

WINFIELD BASEBALL ASSOCIATION

CONSTITUTION and BY-LAWS

(Adopted 8/07/18)

Article I

This organization shall be known as Winfield Baseball Association, hereinafter known as “WBA” throughout this Constitution and By-Laws.

Article II

Purpose and Objectives

It shall be the policy of WBA, a sponsored program of the Winfield Recreation Council and the Carroll County Department of Recreation and Parks, to conduct its activities that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

The mission of WBA is to promote a proper sports environment in which children learn, develop and experience the fundamentals of baseball, gain confidence in themselves, learn team spirit, and the importance of sportsmanship. WBA is open to all children regardless of sex, creed or national origin, respective to the various age requirements of the appropriate league format.

Article III

Adult non-player Membership

Provisions for qualification and eligibility shall be as set forth and contained in the following sections and Articles.

Section 1 Membership is a privilege and shall be open to persons eighteen (18) years of age and older who express an interest and subscribe to the ideals, purposes and objectives as set forth in Article II of this document.

Section 2 Membership in the WBA also implies membership in the sponsoring organizations, Winfield Recreation Council and the Carroll County Department of Recreation and Parks. As such, all members are required to complete a volunteer registration form to be filed with the county which may include the requirement for a background check.

Section 3 This organization shall consist of members as described below:

- A. Executive Officer: That person who is a participant of and holds office in Administration and Executive Board as established in Article IV. These individuals have complete voting rights.
- B. Regular Officer: that person who is a participant of and holds office as Commissioner or Chairperson as established in Article IV. Those individuals have complete voting rights.
- C. Associate: Those individuals who are not part of "A" or "B" above, but who desires to have a voice, provide input and suggestions on matters pertaining to the WBA or provide part-time assistance to the Board. These members do not have rights of voting on issues.

Article IV

Administration

Section 1 The President shall be the Chief Executive Officer of WBA administration. WBA shall be governed by its Executive Officers and Regular Officers (collective known as "Board"), in accordance with the purposes for which organized pursuant to the authority as set forth in this Constitution and By-Laws and through inherent jurisdiction and duty of Office.

Section 2 The Board members listed in Sections 3 and 4, with exception of Athletic Director who is appointed, shall be elected by ballot for an initial two year (twenty-four month) term or until their successors are elected or appointed. Elected Officers shall begin their term at the close of the annual meeting at which they are elected or upon appointment.

Section 3 Executive Officers (or Executive Board)

President (Elected)
Vice President (Elected)
Secretary (Elected)
Treasurer (Elected)
Athletic Director (Appointed)

Section 4 Regular Officers

Commissioner – 19 and over Adult Leagues
Commissioner – Babe Ruth League (13-19 age groups)
Commissioner – Cal Ripken League (7-12 age groups)
Commissioner – Instructional League (6 yrs and under age group)
Chairperson – Grounds & General Maintenance
Chairperson – Fund Raising & Sponsor Liaison
Chairperson – Equipment & Purchasing
Chairperson – Concessions (may be up to 2 persons as co-chairpersons)
Chairperson - Umpires

Section 5 No Executive Officer shall succeed in the same office for more than two terms – total of four years (forty-eight months). Regular Officers are limited to three full terms (72 months total) in the same office. Additional term(s) in office may be permitted if approved by a majority of the Board. Additional terms beyond the initial three full terms will be served in one term (2 year) increments.

Section 6 No Executive Officer or Regular Officer shall hold more than one office at a time, unless it is a shared Board position and pre-approved by a majority of the Board.

Section 7 The President shall appoint the Athletic Director who will serve a one year (twelve month) term. Continuation in office beyond the one year term appointment by same President will require approval by majority vote of the Board present at the October Regular General Meeting. A newly elected President shall be free to make appointment without approval regardless of continuation in office being a factor on part of the Athletic Director.

Article V

Committees

Section 1 Standing Committees: A chairperson shall be elected to the following:

1. Grounds and General Maintenance
2. Fund Raising / Sponsor Liaison
3. Equipment and Purchasing
4. Concessions
5. Umpires

The Chairperson is responsible for selecting committee members.

Section 2 Ad-Hoc Committee: The President shall appoint a chairperson to any temporary committee deemed appropriate and necessary by the Board. The President will also decide on committee members or will have the option to handle otherwise. The President shall have the option of determining how and who selects additional members of this committee.

Article VI

Executive Officer Duties

Section 1 PRESIDENT:

1. Shall be responsible to oversee the WBA Business and ensure that organization affairs are appropriately conducted in a forthright and honest manner.
2. Preside at all WBA meetings as provided for in Article VII. Determine necessity for, schedule and announce special, emergency and Executive Officer Meetings. When requested, make reasonable effort to attend meetings of various league and committees or appoint an alternate to attend if deemed necessary.
3. May sign checks drawn on the Treasury if proper forms on file with Bank of record
4. Appoint the Athletic Director.
5. Perform other reasonable duties deemed necessary by the Executive Board wherein it is obligated and fitting to said office.
6. Attend all Winfield Recreation Council meetings or appoint an alternative to attend.
7. Submit annual itemized budget requests as scheduled.

VICE PRESIDENT:

1. Attend all meetings of the WBA.
2. Perform in duty under direction of the President.
3. Undertake in tasks as delegated by the President.
4. Shall "confirm and oversee" timely announcement and scheduling of registration for each baseball league. Responsible to ensure that all registration is set-up and conducted appropriately.
5. Will conduct and provide for that part of a meeting devoted to nomination and election of officers as required for in Article X.
6. Will be responsible to confirm WBA insurance requirements wherein liability of this organization is concerned.
7. Shall preside and perform in all duties in absence of the President and will assume the Office of President until the next election if the President is unable to continue.
8. Submit annual itemized budget requests as scheduled.

SECRETARY:

1. Attend all meetings of the WBA.
2. Notify members of meetings upon direction of the President

3. Maintain a meeting registration log using separate sections for various types of meetings. Be responsible for accounting of meetings attended by members as it pertains to Article III, Section 2 B and Section 2C and Article X, Section 3.
4. Have a current copy of WBA Constitution and By-Laws available at all meetings.
5. Keep minutes of each meeting of the WBA and make copies of same available to all board members at the next meeting. Send copies of minutes to all Regular General meetings to area director of the Winfield Recreation Council.
6. Publish a news letter to be made available to participants in WBA as directed by the board.
7. Prepare and forward correspondence as determined and directed by the President. Maintain a file of all incoming and outgoing WBA correspondence.
8. Maintain an up-to-date contact list of all participants of WBA.
9. Perform other duties fitting to said office under direction of the President.
10. Submit annual itemized budget requests as scheduled.

TREASURER:

1. Attend all meetings of the WBA.
2. Responsible as custodian of all WBA assets. Maintain all finances as budgeted or otherwise approved by the Executive Board.
3. On behalf of WBA, maintain a banking account at a financial institution as selected and approved by the Executive Board. Approve all disbursements as established, and with the President, sign all checks drawn on the treasury.
4. Maintain an accurate, up-to-date ledger of all WBA transactions. At each Regular General meeting, report on current WBA financial status and provide a written itemized financial statement for each Board member. Provide a categorized year-end closing fiscal statement at the annual meeting.
5. Set up and maintain a purchase order system for all disbursements from WBA funds.
6. Be prepared at any time to respond to an audit.
7. On a regular basis, collect all funds generated on behalf of WBA and deposit same in Association accounts.
8. Will conduct that part of a meeting devoted to annual budget matters and will preside during meeting of budget process panel. Ensure that all Departments have submitted budget requests prior to panel meeting.
9. Provide any financial information if requested by Winfield Recreation Council.
10. Perform other duties fitting to said office under direction of the President.

ATHLETIC DIRECTOR:

1. Attend all meetings of the WBA.
2. Responsible for overall management of day to day operations of WBA as it concerns league Commissioners.
3. Liaison between individual league commissioners and the Executive Board.
4. Mediate problems between individual league commissioners and team managers.
5. Oversee training of managers/coaches as provided for in policies.
6. Supervise annual tryouts.
7. Supervise overall distribution of players. Confirm appropriateness of draft procedures and player placement as designed by commissioners.
8. Submit the annual request for playing fields to Winfield Recreation Council to insure the availability of playing fields for the appropriate age groups and field sizes. Prepare annual practice, game and field schedules. (Commissioners will perform this duty for Sunday only Travel and for Fall Baseball at the Intermediate/Senior Levels).
9. Annually, hold a meeting prior to July first, with all Commissioners, Managers, and Coaches to discuss any changes to playing rules, etc. Submit any major rule changes to the Executive Board for a vote. Make changes to "League Rule Modifications". Maintain and provide current rules for each league.
10. Prepare an annual hand-out to parents and guardians concerning rules of behavior including the leaving and picking up of participants and the leaving of other uninvolved siblings without proper supervision.
11. In as much as practicable, oversee and provide for the security and safety of all participants within the confines of WBA concerns.
12. Be responsible to be a "central contact point" for the relay of information from the Babe Ruth League and Cal Ripken Baseball Organizations to the appropriate league Commissioners.
13. Perform other duties fitting to said office under direction of the President.
14. Submit annual itemized budget requests as scheduled.

COMMISSIONERS:

1. Attend all General Board meetings of the WBA.
2. Overall management of individual managers (Commissioners can be active managers, but not in the same age group that they oversee).
3. Conduct Manager selection process as provided for in Constitution and By-Laws.
4. Liaison between individual managers and the Athletic Director.
5. Mediate conflicts between team managers and parents. (Hear and act on any complaint or problem).
6. Co-ordinate manager/coach training with managers and Athletic Director as provided for in Policies.

7. Conduct annual try-outs and draft procedures working with the Athletic Director to this end.
8. Conduct a first quarter season meeting with managers/coaches to discuss any concerns or problems. Provide for any additional meetings as necessary.
9. Determine if fields are suitable for play during inclement weather. Postpone games if necessary, and reschedule as required unless otherwise stated in the rules.
10. Co-ordinate and supervise end of season, in-house, all star games for each league. .
11. Supervise selection of post season tournament manager/coaches. (Two weeks prior to all star day)
12. Meet with the Athletic Director to discuss rule changes, etc...
13. Co-ordinate any WBA sponsored post season tournament.
14. Co-ordinate and schedule practices, fields, and games as necessary (Post season and Fall Baseball Leagues). Also provide for umpires when required.
15. Co-ordinate with Equipment and Purchasing in assessment and selection of player uniforms and equipment.
16. Be responsible to ensure that all equipment distributed to team managers is returned as scheduled.
17. Perform other duties fitting to said office under direction of Athletic Director.
18. Submit annual itemized budget requests as scheduled (do not duplicate that of Equipment and Purchasing).

CHAIRPERSON/GROUNDS and GENERAL MAINTENANCE:

1. Attend all General Board meetings of the WBA.
2. In co-ordination with available resources (Winfield Recreation Council, Lions Club, etc...) maintain all facilities to provide a safe, well groomed, clean and wholesome atmosphere.
3. Organize and schedule field days to ensure that all facilities are in proper condition prior to opening day. All playing surfaces must be appropriately conditioned.
4. Maintain an inventory of necessary materials for general maintenance and field conditioning; i.e.: baseball mix, field marking powder, lining machines, shovels, rakes, wheelbarrows, etc... (to include ordering and purchasing of same within budget).
5. Recruit reliable committee members to cover a cross-section of facilities thus ensuring that all areas of all facilities receive appropriate attention.
6. Co-ordinate with other WBA departments in assessing necessary and desired improvements large and small. Research costs involved, labor, donated materials, etc... in order to realize that which is in the best interest of WBA.
7. Perform other duties fitting to said office under direction of the Executive Board.
8. Submit annual itemized budget requests as scheduled.

CHAIRPERSON/FUND RAISING and SPONSOR LIAISON:

1. Attend all General Board meetings of the WBA.
2. Co-ordinate all fundraising projects and sponsorship recruitment to meet the budget requirements of WBA. (Select sponsors who are interested in the WBA solely and principally as a means of contributing to the welfare of the young people involved).
3. As scheduled, keep WBA membership advised of all fund raising activities and be accountable for all finances generated.
4. Act as a liaison between sponsors and WBA.
5. Maintain and up-to-date contact list of all sponsors of WBA.
6. When required, obtain any permits and file any legal documents necessary to facilitate fund raising activities.
7. Co-ordinate approved fund raising activities with the Winfield Recreation Council, as directed by the Executive Board.
8. Responsible for ordering and buying all fund raising apparel. Maintain a record of purchased apparel and monitor sales of apparel.
9. Distribute WBA gifts (team plaques, etc.) to sponsors.
10. Perform other duties fitting to said office under direction of the Executive Board.
11. Submit annual itemized budget requests as scheduled.

CHAIRPERSON/EQUIPMENT and PURCHASING:

1. Attend all General Board meetings of the WBA.
2. Responsible for ordering and buying all necessary team equipment within budget guidelines. All purchases shall be of good quality at the best available price.
3. Research quantity, quality and costs in the best interest of WBA and its participants.
4. Obtain bids and place orders in a strict, timely fashion thus providing equipment and materials as they are needed.
5. Co-ordinate with the Vice President and Athletic Director for the purchase of all uniforms for all in house recreation leagues. Co-ordinate with the Athletic Director and Coordinator of Travel Baseball for the purchase of all uniforms and equipment for WBA Travel teams.
6. Maintain an accurate inventory of equipment of all leagues and teams. Inventories must mirror at beginning and end of season or be justified otherwise.
7. Prepare a letter to accompany equipment released to Commissioners and managers expressing their responsibility as it pertains to item #5. Worn-out equipment should be turned in for replacement.
8. Co-ordinate and schedule distribution of equipment to Commissioners prior to beginning of practice, games or as soon as possible after it becomes available.
9. Repair or replace equipment as necessary.

10. Throughout the year, work with the Treasurer to ensure that WBA is functioning within budget.
11. Co-ordinate with league Commissioners in assessment and inventory of equipment.
12. Responsible to ensure that all Commissioners return all equipment that was distributed to teams in the league.
13. Perform all other duties fitting to said office under direction of the Executive Board.
14. Submit annual itemized budget requests as scheduled.

CHAIRPERSON/CONCESSION COMMITTEE:

1. Attend all General Board meetings of the WBA.
2. As co-coordinated, on a regular basis, relinquish all collected funds to the Treasurer.
3. Responsible for purchasing and pricing goods for resale to generate a reasonable profit.
4. Responsible for maintaining accurate records of purchases and expenditures and of petty cash collected at concession stand. The Concession Chairperson shall use the concession debit card for all purchases when ever possible. For any other purchases where an established charge account is maintained or where a check is required the Concession Chairperson shall co-ordinate with the treasurer for purchases.
5. Schedule and supervise all volunteers who work in the concession stand.
6. Maintain stand and all appliances.
7. Scheduling concession committee members to open and close stand whenever games are scheduled.
8. Bring all needs, concerns, and problems regarding the concession stand to the Executive Board. Provide a report at meetings as deemed necessary or as requested by the Board.
9. Maintain an accurate up-to-date ledger of inventory, purchases and sales.
10. Perform other duties fitting to said office under direction of the Executive Board.
11. Submit annual itemized budget requests as scheduled.

CHAIRPERSON UMPIRES:

1. Attend all General Board meetings of the WBA.
2. Coordinate and schedule umpires for all games.
3. Develop and maintain a youth umpiring program to provide umpires for the Juniors level league. Develop and maintain adult umpires for the Minors level and older leagues.
4. Maintain an up-to-date schedule of umpires and games for the season. Ensure umpire coverage at all WBA games.

5. Be available on an "on-call" basis during the season and play-offs to handle scheduling changes. Coordinate umpires for make-up/rain-out games and play-off games.
6. Appoint a representative who will provide training, qualification, scheduling and supervision of youth umpires for the 12 (twelve) and under various leagues as necessary.
7. Perform other duties fitting to said office under direction of the Executive Board.
8. Submit annual itemized budget requests as scheduled.

ASSOCIATE - INFORMATION TECHNOLOGY:

1. Attend meetings of the WBA as needed or requested by the Executive Board.
2. Coordinate and maintain the WBA website and other social media websites and accounts by keeping all pages up-to-date on a weekly basis. Continue to improve and update the website and other social media accounts to provide a professional looking platform for communication to the community regarding WBA.
3. Maintain updated team record standings where appropriate throughout the baseball season(s) including Travel teams associated with the WBA as provided by the league commissioners.
4. Maintain an up-to-date list of all Board meetings including time and location.
5. Perform other duties fitting to said office under direction of the Executive Board.
6. Submit annual itemized budget requests as scheduled.

Section 2 Officers may be removed from their positions or disciplined due to inactivity and/or dereliction of duties. The Executive Board retains authority to determine action, waiver, etc.

Recommendations:

1. Inactivity:
 - a. Absent from two (2) consecutive General and/or Executive Board meetings: written notification from the Executive Board will be given.
 - b. Absent from three (3) consecutive General and/or Executive Board meetings: removal from office with vacancy filled through appointment by the Executive Board, (except that Vice President would fulfill duties of the President until the October election).
 - c. Absent from a total of six (6) consecutive meetings General and/or Executive Board: removal from office with vacancy filled through appointment by the Executive Board and ineligibility for office in the next two following terms, (except that Vice President would fulfill duties of the President until the October election).
2. Dereliction (in general):

- a. In this case, some one would have to bring their concerns to the Executive Board in a diplomatic manner. The Executive Board shall then confirm legitimacy and determine appropriate disciplinary measures to be taken.

Article VII

Meetings

- Section 1 Regular Board meetings will be held on the first Wednesday of each month at the South Carroll Media Center (or alternate location as decided in advance by the Executive Board) at 7:00 PM unless otherwise arranged for in advance. These meetings are open to other Regular Officers, and to the general public. The Secretary will be responsible to notify all Board members and Officers of any change in time and/or place of meeting at the earliest time possible, but not later than three days prior to proposed change. The board meeting times and dates should be posted on the website.
- Section 2 Executive Board meetings date, time and place will be announced by the President no later than five (5) days prior to the proposed meeting. These meetings shall be restricted to the Executive Board and Regular Officers only. Agendas for all meetings will be published no later than five (5) days prior to the proposed meeting date. The Executive Board has the rights to conduct all business activities in the day-to-day operation of the WBA. Voting and issues before the Executive Board will be published in the agenda no later than five (5) days prior to the meeting to provide Regular Officers with notice of voting. Regular Officers attending the Executive Board meeting may participate in the voting.
- Section 3 Special meetings may be held at the discretion of the President. Additionally, a Special meeting shall be held upon individual, written request by five (5) members. All written requests shall state a common, specific subject to be aired and this subject matter “only” will be discussed at said meeting. Notice of date, time place and purpose shall be announced by the President to those permitted to attend no later than five (5) days prior to proposed meeting.
- Section 4 Emergency meetings may be called for as determined by the President provided a minimum notice of twenty-four (24) hours is given to the Executive Board Officers and those other members whose attendance is necessary. Notice must also include purpose and place of meeting.
- Section 5 The President shall determine who will be permitted to attend a Special or Emergency meeting; however, exclusion of the Executive and Regular Officers is prohibited.
- Subjects addressed at Special or Emergency meeting shall be only those for which the meeting is called.*
- Section 6 Annual Meeting: The Regular General meeting of September shall be the Annual Meeting and will be for the purpose of electing officers, submitting and receiving year-end reports

from each department and for any other business related to yearly closing. The subjects of this meeting do not necessarily take any precedence over the regular meeting business.

Section 7 Order of Business:

1. Reading and Approval of minutes from last meeting.
2. Unfinished Business and General Orders
3. Reports:
 - a. Secretary
 - b. Treasurer
 - c. President
 - d. Vice President
 - e. Athletic Director
 - f. Commissioners
 - g. Committees (plus Ad-Hoc)
4. Special Orders
5. New Business
6. Adjournment

Section 8 No business may be transacted at any meeting where a quorum is not present. For purposes of this organization, a quorum is defined as 3 of the Executive Board Officers for Executive Meetings. For purposes of Regular General Meetings, a minimum of 3 Executive Board Officers and one other Executive or Regular Officer is considered a quorum. If an even number of officers is present the President shall withhold voting and only vote if a tie is reached.

Section 9 Issues confronted by WBA will generally be resolved through action taken by the Board. The presiding officer has authority at a Regular General meeting to also call for a consensus (straw) vote of members present.

Section 10 The presiding officer will vote as all other members when the vote is by ballot. In all other cases, the presiding officer can, but is not obligated to vote whenever his/her vote will affect the result (the presiding officer can vote either to break or cause a tie or whenever a two thirds (2/3) majority is required he/she can vote to attain a block).

Section 11 This organization and particularly its assembly shall be guided by Cannon's Concise Guide to Rules of Order written by Hugh Cannon a parliamentarian and published by Houghton Mifflin Company.

Section 12 All meetings will be conducted appropriately in a partisan manner. Personal attacks upon any individual or group of individuals will not be tolerated and repeated offenses may be grounds for disciplinary action as outlined within this document. Differences must be settled in private or in the company of the President or the President's designate(s). The President or presiding Officer has the authority to declare any attendee out of order as necessary.

