft. If you are a parent of a child in that division, you should not be at the draft unless you are a coach.
4. The V.P.'s will forward a list of all eligible players to all coaches one week before the draft date. The VP should instruct all coaches to review the list of players and make notes as to the ability of the child's play or other useful information to share at the draft with the other coaches. At the draft the VP (or active board representative if the VP is a coach) will conduct the conversation of players and after all discussions are final, will continue

with the drafting process.

5. Drafting Process: The VP (or active board representative if the VP is a coach) will bring a deck of cards and set out the number of cards to show how many coaches are in the draft. The VP (or active board representative if the VP is a coach) should specify that the Ace is the first draw then two, three, etc....
 - a. All coaches' kids are on their team automatically and does not count as a draft pick.
 - b. Draft picks are as follows: Example – 4 teams
 - i. Ace – one pick
 - ii. Two – one pick
 - iii. Three – one pick
 - iv. Four – two picks
 - v. Three – one pick
 - vi. Two – one pick
 - vii. Ace – two picks, etc...
6. Siblings: Brothers and/or Sisters in the same division will go on the same team (unless otherwise asked to separate by parents of said siblings); however, this will count as two picks.
7. When all players have been selected the VP (or active board representative if the VP is a coach) may open the floor for any trades.
8. After the drafting process has taken place no players will arbitrarily be moved from team to team unless the Board approves.
9. Once the selection process has taken place no additional players will be added without the approval of the board.
10. All-Star Selection:
 - a. Each division will sponsor one All-Star team each year for tournaments.
 - b. AJBA will pay the registration fee for each All-Star team to play in 2 tournaments other than AJBA sponsored tournaments.
 - c. The AJBA Board will decide the All-Star logo that should be used on all team uniforms.
 - d. The VP of each division is responsible for the organization of their All-Star selection. The selection participants will consist of the head coach from each team in its division, the VP of said division and the President.
 - e. The VP will decide who the head coach of the All-Star team will be. If there is an issue with who the VP has chosen, the President will make final decision.
 - f. All-Star Teams will consist of no more than 12 players and 2 alternates. There will be one head coach and the head coach will pick his assistant coaches.
 - g. Draft Process – Each coach will bring a list of players they feel should make the All-Star team and why. The coaches will discuss and should agree on each player selected for the team. Once the team is selected, an All-Star Team Roster will be created and signed by each coach in that division. This team roster will be given to the VP of that division.

- h. Sponsors and Shirts – Each All-Star Team will be responsible for finding their own team sponsor. The VP of each division is responsible for ordering the All-Star team shirts and making sure the cost is covered by said sponsor. AJBA will not be responsible for paying for All-Star team shirts.

Article 14 – Conclusion

1. The boys and girls playing the game are more important than winning the game.
2. Profanity and unbecoming behavior will not be tolerated. The game is for spectators as well as players and decorum must be kept at the highest level. If this gets out of hand the game may be forfeited.
3. Any manager, coach or player not abiding by the by-laws of this organization, or the current league rules will be subject to discharge upon Executive board vote.

LET US REMEMBER THAT THIS PROGRAM IS ESTABLISHED PRIMARILY FOR THE BOYS AND GIRLS, NOT FOR THE ADULTS. GOOD SPORTSMANSHIP MUST BE SHOWN AT ALL TIMES FOR THE SUCCESS OF THIS PROGRAM AND GOOD SPORTSMANSHIP MUST BE SHOWN TO OTHER TEAMS AND THEIR MANAGERS AND COACHES. THE RAZZING OF OTHER TEAM PLAYERS AND THEIR PERSONNEL MUST BE DISCOURAGED.

SCHOOL ACTIVITIES HAVE PREFERENCE OVER BASEBALL and/or SOFTBALL GAMES AND PRACTICES. NO CHILD CAN BE PUNISHED FOR MISSING BECAUSE OF THIS.

Last revision date – Dec 2010 for 2011 ball season

Robert's Rules of Order - Summary Version **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I

should like to ask the (speaker) a question."

- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified