

**RAMONA SPORTS ASSOCIATION, INC., dba: Ramona Pony Baseball  
BYLAWS**

Ramona Pony Baseball hereinafter referred to as RPB, incorporated 1979 under the laws of the State of California as a non-profit corporation; a member of PONY Baseball, INC., Washington, Pennsylvania. These By-Laws have been adopted pursuant to the PONY Baseball, Inc. rules and regulations and are subject to future policies that may be adopted by PONY Baseball, Inc

**ARTICLE I, ASSOCIATION NAME AND LOCATION**

The name of the organization shall be RAMONA SPORTS ASSOCIATION, INC., RAMONA PONY BASEBALL. The organization shall be in Ramona, CA, and shall be duly incorporated under the laws of the State of California.

**ARTICLE II, OBJECTIVE**

(a) Ramona Pony Baseball's objective shall be to implant in youth the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority so that they may be well adjusted, strong and happy, and grow to be decent, healthy and trustworthy adults.

(b) The program shall include competitive games, supervised by adults, with emphasis on learning, skill improvement and equal participation. Enjoyment and success shall be of primary concern with winning secondary to the fulfillment of each player's baseball goals.

**ARTICLE III, MEMBERSHIP**

(a) There shall be one class of voting members as follows: Parents or Guardians of players. Registered players aged 3 through 20 as of August 31st of the calendar year shall be known as player (non-voting) members. All memberships expire annually on the day prior to the beginning of player registration and may be renewed at any time thereafter. No dues shall be assessed for membership.

(b) No member duly elected to the Pony Baseball Board of Directors shall receive any pay for service to the Association, but this shall not prevent any member from providing goods or services to the Association for pay.

**ARTICLE IV, BOARD OF DIRECTORS**

The Association shall choose a Board of Directors whose function shall include but not be limited to the following:

1. Conduct meetings of the Association;
2. Register members and players;
3. Establish playing rules generally consistent with the official rules of baseball as modified for youth by RAMONA PONY BASEBALL, INC.;
4. Establish schedules, teams, organization and membership organizations;

5. Provide equipment, facilities, and leadership;
6. Ensure adequate financing and operate the fiscal affairs of the Association using sound business judgment and procedures;
7. Conduct the business of the Association; and
8. Take disciplinary and corrective measures as required to maintain order within the association.

The Board of Directors shall consist of one president; one executive vice president, five division Vp's; secretary; treasurer; player agent, equipment manager; facilities director; parents auxiliary; head scorekeeper; public relations director; chief umpire; concessions director; fundraising director; technology director, tournament director, volunteer coordinator and select director or any other position title as deemed necessary for the operation of the league.

Individuals may hold two roles and perform duties of both positions provided there is no conflict of CA non profit title holder regulations. The general duties of these directors shall be as follows:

**President:** Presides at the Association meetings and assumes full responsibility for the operation of the Association, subject to these bylaws and the decisions of the Board of Directors. The President shall see to it that all personnel are properly informed of all phases of the rules, regulations and policies. The President chairs the decisions council and is ex-officio, a non voting member of all committees for special purposes. The President shall compose an annual letter to be distributed to league members. The letter shall discuss league policies and procedures regarding member participation in support of the league functions.

**Executive Vice President:** Will perform all the duties of the President in the President's absence as well as Chair the Decisions Council.

**Division Vice Presidents: Shetland, Pinto, Mustang, Bronco, Pony**

Vice Presidents represent their respective divisions as voted upon by the Board of Directors. Ensure that the rules for minimum playing time and pitching eligibility are observed and that the provisions of the team managers and coach's agreements are carried out within their respective divisions. They shall be responsible for their contribution to overall field maintenance and shall see to it that at each game the home team properly prepares the field for play. A Vice President, or their spouse, shall not manage a team in a division they represent. Division responsibilities are subject to change based on board needs.

**Secretary:** Keeps the minutes of regular meetings and closed session meetings. The Secretary receives correspondence and routes it to the proper/appropriate director as the board shall direct. The Secretary maintains the membership register, is responsible for notification for all association meetings and certifies election outcomes.

**Treasurer:** Assumes responsibility for all Association finances and receives and disburses all Association funds. The Treasurer and or President sign's checks. The Treasurer supervises preparation of the budget, maintains financial records, including tax records, and regularly reports the status of the Association funds. The Treasurer shall be responsible for maintaining

the Associations status as a California non-profit corporation. The Treasurer shall serve on any sub-committee that requires financial obligations.

**Player Agent:** Organizes annual dates for sign-ups, certifies the eligibility of players, conducts skill assessments, administers player selection, orders uniforms, orders year-end awards and supervises the transfer of players according to the rules of Pony Baseball, Inc.

**Equipment Manager:** Supervises the storage, inventory, maintenance, distribution and acquisition of all association equipment, is responsible for changing locks, providing volunteers with keys, facilitates services for trash and portable restrooms.

**Facilities Director:** Responsible for the development and improvement of fields and facilities, coordinates the overall maintenance and preparation of the fields for play, coordinates with RMWD for pest control and other field needs.

**Parents Auxiliary:** Organizes and supervises all fund raising activities, organizes and leads Team Parent meeting, supervises opening day and awards activities, provides the Public Relations Director with event information

**Fundraising Director:** Responsible for coordinating the annual Cake and Cap event, general fundraising for banners, ads, etc. and works with the Public Relations Director to complete the annual Spring program.

**Concessions Director:** Responsible for the total operation and maintenance of the snack bar and coordinating volunteer and paid staff for proper operation.

**Head Scorekeeper:** Provides training for official scorekeeper, coordinates official score keeping for each game, maintains statistics(as needed) and current league standings on website, works with the Vice Presidents responsible for determining that the rules regarding minimum playing time and pitcher eligibility are observed and shall report any infraction to the appropriate Vice President.

**Chief Umpire:** Responsible for scheduling official umpires and Junior Umpires from the Junior Umpire program registration.

**Volunteer Coordinator:** Ensures all volunteers for the league are up to date with background checks and mandatory requirements to volunteer under Pony.org. Coordinates a CPR training class, concussion protocol, and a child abuse education class for managers and coach volunteers.

**Public Relations Director:** Provides publicity for all Associations activities using website and social media avenues, posts for the general membership all changes in the bylaws and local playing rules. Prepares the yearly Spring program with the Fundraising Director.

**Technology Director:** Maintains the league website, sets up registrations, and emails membership with updates. Facilitates technology updates within the league including GameChanger and board emails.

**Tournament Director:** Responsible for the total organization and operation of the annual Ramona Baseball Invitational (“RBI”) tournament, is a member of the budget and facilities committees, and handles any subsequent tournaments as voted upon by the board.

**Select Director** : Represents the select teams and serves as their liaison to the board. Responsible for supervising fundraising activities, coordinating with Parents Auxiliary & Public Relations, coordinating the use of fields with the recreational teams, organizing tryouts, and collecting fees for field usage. Maintains a “binder” of field schedules, payments, and communications between the board and select managers.

## **ARTICLE V, ELECTION, APPOINTMENT AND TERM OF OFFICE**

- (a) The term of office for directors shall be one year from August 1st through July 31st. Directors may serve consecutive terms. Outgoing directors shall attend two meetings following the expiration of their term to advise incoming directors. The board shall consist of elected members, nominated and chosen by the general membership at the general membership meeting to be held in July. The Secretary will, seven (7) days prior, confirm the nominations, request a voluntary statement of goals and post the ballot, alphabetically listing all nominees, noting incumbent positions. The votes will be tallied by an online survey service. The President will collect all counted ballots and hold them for a period of 30 days. If after 30 days, a request for a recount has not been received, ballots will be disposed of.
- (b) The elected members shall, at their first meeting, choose from among their numbers the holders of the elected offices, incumbent members selecting first.
- (c) Should an office become vacant for any reason during the term of office specified in these bylaws the President shall, with prior approval of the board, make an appointment to fill that office.
- (d) In the event the President vacates that office, the Board of Directors shall vote for a new President. Spouses cannot serve concurrently unless voted on by the board.
- (e) A director may be removed from office for failure to perform the duties of office, a violation of the bylaws, rules or board policies, or other conduct detrimental to the interests of the association.
- (f) Any board member who misses four three regular meetings, without prior approval may be asked to step down. Removal of a director from the board can be brought by quorum by the board of directors in an executive session.
- (g) Any board member who is affiliated as a board member of another baseball league shall not be a board member of Ramona Pony Baseball. Any possible conflict of interest arising from participation on other boards for current board members or prospective board members, must be immediately disclosed to the BOD for open discussion to verify if a possible conflict of interest prohibits participation on Ramona Pony Baseball’s Board of Directors.

## **ARTICLE VI, MEETINGS**

- (a) A regularly scheduled Board of Directors meeting shall be held the first and third Monday of each month. The first thirty minutes of scheduled meetings are open to the membership to address the board. The President may call meetings more often if necessary, and shall call an emergency board meeting within three (3) days of being petitioned by at least two directors.

(b) A quorum shall consist of a majority of the Board Members. Those eligible to vote shall consist of board members present. The President may vote only in case of a tie.

(c) If an email vote is called, a quorum shall consist of all eligible members with voting privileges. Email vote is open for twenty-four (24) hours or once a majority with no other possible conclusion is met.

## **ARTICLE VII, COMMITTEES**

The Association shall utilize sub committees to assist the directors in performing their duties. The president shall be an ex-officio, non-voting member of all committees. The term of office of the standing committees of the Association shall be the same as that of the board. The following constitutes the standing committees:

**Rules Committee:** Shall consist of the Chief Umpire (chair), Secretary, Head Scorekeeper and Division Vice Presidents. The committee shall annually prepare and present a set of local playing rules for board approval prior to the beginning of the playing season and shall recommend revisions of these rules from time to time as needed, and will annually review the Association bylaws and make recommendations to the board for any needed changes.

**Ad Hoc Committees:** In addition to the standing committees, the President may, from time to time, with the approval of the board, appoint ad hoc committees for a special purpose, which consists of at least one director and two other association members. The board action creating such committee shall specify the function, duration and termination circumstances.

## **ARTICLE VIII, DECISIONS COUNCIL**

When a written complaint or protest is received by the BOD the following procedure is used to reach a decision. Any complaints or protests should be resolved as quickly as a fair decision can be made. Issues of safety should have an even greater speed of resolution.

### 1. Receive Written Complaint

- a. The complaint of record should be received in letter or email. Social media and text messages are not a valid format.
- b. Written complaints can be sent to any BOD member or the league email address.
- c. If the complaint is anonymous the President or Executive VP will reach out to establish a time to meet or verbally discuss the details with the sender.
- d. Complaints can remain confidential with the Decisions Committee; however fully anonymous complaints will not proceed further.
- e. No actions should be taken until a 24-hour cooling down period has passed, unless there is an immediate safety issue involved.

## 2. Form the Decisions Committee

- a. The President and Executive VP form a Decisions Committee of members of the BOD that have no conflicts in serving on the committee. The committee should be chosen in order to act in an unbiased fashion and represent the best interests of the league.
- b. Typically, the committee chair will be the Executive VP, or the respective Division VP, or other board member without a conflict. The President may serve as the committee chair if necessary to form a committee without conflicts.
- c. For game protests the Chair would typically be the Head Umpire, or respective division VP.
- d. The committee should have at least 3 members, and recommendation is 5.
- e. For game protests typical members would include: Respective Division VP, Head Umpire, Head Score Keeper, other Division VPs.
- f. The President should make sure that all members of the committee have no conflicts in reaching a decision on the issue at hand.
- g. Examples of conflicts may include and are not restricted to: schedule (the BOD member cannot currently invest the time), has a close friendship/relationship with one of the parties involved, is one of the parties involved in the complaint.
- h. If a committee member is aware that they have a conflict and cannot be fair or unbiased, they should remove themselves. The Chair will work with the President to find a replacement from the BOD.