Article VIII

Finance

- Section 1 Purpose: To provide funds for the perpetuation of programs undertaken by WBA as pertinent to Article II of this document.
- Section 2 Ways and Means: Funds shall be derived through registration, sponsorship, concessions and other fund raising activities and promotions, as approved by the Executive Board. Furthermore, a Fund Raising and Concession Committee has been established to labor towards successful financial support of WBA objectives.
- Section 3 All fiscal matters shall be maintained by the Treasurer who will collect and account for all funds. A general banking account will be established through a financial institution as approved by the Executive Board. The Bank Accounts will be joint bank accounts with the Winfield Recreation Council as additional signor. All checks drawn on account shall be signed by the WBA Treasurer or the WBA President or other authorized signor. A separate banking account for concessions will be established through a financial institution as approved by the Executive Board. All checks drawn on the concession account shall be signed by the Treasurer or President. The Concession Chairperson shall have access to a checking debit card for regular concession purchases. Additionally, Article VI – Treasurer Duties will serve to further define purpose of this Section.
- Section 4 An annual budget shall be established by the Executive Board and approved by the Winfield Recreation Council in a strict, timely fashion, thus promoting continuity for proper continuation of WBA purpose and objectives. Budget procedure is contained in Article IX.
- Section 5 Approval by the Executive Board is required for any unbudgeted expenditure over that amount stated in the budget.
- Section 6 As a sponsored program all assets of WBA belong to the Winfield Recreation council. These include but are not limited to; Funds in all accounts, Equipment and domain names.
- Section 7 No part of WBA assets shall be disbursed for the monetary benefit of its members. WBA is an all volunteer organization, no volunteers are paid or compensated for their time. WBA is however authorized and empowered to pay reasonable compensation for services rendered in furtherance of the purpose and objectives as set forth in this Constitution and By-Laws. (For example, WBA may offer to reimburse for fuel used to accomplish tasks required or requested by the organization, at the option of the Executive Board)
- Section 8 The Board shall have authority in all other matters pertaining to the finances of WBA that are not specifically addressed in this document. This may include but is not limited to amending annual budget or moving budgeted funds among departments.

Article IX

Budget Procedure (Annual)

- Section 1 A budget Process Panel consisting of the President, Vice President, Treasurer, Concession Chair, Fund Raising Chair and Equipment/Purchasing Chair will provide a comprehensive oversight of all WBA fiscal concerns (the Treasurer will preside at these meetings).
- A. Receive annual itemized budget requests from all departments.
 - B. Determine legitimacy of requests.
 - C. Confirm dollar value of requests.
 - D. Adjust dollar value of requests where appropriate (more or less).
 - E. Suggest alternatives, omissions, etc...in the best interest of WBA for establishing a bonafide budget.
 - F. Ensure that all departments are represented.
 - G. Establish values to satisfy Article VIII – Section 5.
 - H. Submit proposed budgets to Executive Board for discussion and approval or otherwise.
- Section 2 All departments will submit itemized budget requests to Budget Process Panel no later than November of each year. All items requested must be in a written statement form specifying purpose and, when possible, dollar amount. In order to expedite the budget process, all departments must be as explicit as possible in their request bearing in mind the best financial interest of WBA thus preventing waste and frivolity.
- Section 3 The Budget Process Panel will present a proposed complete budget to the Executive Board no later than December. The Treasurer will conduct that part of a meeting devoted to annual budget matters. At this time the proposed budget may undergo minor changes as necessary upon approval of the Executive Board. The proposed budget will be put to vote and upon majority vote of members present, the budget shall be adopted as written.

Article X

Nomination and Election

- Section 1 Executive Board Officers
- President
 - Vice President
 - Secretary
 - Treasurer
 - Athletic Director
- Section 2 Regular Officers
- Commissioner – 19 and over Adult League
 - Commissioner – Babe Ruth League (13-19 age groups)

Commissioner – Cal Ripken League Cal Ripken League (7-12 age groups)
Commissioner – Instructional League (6 yrs and under age group)
Chairperson – Grounds & General Maintenance
Chairperson – Fund Raising / Sponsor Liaison
Chairperson – Equipment and Purchasing
Chairperson – Concessions
Co-Chairperson – Concessions
Chairperson - Umpires

Section 3 The Vice President will provide for and conduct that part of a meeting devoted to the nomination and election process. The Vice President will appoint two other persons to assist in this procedure i.e.: confirm eligibility; prepare ballots, counting votes, etc...

Section 4 Nominations and elections will be held yearly when necessary (every twelve months).

Section 5 Nominations for WBA Executive Board Officers and Regular Officers will be opened at the July and August Executive Board Meetings following the normal order of business, but prior to adjournment. Nominations will be taken from the floor (open nominations from those qualified) and nominations will be closed at the end of the August meeting after all available offices have been presented. It is not required that a nominee be present, however, the Vice President is responsible to confirm acceptance or rejections. Those nominees present shall state their acceptance or rejections and be permitted a short statement, if desired, upon completion of all other presentations. A nominee is restricted to accepting nominations for one office only, however, that person is permitted to be nominated for more than one office but prior to close of all nominations that person must state which "one" nomination is acceptable.

Upon acceptance the nominee then becomes a candidate for office. The Vice President shall have the authority to remove any nominee or candidate's name if later found to be ineligible as provided for in this Article and Article III, Section 3. Nominations may be reopened in this case at the September Regular General (annual) meeting only for this office and any others that candidates have consequently vacated.

