

**By-Laws of the Chartiers Houston Athletic Association  
Revised January 2003**

**Article 1: NAME**

1.1. This organization shall be known as the Chartiers Houston Athletic Association Inc., C.H.A.A., and shall be conducted as a non-profit organization located at PO Box #6, Houston PA 15342.

**Article 2: OBJECTIVES**

2.1. To promote good sportsmanship, character, honesty, courage, good health, and reverence for self, others, community and sports by providing supervised competitive baseball games.

**Article 3: GOVERNMENT**

3.1 The government of the CHAA shall be directed by the organization and shall be composed of the officers, appointed position members and members in good standing.

3.2 A new member is a person who has never been active in CHAA, a member who has not attended enough meetings to be a member in good standing

3.3 A member in good standing is a person who has attended any three of the past six regularly scheduled meetings of the CHAA or 6 of the past 12 meetings.

3.4 At the regular meeting in October the CHAA shall elect from the members in good standing, the following officers (members of the Executive Board):

President  
Vice President  
Treasurer  
Secretary

3.5 No two immediate family members (or any other individuals that are related or in a situation that could present a "conflict of interest") may serve in a position that allows them to sign checks for CHAA.

3.6 The incoming president will appoint nominees for league commissioners, to be approved by a majority of the membership present at the November meeting. The commissioner will also be a member of the executive board.

3.7 The elected officers shall hold office for one year and are then eligible for re-election.

3.8 The annual year shall be from November 1 through October 31, with the following events:

A. Nominations for officers take place at the September and October meetings and candidates must be from members in good standing, unless there are no other nominations for that office.

B. Election of new officers takes place at the October meeting

C. New officers take office at the November meeting

D. League commissioners will be approved at the November meeting.

#### **Article 4 DUTIES OF THE OFFICERS:**

4.0 Any officer can be impeached and removed from office with a 75% vote by the members in good standing. [New bylaw - passed 12/15/02]

##### **4.1 PRESIDENT**

The president shall preside at the meetings of the association and the Executive Board and shall be responsible for:

A. The agenda for each meeting.

B. Takes no part in any discussion while presiding over the meeting. The president refrains from expressing a personal bias when giving information to the organization.

C. The president calls on the vice president to preside over the meeting if he/she wishes to speak to a motion or to leave the chair. He/she then has all of the privileges of a member and addresses the presiding officer in the same manner as any other member.

D. The president may vote when voting is by ballot. In other cases, may only cast a vote to break a tie.

In no cases, may the president vote more than once on each motion.

E. The president serves as ex-officio member on all committees and leagues.

F. The president can veto any motion that passes from the floor. Members can override the veto with a 75% vote [New by-law; passed 12/15/03]

##### **4.2 VICE PRESIDENT**

The vice president shall act as an aide to the president and shall perform the duties of the President in the absence or disability of that officer to act. In addition, the vice president:

A. The VP shall be an ex-officio member of the league committees.

B. The VP ensures that the association maintains valid insurance coverage.

### **4.3 SECRETARY**

The secretary shall:

- A. Take minutes of all meetings of the association.
- B. Take minutes at all general meetings to be read and approved at the following meeting.
- C. Records all business transacted at each meeting of the Executive board.
- D. Calls the meeting to order in the absence of the President and Vice President.
- E. Has on hand for reference at each meeting: a copy of the by-laws, the standing rules, the accepted order of business, the minutes of the previous meeting, policy handbooks, and a list of all committees.
- F. Maintain attendance lists for each meeting and keep these records for a period of two years.
- G. Maintains a list of members in good standing and verifies that only members in good standing vote on motions or issues before the association.

### **4.4 TREASURER**

The Treasurer is the authorized custodian of the funds of the association. As such, this person:

- A. Keeps an accurate and detailed account in the treasurer's permanent book of all moneys received and paid out.
- B. Deposits all moneys in a local bank approved by the Executive Board in the name of Chartiers Houston Athletic Association Inc. Funds shall not be deposited in any personal account.
- C. Pays by check all authorized and verified bills.
- D. Preserves all vouchers, receipts, bank statements and canceled checks.
- E. Delivers to the successor all books, papers, and correspondence pertaining to the office of Treasurer. These records shall be preserved for seven years:
  - 1) Checkbook
  - 2) Bank Statements
  - 3) Treasurers book
  - 4) Itemized statements of bills paid
  - 5) Receipts
- F. The treasurer shall be an ex-officio member of any fund raising committees or activities.

### **Article 5: DUTIES OF THE EXECUTIVE BOARD**

5.1 To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the association.

5.2 To establish a proposed yearly budget and submit it to the new Executive Board at the October meeting for consideration. The new board will submit a budget to the general organization for approval at the regular November meeting.

5.3 To suspend or remove players, coaches and/or managers whose actions or misconduct are not in keeping with the association's bylaws, policies and procedures. Any player, coach or manager accused of a misconduct has the right to a meeting with the executive board before suspension.

