

# Local League Bylaws

These By-Laws have been revised and are effective October 2009 through November 2014.

Conway Community League, Inc.  
County of Beaver

## **# ARTICLE I: NAME**

The name of this organization is the Conway Community League, Inc. located in Conway, Pennsylvania.

## **# ARTICLE II: PURPOSES**

Section 1. The Purposes of the Conway Community League, Inc. are

- a. To promote in all youths, the ideals of good sportsmanship, teamwork, honesty, loyalty, and courage.
- b. To mold the youth of today into adults of character and integrity of tomorrow.
- c. To provide supervised, competitive athletic games.
- d. To enhance individual athletic skills by emphasizing training and practice as the main goal and not the winning of the games.

Section 2. The purposes of the Conway Community League are promoted through community involvement.

Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

## **# ARTICLE III: BASIC POLICIES**

The following are basic policies of the Conway Community League, Inc.,

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the community to provide quality baseball for all children and youth.

- c. The organization shall work to promote health and welfare of children and youth, and shall seek to promote collaboration among parents and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. No political involvement.

## **# ARTICLE V: BYLAWS**

Section 1. The articles of organization of this local league include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in case in which the organization is a corporation) or the articles of association by whatever name (in case in which the organization exists as an unincorporated association).

Section 2. The adoption of an amendment to any bylaws shall apply automatically and without the requirement of further action by this local League to

amend its corresponding bylaws. This local League shall promptly incorporate such amendments in its bylaws.

Section 5. Local League bylaws shall be updated every five (5) years.

## **# ARTICLE VI: VOTING**

Section 1. Only members of this local League who have paid dues for the current membership year may vote on the business of this local league.

Section 2. Current membership must be verified for voting privileges.

Section 3. The bylaws of this local League shall prohibit voting by proxy.

## **ARTICLE VII: MEMBERSHIP & DUES**

#Section 1. Every individual who is a member of this local League is entitled to all the benefits of such membership.

#Section 2. Membership in this local League shall be made available without regard to race, color, creed, or national origin.

#Section 3. This local League shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

#Section 4. Each member of this local League shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. Each member's dues to be determined by this League, through registration fees and concession stand fees.

#Section 8. Local League Membership:

Upon payment of dues, a person of Full Age shall become a member of the local League and shall be entitled to all privileges of membership, including holding office and voting.

Upon payment of dues, a person of less than Full Age (under the age of 18) shall become a member of a local League and shall be entitled to all privileges of membership including voting, holding chairmanships and offices, with the exception of President, Vice-President, Secretary and Treasurer.

Full Age: Of the age of eighteen years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations.

## **ARTICLE VIII: OFFICERS**

Section 1. The officers of this local League shall be ONE president, ONE vice president, ONE secretary, and ONE Treasurer.

Section 2. Officers shall be elected in the month of May.

#Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the **Conway Community League, Inc.**

# a. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

# b. No person may serve in more than one elected position in this League simultaneously.

c. To be eligible for the presidency, a person must have prior baseball/softball experience, have been a previous board member, or have been a prior or current member of the Conway Community League.

Section 5. Officers shall assume their official duties on July 1<sup>st</sup> and shall serve until June 30<sup>th</sup> of the following year.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

## **ARTICLE IX: DUTIES OF OFFICERS**

Section 1. The president shall:

a. Preside at all meetings of this local League;

b. Serve as an ex officio member of all committees except the auditing committee, if authorized to sign checks;

c. Coordinate the work of the officers and committees of this local League in order that the Purposes may be promoted;

d. Perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board; and

e. Appoint a parliamentarian as needed.

# f. have a current copy of this League's bylaws available for membership review.

Section 2. The vice-president shall:

a. Act as aide to the president; and

b. Perform the duties of the president in the president's absence or inability to serve.