Section 6 Election of WBA Executive Board Officers and Regular Officers shall be held at the September Regular General (annual) meeting and will commence following the normal order of business but prior to adjournment. A short statement will be permitted by any candidate prior to the election process.

This election shall be undertaken by closed written ballot. After all balloting is complete that candidate receiving the majority of votes cast shall be declared elected to office. When there are two (2) candidates for the same office and one is an incumbent and neither obtains a majority (tie) the incumbent shall remain in office. If neither candidate is an incumbent a second ballot will be required for this office and if there is no majority result at this time the Executive Board shall determine an unbiased method of filling the position considering the two said candidates only (this process must be completed prior to the October Regular General meeting). In the event there are more than two (2) candidates and none obtain a majority, that candidate receiving the least votes shall be eliminated and

additional elimination (run-off) balloting will continue until there is a majority obtained by one or handled as provided for two above.

Write – in votes shall be permitted where there is only one candidate listed on the ballot for an office or where there was no nomination made and accepted for an office. Successful candidates and/or write-ins shall assume office upon adjournment of the meeting at which they are elected.

Section 7 The new Executive Board shall appoint an officer to any available position not filled in current election due to no candidate through lack of nomination, any write-ins or rejection after being elected. This appointment must be complete no later than the next following Regular General meeting. Additionally, the Executive Board shall fill by appointment, as soon as possible, any position that is vacated throughout the year. All appointments must be approved by a majority of the Board. All appointments to office as it pertains here shall expire upon adjournment of the next yearly election meeting (appointed positions do not continue to full term and must be open for nomination at the next August Regular General meeting).

Section 8 Whenever possible the appointment process shall be carried out by the Board through a nomination and elimination vote procedure. That person receiving the majority of votes cast after all balloting as complete shall be appointed to office. This form is favorable whenever there are three or more nominees. However, when there are only two nominees, the election process is still valid. Other means of appointment as decided by the Executive Board Officers is acceptable whenever there is a lack of nominee provided an unbiased approach is undertaken.

Article XI

League Registration

Section 1 In order to accommodate all those wishing to participate in the baseball programs offered by WBA an open registration will be held. There will be at least three (3) opportunities to register including online web based registration. These registration times and locations will be sufficiently advertised as determined by the vice president.

Limits on the number of teams as well as the number of players per team in any age group will be determined by the Board on a yearly basis. This determination will be made based on field availability, adult coaching availability and team size best suited to accommodate the team members in a safe and instructive way and to best promote the goals of WBA.

Priority will be given to the families who have been registered in the program the previous year. Registration will be taken for “new members” during the three registration periods outlined above and web based registration, but with the understanding that their name will

be placed on a “waiting list”. If, at the end of the registration period, any spots still open will be filled by those people on the waiting list on a first come/first serve basis.

Registration specifically “late entries” will be guided by the Executive Board’s determination above as to team size. Placement of any individual registering late will be at the discretion of the League Commissioner in conference with the Athletic Director based on individual team needs.

Article XII

League Participation

Section 1 League Participation By Age

It is the policy of the WBA that all children participating in the program will be placed into one of the following leagues based solely on age.

- A. Instructional League:
 - Those turning 4 years old by April 30th but not turning 7 years old until after May 1st.
- B. Junior League:
 - Those turning 7 years old by April 30th but not turning 9 years old until after May 1st.
- C. Minor League:
 - Those turning 9 years old by April 30th but not turning 11 years old until after May 1st.
- D. Major League:
 - Those turning 11 years old by April 30th but not turning 12 years old until after May 1st.
- E. Babe Ruth 13-15 League:
 - Those turning 13 years old by April 30th but not turning 16 years old until after May 1st.
- F. Babe Ruth 16-18 League
 - Those turning 16 years old by April 30th but not turning 19 years old until after May 1st.

Section 2 Participation in an age group other than that shown above is strongly discouraged. However, in the event that the upward or downward movement of a child is requested, the following policy will apply:

- A. Any request to play in a different age group must be initiated by the child’s parent or guardian through the commissioner of the league that the child would normally play in. This request must be made during the registration period.
- B. Each case will be dealt with in an individual manner.

- C. An evaluation by the effected league commissioners, with input from the league managers, will be made to determine if such placement would be mutually beneficial to the child and the league. This evaluation will be based on the child's skill level and past league performance.
- D. The evaluation and consequential recommendation will be made prior to the start of the season.
- E. Any child requesting to "playing down" will be allowed only , if so requested by their parent or guardian and with the determination of both commissioners of the age appropriate division and the division the parents or guardian would like the child to play in, specifically with respect to the safety of all players in that age group or division, however no exceptions will be allowed for a child to play down more than one division from the age appropriate division.
- F. Any child playing "up" will be placed in the regular draft and will be eligible only for that age groups end of season tournament and all-star game. The player will be eligible to try-out and play in the age appropriate Sunday Travel team or Post Season tournament team. (Example: if a child aged 10 moves up to the Major League playing with 11 and 12 year olds he or she would be eligible to play in the regular end of season tournament and all-star game with that age group, but would still be eligible to play on the Sunday Only Travel team with the 10 year olds and any Post Season Tournament team with the 10 year olds.)
- G. Downward movement during the season will be permitted. Any movement to a younger age group during the season, over concerns of safety, will be dealt with on an individual case-by-case basis by the effected league commissioners and the child's manager with the same evaluation process as mentioned above. If downward movement is recommended, the league commissioner will place the child with the manager he or she feels best suited to handle each circumstances.
- H. Upward movement during the season will not be permitted.