## 3. Investigate the Issues

- a. The committee shall meet with any parties and gather material as needed to ascertain the facts of the situation.
- b. The chair should reach out and establish all necessary witnesses and schedule times with them and the committee to get statements and answer questions.
- c. If the committee is to meet with the party that the complaint is against, a 48-hour notice is recommended before meeting with them. If a safety concern is involved 48 hours can be waived by the committee.
- d. Any party with a complaint against them can arrange witnesses to speak on their behalf with the committee.
- e. The committee should set time limits for conversations to respect the time of all parties.

## 4. Confer and Decide

- a. The committee should meet in closed doors to decide the facts of the issues at hand and vote on the decision on how the complaint should be handled.
- b. Majority votes will be used.
- c. The committee can decide to take an issue to a quorum meeting of the BoD, if they feel a larger BOD vote is most prudent.
- d. The committee has wide discretion in resolving the respective issues for the best of the parties involved and the league in general. Some specific example actions may be to issue warnings and written expectations, place players on different teams, suspend

coaches and volunteers, prohibit attending league events from inside the main complex, and removal from the league.

5. Document and Inform

- a. The Chair of the Committee shall document the facts and results of the committee.
- b. Key items to be recorded in the report include: The complaint, the findings and facts as investigated by the committee, the decisions of the committees.
- c. Any confidential information shall not be placed into the report, including accounts from minors. Especially any details that may be used as retribution should be held from the report as much as reasonable.
- d. The chair shall inform the author of the complaint, and any others affected by the decisions.
- e. The report shall be delivered to the President and Secretary, and stored for 7 years.
- f. At the next BOD meeting the report should be briefed to the BoD by the chair and any questions answered.

6. Appeals

- a. There is no procedure for appeals.
- b. Any general member may bring an issue for a vote to a quorum of the BOD at any of the regular BOD meetings.

**ARTICLE IX, LOCAL PLAYING RULES**

Prior to the start of the season, the rules committee shall propose and the board shall approve a set of local playing rules consisting of modifications and supplements to the Official Rules of Baseball, as modified by Pony Baseball, Inc., which shall be made available to all members.

- (a) Local rules shall supersede Pony Baseball rules.
- (b) The local playing rules may be changed from time to time by the board, although no change shall be valid unless it has appeared in the local newspaper or posted at the baseball complex 48 hours prior to its being adopted. Been emailed to the general membership at least 48 hours prior to its being adopted. All changes must be posted at the complex for 48 hours. All changes must be posted on the league website in a “Special Note” on the front page advising of a Rule Change. These safeguards may be suspended by a 2/3 vote of the board in attendance to rectify an emergency.
- (c) No local playing rules change will affect a game played prior to their adoption.

**ARTICLE X, FINANCES**

The Association shall follow principles of sound fiscal management and shall pay all debts as they become due. The Board of Directors shall adopt an annual budget, shall from time to time make necessary revisions in that budget, and shall see to it that the financial records of the Association undergo a professional annual audit by a third party with no known association to the league or as conflict of interest free as possible. No Association funds shall be expended or any dept contracted over \$500 without the approval of the board and in accordance with the

approved budget. All Association checks or single transactions over \$10,000 shall bear the signature of the Treasurer and/or the President or another officer authorized by the board.

**ARTICLE XI, AMENDMENTS**

These bylaws shall be reviewed annually by the rules committee and amended, if necessary, by the Board of Directors. These bylaws will be updated as necessary but not to exceed four years.