

**NAME:** The Baseball/Softball Division of the Manhattan Youth Athletic Association (MYAA).

**PURPOSE:** To facilitate the operations of the Baseball/Softball programs for the youth of Manhattan with the emphasis on good sportsmanship, fair play and teaching the sports of Baseball and Softball.

**MEMBERSHIP:** Payment of registration fees for either Baseball or Softball programs shall constitute membership to the Baseball/Softball Division of the Manhattan Youth Athletic Association (MYAA). Membership runs for one calendar year from the last Saturday in January.

**GOVERNMENT:** The Baseball/Softball Division of the MYAA be governed by a Board of Directors (Board), nominated and elected by the membership. This Board shall consist of a President, Vice President, Secretary, Treasurer and a Member at Large. The Board shall be responsible for all matters pertaining to Baseball and Softball.

A quorum of the Board must be present in order to vote on matters pertaining to the Baseball/Softball Division. The Board shall hear and vote on all matters regarding Baseball and Softball. Simple majority of the Board members present shall prevail. The President shall not vote on matters brought to the Board with the exception to break a tie.

Any action and/or decision of the Board may be appealed to the MYAA Executive Board. The appeal shall be in writing and identify the nature of the appeal, decision/action of the Board and why said decision/action is being appealed.

**DUTIES OF BOARD POSITIONS:**

President – Duties shall include but not be limited to the following: facilitate the meetings, appoint committee chairpersons and members, represent the Baseball/Softball Division as Chairperson at the MYAA Executive Board and prepare the agenda for scheduled meetings. This position shall only vote when necessary to break a tie amongst Board members.

Vice President – Duties shall include but not be limited to the following: assist the President in the facilitation of the Baseball and Softball programs, to act as primary committee Chairperson for those committees without an appointed Chairperson in the event that the Member at Large already sits as Chairperson for three active committees.

Secretary – Duties shall include but not be limited to the following: maintain all correspondence of the Baseball/Softball Division, take and keep all minutes of meetings, and present for Board approval the previous month's minutes.

Treasurer – Duties shall include but not be limited to the following: maintain all financial records of the Baseball/Softball Division, provide detailed financial statement to the

MYAA Executive Board for their tax preparation, provide a monthly treasurer's report regarding the financial status of the Division, and assist as needed in any fundraising adventures taken by the MYAA. This position shall also organize and be responsible for the candy sale fundraiser or candy buy-out.

Member at Large – Duties shall include but not be limited to the following: act as the Grievance Committee Chairperson, shall act as Chairperson for open committees without an appointed chairperson, but for no more than three additional committees.

**NOMINATION/ELECTION OF BOARD MEMBERS:**

The Nominations Committee shall bring the nominated slate of candidates forth to the Board in October at which time candidates can be nominated from the floor by a simple second. Once all nominations are seconded from the floor and a motion to close the nominations has passed the ballot is set and cannot be reopened. Election of Board Members shall occur during the November monthly meeting as the ballot was set in October. The election shall be silent vote using pen and paper. Each Baseball/Softball Division family that is a member of the MYAA present shall have one vote for the election of officers. The elected officers shall take over their respective duties at the December Board meeting.

**TERM/RELINQUISH OF POSITION:**

The office of President, Vice President, Secretary and Treasurer shall serve a two-year term. The office of Member at Large shall be elected every year. The terms of the President and Secretary shall alternate years with the terms of the Vice President and Treasurer.

If a sitting member of the Board chooses to relinquish their position, with the exception of President, the remaining Board members shall act as the Nominations Committee to recruit/solicit a member of the Baseball/Softball Division to fill the position and present said nominee at the following Board meeting. Nominations will be opened to the floor at this Board meeting and if there are no additional nominees the Committees nominee shall be appointed to fill the vacancy for the remainder of the term. If there is/are nominee(s) seconded from the floor there shall be an immediate silent pen and paper vote *by the membership present* to fill the vacated position. If the President were to relinquish the position, the sitting Vice President could take over as President for the remainder of the term at which time there would be a vacant Vice President position that would be filled as outlined above. If the sitting Vice President chose not to step up to fill the vacant position, it shall be filled as outlined above.

**COORDINATORS:** Each level of play for both Baseball and Softball shall have Coordinators who will be the contact person for that level. These Coordinators shall be appointed by the President. The Coordinators shall distribute the rules of play for their level and prior to the season hold a coach's meeting regarding said rules. Level Coordinators shall sit as members of the Grievance Committee. There shall be nine level Coordinators as follows: TeeBall, Instructional Softball, Pinto Baseball, Pixie Softball, Mustang Baseball, Junior Softball, Bronco Baseball, Minor Softball and Pony Baseball.

**COMMITTEES:** Committees are created by the Baseball/Softball Board of Directors and appointment of Chairpersons and members shall be the responsibility of the President, with the exception of the Grievance Committee. The following standing committees and duties are detailed, but not limited, below.