Article XIII

Player Assignment

- Section 1 In order to relieve some of the demands on evaluating all players each year WBA has established a method of evaluating returning players during the playing season and using input from that players current coach and assistant coaches. At the end of each season, all League Commissioners will provide all Managers and Assistant coaches with the player evaluation form to rank all players in multiple skill areas. All Managers and Assistant coaches must complete and return the evaluation forms for their respective team prior to Championship Day. Failure to complete and submit the evaluation forms may impact a Manager or Assistant Coaches selection for the following baseball season and their players ability to participate in the end of the season tournament, All Star game and trophy awards.
- Section 2 All League Commissioners will return the completed evaluation forms to the Athletic Director for input into the player database. Player assignment for the following baseball

season will be completed by the Athletic Director, Vice President and Treasurer with final approval of the President.

- Section 3 New participants to WBA, will be required to attend the league's spring evaluation day whereby new players to the league can be evaluated by members of the Board and coaching staff to determine players skill level. Evaluation day will be scheduled and coordinated by the Athletic Director in conjunction with each League Commissioner. Players are evaluated and ranked on a scale from 1 to 5 in running, hitting, throwing, catching, pitching and fielding. Each evaluation station will have three coaches/board members to evaluate and score individual players. The Treasurer will tally all player evaluation forms and rank players for placement onto individual teams.

Article XIV

Manager Selection

- Section 1 In-House Rec Program Yearly, all League Commissioners will select Managers and Coaches for their respective "In-House" and "Travel" teams as well as any other team representing themselves as the WBA.

1. WBA will insure that all Manager & Asst. Manager applicants have completed the appropriate application forms and Coach training as required by WBA, the Winfield Recreation Council and the Carroll County Dept. of Recreation and Parks concerning Volunteer Coaches and Assistant Coaches. This may require a comprehensive criminal background check in accordance with the Family Law Article of the Annotated code of Maryland, (Section 5-561 to end.) for any person who deals with children as part of their position with WBA. Any Manager or Asst. Manager who will accompany any child on a trip or overnight trip may be required to submit to a more detailed background check.

2. League Commissioners will contact all Managers from their respective leagues to determine which ones would like to return as well as which ones will be moving up to older age groups. In addition, during Registration, a concentrated effort will be made to inform returning as well as new members that Manager Positions are open and that teams are available

3. The evaluation of all prospective managers will be based on qualifications, experience and past performance. Coaches will be evaluated through end of year performance reviews conducted by the Board with feedback from Parent's and other Coaches within the same level. Feedback from the evaluations will be used as part of the selection criteria. Seniority will be considered but will not be the only criteria governing these selections. There will be no guarantees that returning managers will have a position at the same level or at another age group. Those managers selected will be those best qualified to carry out the purpose and mission of WBA as determined by the WBA Board. Coaches that are qualified for positions with WBA will be selected by the following order of preference:

Order of preference will be provided to coaching positions (Head Coach and Assistant Coach) as follows:

- a. Board Member
- b. Returning Coach at same level (i.e. Minor's coach last year and current year)
- c. Returning Coach moving up (i.e. Minor's coach last year and Major's coach for current year)
- d. Assistant Coach at same level
- e. Assistant Coach moving up
- f. New Coach to the league (Assistant or Head Coach)

4. In order to provide opportunities for all qualified coaching volunteers, coaches shall be limited to two coaching positions total (head coach or assistant coach) within the league, including Travel teams, however, this limit excludes the Instructional level teams. This coaching limit is waived should the coaching vacancies exceed the number of qualified coaching volunteers.

5. Coaching staffs will consist of one (1) Manager and one (1) Assistant Coach only. (Once practice and the season begins, a Manager is free to solicit all the help he/she can get but will still only have one (1) Assistant Coach of record. Those managers not naming an Assistant Coach prior to the Draft must do so within two (2) weeks after practice begins so an Assistant Coach of record can be identified).

6. Selection of "Post Season" or "Travel Team" Managers will be done in accordance with Section 2 below.

7. The review carried out by the League Commissioner and subsequent management placements will be done in a non-partisan manner. Any manager, coach, or member not in agreement with the decision of the League Commissioner may bring their concerns to the Executive Board for review. After this review, all recommendations made by the Executive Board regarding team Manager Selection will be final.

Section 2 **Tournament Team and Travel Team Manager Selection:** the Constitution and By-Laws of WBA require a yearly "election", overseen by the League Commissioner and Athletic Director, to determine the post season tournament team or travel team manager for each age group. The order of preference for filling Travel Coaching positions will follow Section 1 above.

1. Nominations and election of these managers will be held in an open and non-partisan manner.
2. Eligibility for manager will be open to any manager, coach or other individual showing a desire and possessing the qualities necessary to best represent the WBA.
3. The League Commissioner will poll all the managers and announce those person's interested in managing the Tournament Teams and/or Travel Teams. Each individual will be given an opportunity to make a brief statement if desired. After this, a sealed ballot will be taken and the result of the vote announced.
4. Team members should be comprised of the best players in that particular age group based on ability, enthusiasm, and overall sportsmanship.

