

PONDER ATHLETIC LEAGUES

By-Laws

ARTICLE I – NAME

This organization shall be known as Ponder Athletic Leagues, hereinafter referred to as “PALS.”

ARTICLE II-OBJECTIVE

SECTION 1

The objective of PALS shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

To achieve this objective PALS will provide a supervised program under the Rules and Regulations of various franchised leagues we play under. All officers and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-C-(3) of the Federal Internal Revenue Code, PALS shall operate exclusively as a non-profit educational organization providing a supervise program of competitive athletic games. No part of the net earnings shall inure to the benefit of any individual; or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign of behalf of any candidate for public office.

ARTICLE III – BOARD OF DIRECTORS

SECTION 1

A board of Directors shall govern PALS: hereinafter referred to as the Board.

SECTION 2

The Board of PALS shall consist of the following:

President	Elected
Vice President	Elected
Secretary	Elected
Treasurer	Elected
Baseball Commissioner	Elected
Softball Commissioner	Elected
T-Ball Commissioner	Appointed
Girl’s Basketball Commissioner	Elected
Boy’s Basketball Commissioner	Elected
Elementary Gym Commissioner	Appointed
Football Commissioner	Elected
Cheerleading Commissioner	Elected
Fields Manager	Elected
Concessions Manager	Elected
Sign-up Coordinator	Elected
Web Master	Elected

SECTION 3

The Executive board will consist of: President, Vice-President, Secretary, Treasurer, and Commissioners.

SECTION 4

All elected officers of the Board shall be elected by the general membership. General membership will consist of parents or legal guardians of children currently in PALS. Officers will be elected at the General Meeting in August. Term of office for elected officers shall run from September 1 through August 31 of the following year. Beginning September 2008, the Vice President and Secretary will be elected for 2-year terms. The following year, 2009, the President and Treasurer will be elected for 2-year terms. In subsequent years the offices of President, Vice President, Secretary, and Treasurer will be elected for 2-year terms in alternating years.

SECTION 5

The Board shall have the power by two-thirds (2/3) vote of those at any regular meeting to discipline, suspend or remove any officer or coach of PALS. The above mentioned parties shall have the right to defend himself/herself at a regular or special meeting of the board.

SECTION 6

If for any reason the President cannot fulfill his/her term of office, the Vice President, then acting as President, shall call a special meeting of the Board. The Board will elect a new President. The Vice President will then resume his/her normal duties as Vice President.

SECTION 7

Any elected officer, other than the President, who cannot fulfill his/her term, shall submit his/her written resignation to the Board. The Board shall fill these vacancies.

SECTION 8

At least one Board member shall be in attendance at all PALS home games and/or league sanctioned tournament games.

SECTION 9

All purchases, over \$250, will be reviewed at the time of request and approved by the Board.

ARTICLE IV – DUTIES OF BOARD MEMBERS

SECTION 1 – PRESIDENT

The President shall be the chairman of the Board of Directors. As the chief Administrator, he/she selects and appoints all appointed positions and all committees with the Board approval.

SECTION 2 – VICE PRESIDENT

- A. In the absence of the President, the Vice-President will chair the meeting.
- B. He/she will work with other officers and committees as the ex-officio member of all committees and carry out such duties and assignments as may be delegated.
- C. Obtain and maintain insurance policies for all sports and file insurance claims.
- D. Be responsible for, obtain photographer, and organize “picture day” for all sports.

SECTION 3 – SECRETARY

- A. Shall record and maintain minutes of all meeting.
- B. Shall keep a current copy of the by-laws.
- C. Shall keep a record of all PALS activities, rosters of officers, coordinators, coaches and sponsors.
- D. Shall be responsible for notifying Board members of all regular and special meetings.

SECTION 4 – TREASURER

- A. Shall be responsible, with at least one other executive board member, for signing all checks.
- B. Shall be responsible for mail and all correspondence.
- C. Shall be responsible for keeping all financial records and purchase orders for uniforms, equipment, etc.
- D. Shall be responsible for giving monthly financial reports and end of the year financial report. The financial records for PALS can be audited at any time by request and through understanding that requestor pay all costs incurred for audit.