## **ARTICLE 6 DUTIES OF THE OFFICERS**

### **6.1 LEAGUE DIRECTOR**

League Directors will be appointed for the following levels:

- 1) Pony-colt
- 2) Bronco
- 3) Mustang
- 4) Pinto-Shetland

League directors will be nominated and voted into office by the members in good standing. [ league directors assume the duties of the player agent, league commissioner, league manager and equipment manager. These roles were combined into one position- League Director –a by-law change approved at the 1/19/03 meeting]

Responsibilities include :

- A. Will coordinate issues of importance to the league and presents recommendations to the Executive Board.
- B. Presides at the league meetings when deemed necessary. Meetings may be called by the league director to discuss issues of league concern, to organize information for presentation at the association meetings, and attempts to resolve disputes within the league.
- C. Is responsible for supervising player registration, tryouts and drafts. In his absence the league director may designate an E-board member to fulfill this obligation.
- D. Will maintain the official team roster for all teams.
- E. Will handle all problems concerning players.
  - 1.) Problems should be submitted in writing
  - 2) Problems will be handled as outlined in Policies article 15, section and by attaching a follow-up in writing as to how the problem was rectified.
- F. Will oversee All-Star selections.
- G. They will oversee all matters concerning their age level. Specific duties will include:
  - 1) pre-season organizing with league members.
  - 2.) Clarifying inter-league rules
  - 3) Scheduling and re-scheduling games
  - 4) Scheduling practices
  - 5) Monitoring the condition of all fields

- 6) Acting as a liaison between their level and the Executive Board
- 7) Insuring that their level abides by the bylaws, policies and procedures of the association.

**EQUIPMENT MANAGER :**

- A. Responsible for ordering all uniforms, playing equipment and ensuring that all teams are properly uniformed and equipped.
- B. Is responsible for inventory control of all uniforms and equipment during the off-season.
- C. Responsible to see that all managers sign out their equipment and uniforms at the beginning of the season and sign in their equipment and uniforms when they return them.
- D. After September 1, they are to turn in a list of outstanding uniforms and equipment so that possible legal action may be taken.

**6.3 TEAM MANAGERS (OR HEAD COACHES)**

- A. Team manager candidates must submit their names in writing to the Executive Board. Managers (also known as head Coaches) of competitive teams shall be selected and approved annually at a regularly scheduled meeting. Nominees will be approved by a majority vote of the members in good standing.
- B. The appointed managers will then, according to the draft procedure, be responsible for the selection of their team.
- C. Failure of managers to adhere to the following rules risk having their managerial rights removed for that season and all subsequent seasons
- D. Managers will practice their team; teach playing skills and good sportsmanship.
- E. Managers will maintain proper conduct of their coaches, players and spectators on the field.
- F. Managers will maintain control and proper care of equipment and uniforms. They will return equipment and uniforms when their managerial duties are concluded for a particular league or upon the request of the association.
- G. Managers shall make every effort to have his/her team play all scheduled games, including rescheduled games.
- H. Managers must contact the umpire Supervisor if canceling a game for any reason, not less than ½ hour before game time.

## **6.4 COACHES**

- A. Assist the Team Manager at practice and games.
- B. In the absence of the manager, the coach will take over supervision of the team and be responsible for the team's equipment and team conduct.
- C. Game coaching personnel must be reported to league director and secretary and be approved by a majority of the executive Board. Coaches must adhere to bylaws, policies and procedures of CHAA.

## **ARTICLE 7: MEETINGS**

- 7.1 Nine members present, including 3 members of the Executive Board, shall constitute a quorum. A majority of those present, in good standing, shall govern all meetings. All matters concerning the business of the organization shall be decided by a majority vote of the members present in good standing.
- 7.2 All members of the Executive Board must be contacted to attend any Executive Board meeting. Four members must be present to constitute a quorum.
- 7.3 An executive board meeting, or a general meeting, may be called by the President, or in his absence, the Vice President, or upon written request by two voting members.
- 7.4 Roberts Rules of order shall govern proceedings of all meetings.
- 7.5 At least nine meetings will be held during the calendar year.
- 7.6 Scheduled meetings shall be held monthly. All attempts shall be made to hold them on the third Sunday of every month.

## **ARTICLE 8: INSURANCE**

- 8.1 For all participating personnel, their own private insurance shall constitute the primary insurance coverage. The CHAA will provide secondary coverage in all cases.

## **ARTICLE 9: FINANCIAL POLICIES**

- 9.1 It will be permanent policy to place all income in the Association treasury.
- 9.2 All funds shall be deposited in a checking and/or savings account with a banking institution, and disbursements from these accounts shall be made only upon approval of the CHAA.
- 9.3 Bank accounts shall be titled Chartiers Houston Athletic Association, Inc.
- 9.4 The Executive Board may authorize emergency expenditures up to \$1000 only with a majority approval of the Executive Board [revised bylaw - passed 12/15/03]
- 9.5 The purchase by sponsors and/or businesses, of all special items such as jackets, travel bags, special trophies, medals, etc.. Must be approved by the Executive Board. This is not to include after game treats or end of the year parties.

9.6 The treasurer may keep on hand up to fifty dollars as petty cash.

9.7 The treasurer's books will be audited prior to and submitted at the October regular meeting. Three members, in good standing, one of which may be from the Executive Board, will complete the audit. Under no circumstances may the treasurer be part of the audit. The three auditing members will be selected by the Executive Board and approved by the membership.

9.8 Withdrawals from bank accounts can only be made when signed by two of the following Executive board members: President, Vice President, Secretary, and/or Treasurer.

9.9 The League director or the Treasurer must approve all equipment purchases.

#### **ARTICLE 10: BYLAWS AND POLICIES**

10.1 Proposed changes of the CHAA Bylaws or Policies shall be read at one meeting and voted on at the second meeting. This vote will require a majority vote of the members in good standing that are present to pass.

10.2 The CHAA Policies and Bylaws will be available at all meetings.