5. The team manager, along with as many coaches he/she requires will hold a non-partisan “try-out” conducted over a two week period with at least three (3) opportunities to view the available talent and to fairly judge those players trying out.
6. All members of a post season tournament team or travel team must consist solely of those players who have participated in the WBA “in-house” program immediately proceeding the tournament season. If a manager cannot assemble at least ten (10) players from this age group he/she may petition the League Commissioner for an exemption to recruit players from “outside” WBA. Under no circumstances can a team manager “cut” and “in-house” player to replace him/her on the roster with a player from outside the organization.

Article XV

Misconduct

- Section 1 Under Article II – (Purpose & Objectives) of the WBA Constitution and By-Laws, adopted, August 7th, 2018 misconduct by any manager, coach, parent, fan, umpire, or player will not be tolerated.
- Section 2 For purposes of this organization, “Misconduct” is defined as any action taken by any member or player that is found by the Executive Board to be in violation of Article II of the WBA Constitution and By-Laws as well as the other above mentioned organizations. Included in this definition, but not limited to, are such activities as follows:
1. The use of profanity in any way
 2. The use of obscene or lewd gestures
 3. Provocative actions meant to incense, irritate or incite others to react in a negative way.
 4. Openly or otherwise berating an umpire or arguing judgment calls.
 5. Any other action that would jeopardize the physical or moral welfare of players, umpires, coaches, parents, or otherwise undermine the mission of WBA as specifically laid out in Article II and as provided for elsewhere in the Constitution and By-Laws of WBA.
 6. Use of alcohol, tobacco products or illegal substances or found to be under the influence of alcohol or illegal substances while on ball fields or at WBA sponsored events.
- Section 3 If any person or persons, coaches, board members or volunteers, create or are involved in a situation as described above, disciplinary action may be taken by any member of the Umpire Crew or in conjunction with any member of the Executive Board if deemed necessary to maintain a safe and non-confrontational atmosphere. This disciplinary action can be taken immediately without consultation as follows:
1. The offending party may be warned once. If a second violation occurs during the same game, that individual will be ejected from the game and will be required to immediately leave the area.

- Section 4 In the event that a warning was not sufficient to prevent further disturbances and ejection was implemented, the member of the Umpire Crew or the Executive Board member taking such action shall immediately contact the leagues Athletic Director to inform the board of the circumstances leading up to the action as well as any adverse reaction or collateral disturbances created by the person or person being disciplined. The Athletic Director will immediately contact the specific League Commissioner related to the incident.
- Section 5 Within twenty-four (24) hours of the incident, the Athletic Director and League Commissioner must each individually contact all parties involved in a non-partisan attempt to fairly judge the validity of the misconduct allegations and the subsequent disciplinary action. If after his/her individual inquires, both the Athletic Director and the League Commissioner feel that the action taken was appropriate, the offending party will be officially notified in writing by the Athletic Director that any further occurrence resulting in warning or ejection will automatically result in an immediate suspension from all activities related with the WBA (This written notification may be a copy of this Policy item). **See note below regarding managers and coaches.*
- Section 6 Should this second incident occur, a special meeting of the Executive Board must be convened within the parameters of Article VII, Section 3 "Special Meetings" regarding attendance and notification periods. The Executive Board members as well as the individual accused of misconduct will be notified as to the date and purpose of the meeting.
- Section 7 The sole purpose of this "Special Meeting" will be for the Executive Board members as well as the individual whose actions are being brought in to review, to be presented with a written list of alleged transgressions. Once the alleged violations are read aloud the person or persons being censured will be provided ample opportunity to present their side of the story. This rebuttal must be completed at this meeting.
- Section 8 Once the person or persons accused have ample opportunity (no more than 15 minutes) to speak in their own defense, they will be asked to leave the meeting so that the Executive Board can discuss the matter fully and openly. After this deliberation process, the Executive Board will vote by secret ballot to determine if the temporary suspension should be made permanent for the remainder of the Administrative year, or if other action, based on evidence given, is more appropriate. The result of this deliberative action will be final. The League Commissioner, within twenty-four (24) hours of the Executive Board's decision, will notify the individual of the Board's finding.

Note: Because team managers and coaches are looked up to as role models by the children they coach, and should therefore be held to a higher standard, immediate suspension from WBA activities will occur after the first (1st) incident if, in the opinion of the League Commissioner, that manager or coach were culpable. A "Special Meeting" of the Executive Board will be scheduled as detailed above with disciplinary action taken as necessary.

Section 9 The child of the person or persons involved in the alleged allegations will be permitted to continue play as part of the WBA assuming the child or children were not part of the alleged allegation.

Should expulsion from the league occur:

1. Refunds will not be credited for any fees paid to the league including but not limited to registration, uniform and sponsorship fees.
2. A replacement, if needed, will be selected by the President of the WBA. However, if replacement involves filling a board position, a quorum of existing WBA board members is necessary to nominate and elect a board member replacement.

Article XVI

Amendments

Section 1 This Constitution and By-Laws document may be changed through amendments upon two thirds (2/3) majority vote of the Executive Board at a meeting designated for such purpose. Any changes to this document, must occur only once a year and between the months of August and December. Officers shall be notified, with explanation, no later than fifteen (15) days prior to such meeting.

The undersigned hereby acknowledge that the foregoing document is on this day 7th of August 2018, adopted as the Constitution and By-Laws of Winfield Baseball Association upon motion duly made, seconded and carried by the majority.

Attest:

Edward Gacher

Edward Gacher Treasurer

Secretary

John W. Pierce

John W. Pierce