SECTION 5 – COMMISSIONERS

- A. Shall conduct the annual player/cheerleader selection process. He/she will assist the President and Secretary in checking birth records and eligibility of all players. Shall coordinate the transfer of players/cheerleaders. All game schedule changes will be coordinated through the respective commissioner.
- B. Each commissioner shall have the responsibility for the operation of his/her league.
- C. All head coaches will be approved by the commissioner of his/her league subject to the approval of the Board.
- D. The commissioner shall meet with the head coaches of the league he/she is in charge of to explain the general and league rules.
- E. Each commissioner shall have a copy of their respective team rosters along with birth certificates as well as game schedules for all teams.
- F. Shall be responsible for mediating between coaches, parents, etc.
- G. Shall attend random practices to evaluate coaching techniques.
- H. Shall coordinate all information for tournament to head coaches.
- I. Shall be responsible for attending all District and State meetings and reporting all new information from these meetings to the Board (any Board member may fill in for a commissioner if for some reason he/she cannot attend one of these meetings).
- J. Shall attend sign ups for their respective sport.

SECTION 6 – CONCESSION MANAGER

- A. Shall coordinate the operation of the concession stand at all home games in order to provide refreshment for spectators and players.
- B. Shall be responsible for ordering, stocking and maintaining the concession stand.
- C. Shall keep accurate records of all purchases and transactions. The concession stand will run off of its own account that will be handled by the concession manager. All of the end of the season reports from the concession stand will be turned over to the treasurer for audit purposes.
- D. May have the head coach/team parent assign people to work in the concession stand. The manager may decline help if not needed.
- E. Will be responsible for securing and storing all concession stand equipment and merchandise after each game.
- F. Shall inventory all concession stand equipment (crock pot, coffee pot, microwave, etc.) listing type and brands. The inventory list will be turned into the secretary before the ball season begins and at the end of the season. New equipment purchases, over \$50, will be reviewed at the time of request and approved by the Board. Concession stand equipment (all kinds) will not be loaned without the approval of the Board.

SECTION 7 – FIELDS MANAGER

Shall be responsible for coordinating the upkeep of all fields. New equipment purchases will be reviewed at the time of request and approved by the Board.

SECTION 8 – SIGN-UP COORDINATOR

- A. Shall be responsible for the advertisement of sign-ups, sign-up registration (along with commissioner of said sport), and getting registration information and birth certificates from each child to proper Board member.
- B. Shall be responsible for ordering registration forms (triplicates).
- C. Shall keep all player records: birth certificates (copy), sign-up sheets, and any other pertinent player/coach records.

SECTION 9 – WEB MASTER

Shall be responsible for the design and upkeep of the PALS website. Shall also responsible for posting all information about sign-ups, game schedules, meetings and any other information pertaining to PALS to the website.

ARTICLE V – AMENDMENTS

These By-laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Board of Directors provided notice of the proposed change is included in the notice of such meeting.

ARTICLE VI – MEETINGS

SECTION 1 – BOARD OF DIRECTORS MEETINGS

- A. Quorum. The presence in person of one-third (1/3) of the Board shall be necessary to constitute a quorum.
- B. All members of the Board will be notified by the Secretary of the date, time and place of any special meeting to be held by the Board. Regular meetings will be held the first Wednesday of each month.

SECTION 2 – GENERAL MEMBERSHIP MEETING

- A. A general meeting will be held prior to sign-ups to discuss upcoming season.
- B. A general meeting may be called by the President at anytime he deems necessary.
- C. Notice of such meetings shall be posted at local establishments giving advance notice of the date, time and location. Notices shall also be posted at the concession stand and website.
- D. Rules of Order. Roberts Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the By-laws of PALS.