*Grievance Committee:* to hear grievances, complaints and issues regarding Coaches, Umpires, players, parents, fields, equipment and rules of play. Corrective or disciplinary action will not be issued by this Committee, rather the role of this Committee is to hear all facts and details and determine if action may be required from the Baseball/Softball Division Board of Directors. The Committee shall consist of the nine Level Coordinators and Chaired by the Member at Large. The Member at Large shall facilitate and record the minutes for the meetings of the Committee, however shall not be a voting member. If the grievance was proven sufficient to warrant action to be taken by the Board, the Member at Large shall present to the other members of the Board the Committees findings. After all the findings are presented to the Board the person(s) whom the grievance, complaint or issue was made against shall be allowed to address the Board. The Board shall vote as to whether action shall be taken and what said action shall be.

*Will-Kan Committee:* Consists of two persons (a Chairperson and an alternate) who shall attend the Will-Kan Baseball League meetings representing the Manhattan Mavericks and report back to the Board. The Will-Kan Committee Chairperson shall hold the responsibility of scheduling field times for all baseball games at every level of play (travel or in-house).

*Kan-Will Committee:* Consists of two persons (a Chairperson and an alternate) who shall attend the Kan-Will Softball League meetings representing the Manhattan Mavericks and report back to the Board. The Kan-Will Committee Chairperson shall hold the responsibility of scheduling field times for all softball games at every level of play (travel or in-house).

*Park District Committee:* Consists of two persons (a Chairperson and an alternate) who shall attend the Manhattan Park District meetings and report back to the Board.

*Park Foundation Committee:* Consists of two persons (a Chairperson and an alternate) who shall attend the Manhattan Park Foundation meetings and report back to the Board.

*By-Laws Committee:* Consists of a minimum of three persons in which at least one Committee Members currently sits on the Board and two are from the general membership. The sitting President of the Board cannot be a member of the By-Laws Committee. The By-Laws Committee shall review and bring forth any changes of the By-Laws to the Board at least once every five years.

*Audit Committee:* Consists of a minimum of three persons in which at least one Committee Member currently sits on the Board and two are from the general membership. The sitting or outgoing Treasure cannot be a member of this Committee.

The incoming Treasurer must be a member of this Committee. The Committee shall meet every two years regardless of position turn over or not. The duties of the Committee shall be to review in detail the financial records of the Division.

*Umpire Committee:* Consists of two persons (a Chairperson and an alternate) to attract and coordinate the umpire scheduling for Pixie level and above for Softball and Mustang level and above for Baseball.

*Field Maintenance Committee:* Consists of a minimum of two persons. The responsibilities of said Committee are to prepare/schedule the preparation of the fields for the upcoming season in the spring, schedule the pre-game preparations during the season and assess the fields at the conclusion of the season and provide a suggested repair/improvement plan to the Board during the August Board meeting.

*Nominations Committee:* Consists of a minimum three persons in which at least one person is from the general membership. Said Committee shall recruit/solicit persons interested in running for a Board position for the next scheduled election. Said Committee members shall be appointed during the September Board meeting and provide a slate of candidates at the October Board meeting.

*Website Committee:* Consists of two persons (a Webmaster and assistant) that shall be responsible for the maintenance of the webpage ([www.manhattanball.com](http://www.manhattanball.com)). All approved minutes of the Board Meetings, upcoming Agendas and general information for the well being of the Division shall be posted on the webpage.

*Equipment Committee:* Consists of two persons (an Equipment Manager and assistant) that shall be responsible for the distribution, collection and assessment of all equipment own by the Division. At the season ends, all equipment shall be turned over to the Equipment Committee for their assessment of the equipment's condition. At the August Board Meeting the Committee shall provide a written inventory for each level of play, the condition of said equipment and recommendation of repair or replacement.

*Uniform and Spirit Wear Committee:* Consists of two persons (Chairperson and alternate) that shall be responsible for the ordering of the uniforms and distribution of said uniforms to the respective managers. This Committee shall shop vendors for both uniform and Spirit Wear attire at the direction of the Board and upon receiving bids suggest a vendor to the Board for their approval.

*Concessions Committee:* Consists of two persons (Chairperson and alternate) who shall petition the Treasurer to allocate funds for the purchasing of concessions and return the receipts over to the Treasurer. The Concessions Chairperson shall provide a daily sales report to the Treasurer on a bi-weekly basis.

*All Star Committee:* Consists of the Level Coordinators (with the exception of TeeBall) and shall be chaired by the Vice President of the Board. At the end of regular season

play there can be up to three additional All-Star Tournaments for each level (with the exception of TeeBall).

There shall be an in-house All-Star Game in which the players are chosen by their respective coaches.

There could be an All-Star Traveling Team that would enter a local All Star Tournament. The Level Coordinator shall be responsible to find said tournament. The Division shall pay Tournament application fees and the MYAA shall provide the necessary insurance. The uniform shall be the paid for by the participating player's family. Selection to the All-Star Traveling team shall be voted on by the managers and all managers are invited to be part of the coaching staff.

If applicable, the All Star Traveling Team for each level may be eligible to participate in the Pony affiliated tournament. The Vice President of the Board shall be responsible to find and verify eligibility to the Pony tournament. The Division shall pay any tournament fees and insurance shall be provided by the MYAA.