Section 3. The secretary shall:

a. Record the minutes of all meetings of the Conway Community League, Inc.;

b. Maintain a current copy of the bylaws and membership list;

# c. present a written copy of the previous meeting's records at each meeting;

# d. have at each meeting, written records available for review by members, for the previous month's meeting.

Section 4. The treasurer shall:

# a. have custody of and maintain a full account of the funds of this local League;

b. make disbursements as authorized by the executive board, or this local League in accordance with the budget adopted by this local League;

# c. have checks or vouchers signed by two people (the treasurer and president), unless they have a personal relationship;

# d. provide a written financial statement to the executive board at each meeting;

# e. present a written annual report of the financial condition of this organization to the membership;

# f. have the accounts examined annually or upon change of officer by an auditor or an auditing committee of not fewer than three members, not affiliated with the treasurer, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties;

# g. report the findings of the annual audit in writing to the executive board;

# h. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this League;

# i. if League is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers; and

#Section 5. All officers shall perform other duties as may be provided for these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

## **ARTICLE X: EXECUTIVE BOARD**

Section 1. The business of the **Conway Community League, Inc.** shall be managed by the executive board in the intervals between general membership meetings.

#Section 2. Each executive board member shall be a member of this local League.

Section 3. The members of the executive board shall be the four elected officers.

Section 4. Duties of the executive board shall be to

- a. transact business as may be referred to it by the membership of this local League;
- b. appoint standing committee chairman and members;
- c. create special committees;
- d. approve the work of the committees;
- e. present a report at the regular general meeting of this local League;
- f. select an auditor or an auditing committee to audit the treasurer's accounts;

# g. prepare and submit an annual budget to this local League's general membership for adoption; and

h. approve payment of routine bills within the limits of the approved budget.

Section 5. If any member of the executive board shall at anytime cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the position by resolution adopted by the executive board.

Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of members upon THREE days' written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within ten (10) days.

## **ARTICLE XI: COMMITTEES**

Section 1. Only members of this local League shall be eligible to serve in any elected or appointed positions.

Section 2. The standing committees of this local League shall be listed in the standing rules.

Section 3. The executive board may create such special committees, as it may deem necessary to promote the Purposes of this League and carry on the work of this local League.

Section 4. The term of office of each committee chair shall be ONE year or until the selection of a successor.

Section 5. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

## **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

# Section 1. At least four (4) general membership meetings of this association shall be held during the baseball year. Dates of meetings, month and day, shall be determined by the executive board and announced at the first general membership meeting of the year. Ten (10) days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this local League may be called by the president or by the majority of the executive board with THREE (3) days' notice having been given.

#Section 3. The annual meeting to elect new officers shall be in May.

#Section 4. A quorum of the membership is required for the transaction of business in any meeting of this local League.

## **#ARTICLE XV: FISCAL YEAR**

The fiscal year of the Conway Community League, Inc. shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>, or any specific month and date totaling 365 days inclusive.

# The fiscal year of a local League shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

## **# ARTICLE XVI: DISSOLUTION**

Section 2. A local League considering dissolution must:

- a. upon decision to recommend dissolution of the League, present the resolution to the members at the next general meeting for their information;
- b. announce that a vote on the dissolution will be taken at the next general meeting. A two-thirds (2/3) vote is required to dissolve a local unit;
- c. require each person voting to dissolve to be a member of this local League for at least ninety (90) days;
- d. arrange for the proper disposal of League funds and property according to the provisions of these bylaws; and

- e. provide for the dissolution to take effect immediately after the dissolution is voted and not to be post-dated.

## **# ARTICLE XVII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **# ARTICLE XVIII: AMENDMENTS**

These bylaws may be updated or amended at any general membership meeting of this association by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

## **ARTICLE XIX: ALL-STAR / TOURNAMENT PLAY**

Any coach can put together an All-Star / Tournament team but they must seek the approval of the Conway Community League executive board before such team can be granted funds for tournament play. All-Star/Tournament uniforms will not be paid for by the League.