ARTICLE VII – COACHES, UMPIRES AND REFEREES

SECTION 1 – HEAD COACHES AND ASSISTANT COACHES

- A. All head coaches and assistant coaches will have a mandatory background search run on them prior to any practice.
- B. The Board shall approve of head coaches after background checks are completed. Coaches shall be responsible for the selection of their teams and for their actions on the field/court.
- C. Head coaches will choose their assistant coaches subject to the approval of the commissioner of his/her league and pending the status of their background check.
- D. All head coaches must be 18 years of age or older.
- E. Head coaches and assistant coaches must actively coach their team. Failure to comply will result in commissioner replacing said coaches.
- F. Substitutions or deletions of head coaches for a team during a game shall be reported immediately to the league commissioner who in turn will take action to get a replacement. In emergencies, at a ball game, in the event an official head coach or assistant coach is not present, the appropriate commissioner or Board member, in the absence of a commissioner, may approve a coach for that game only.

- G. Coaches will dress in appropriate ball attire applicable to the game.
- H. No alcohol or tobacco, in any form, will be allowed on the playing field, either at practice or at a regular scheduled game, or at any PALS function.
- I. No abusive language or actions (jesters) toward any player, parent, officials connected with a game, board member or officials connected with practice will be allowed. Problems with any person(s) will be turned over to the commissioner of respective league and/or the Board for corrective action.
- J. Head coaches or assistant coaches must attend the rules meeting without exception.
- K. Head coaches or assistant coaches must be responsible for appointing a score keeper for all home games (baseball/softball).

SECTION 2 – UMPIRES AND REFEREES

The Board will approve the use of the Umpire and Referee Association.

ARTICLE VIII – TEAM/CHEER SQUAD SELECTIONS

- A. There will be an on field/court draft for every 2nd and 3rd grade age group in each league if there is to be more than one team in that age group. The draft will consist of head coaches, commissioners of said league and two Board members. The coach’s child will be the only one on reserve status.
- B. All players in the 4th through 6th grade (7th & 8th in baseball) returning in the same age group will be on reserve status with previous coaches.
- C. All cheer squads will be separated by grade. If there is more than one squad per grade, they will go through a draft same as the other sports. Two or more grades may be combined if there are not enough cheerleaders per grade to form a squad.
- D. Baseball and Softball pitchers will be designated and split accordingly before any other players are selected.
- E. T-ball will be selected by a blind draft.
- F. Scoring system will consist of head coaches, commissioner of said league and two Board members. Scores will range from 1, being the lowest, to 5, being the highest.
- G. Any personal or physical requirements that may affect the draft must be duly noted on the registration form.
- H. All team selections are final two (2) weeks after draft day. Any parental/guardian concerns with the draft must be presented to a Board member in the form of a letter within the two week time frame.

ARTICLE IX – SCHOLARSHIPS

Any scholarship given out will need board approval. All scholarship recipients (parent) will have to work no less than 10 hours per scholarship. This work will be done at the concession stands, gates, or wherever help is needed. Scholarship recipients will have the understanding that if this work is not completed, it will forfeit their right to future scholarships. All scholarships will be kept private.

ARTICLE X – AWARDS

All participants will receive an award provided by PALS. Each sponsor will be presented with a letter of appreciation and an appreciation plaque.

ARTICLE XI SCHEDULES

Sanctioned league will make all schedules.

ARTICLE XII – COMPLAINTS

Complaints made against any head coach, assistant coach, umpire, referee, parent, PALS/sanctioned league worker or Board member shall be limited to matters concerning PALS only. Said complaints must be written, dated, signed and presented to a board member within seven (7) days of complaint. A full board meeting with complainant will be called within ten (10) days of receipt of the complaint.

ARTICLE XIII– FIELD/COURT RULES

There will be no tobacco products, in any form, or alcoholic beverages allowed on practice fields, playing fields, and courts or at any PALS function. Coaches, assistant coaches, board members, and parents will follow all said league rules at all times.

Adopted 8/13/08