



## I. Name and purpose

The name of the Organization shall be *Oak Forest Baseball Association (OFBA)*. The purpose shall be the promotion and conduction of athletic activities and activities relating thereto, in the area of youth baseball located in the community/surrounding areas of Oak Forest, Illinois. The Organization (OFBA) will promote the teaching, instruction, fundamentals and sportsmanship in the game of baseball. OFBA is established exclusively as a not-for-profit organization, functioning at all times, within the meaning and limits of Title 26 of the United States Code, Section 501(c)(3), of the Internal Revenue Code of 1986, as amended (the "Code").

## II. Membership

The Members of OFBA shall be those children and their parents/guardians registered in the baseball program of the Association.

### A. Division Placement

The children shall be placed in their respective DIVISIONS as follows:

4 – 6 year olds (Pre-K – Kindergarten)	T-Ball Division
6 - 8 year olds (1 <sup>st</sup> Grade – 2 <sup>nd</sup> Grade)	Pinto Division
9 – 10 year olds (3 <sup>rd</sup> Grade – 4 <sup>th</sup> Grade)	Mustang Division
11 – 12 year olds (5 <sup>th</sup> Grade – 6 <sup>th</sup> Grade)	Bronco Division
13 – 14year olds (7 <sup>th</sup> Grade – 8 <sup>th</sup> Grade)	Pony Division

Division age is the age attained by a player prior to Aug. 30<sup>th</sup>, of the current playing season, and determines the player's eligibility for a particular division.

Requests for exceptions to the age requirements will be presented to and reviewed by the executive board and will require Board approval by majority vote.

### **III. Organization and Procedure**

#### **A. General**

The organization of the Association shall include the officers, coordinators and various Committees, herein commonly referred to as the Board.

#### **B. Board of OFBA**

The rights and powers of the Board shall be as hereinafter defined:

##### **1. Composition**

The Executive Board shall be composed of the elected officers of the Association, President, Vice President, Treasurer, Communication and Tournament Director and Director of Equipment & Purchasing. The Board will consist of, the elected officers, and elected / appointed coordinators.

##### **2. Elected Board Members**

Potential candidates to be elected to the Board first must submit a filled out questionnaire to the Board stating their intentions to be added to the ballot. Only Members of the Association, as defined in Section II, and/or responsible citizens may serve as Board Members of the Association. Each elected Board Member will serve a two-year term, and the board will elect their officers and coordinators at the final Board meeting in August.

**The Officers and the Coordinators of the association shall be as follows:**

##### **TITLE**

**President (Officer)**

**Vice president (Officer)**

**Treasurer (Officer)**

**Director of Equipment & Purchasing (Officer)**

**Communication and Tournament Director (Officer)**

**Coordinator of Bronco Division/ Mustang Division**

**Coordinator of Pinto and T-Ball Division**

**Coordinator of Travel (Full/Part-Time)/ Pony**

**Coordinator of Travel (Full/Part-Time)/ Pony**

**Coordinator of Umpires**

**Coordinator of Ridge Fields**

**Coordinator of Convent fields and Tower Fields**

**Facilities and project manager**

**3. Powers**

The Board shall act as the Executive Committee of the Association, shall control and manage the property, business, and activities of the Association. Shall take whatever action it deems desirable including the establishment of policies for the conduct of the affairs of the Association consistent with the provisions of these by-laws, resolutions or actions of the Board. No substantial part of the activities of OFBA shall be carrying on of propaganda, or otherwise attempt to influence legislation. OFBA shall not participate in any political campaign.

**4. Voting Rights**

Every Board Member, except the President, shall be entitled to vote in person when in attendance, upon all questions brought before duly called meetings of the Board. In case of a tie, the President shall cast the deciding vote.

**5. Other Committees**

Except as otherwise provided by these by-laws, the President, or his delegate, may appoint Committees with such duties, powers responsibilities, and procedures as he may prescribe. The President shall have the privilege of the floor at meetings of all committees.

**6. Reports to Membership**

The actions of the Board shall be reported to the Membership at the monthly General meeting (schedule for the year will be communicated to the membership in January).

General meetings will be held from January to August of each year at a designated meeting place.

**7. Board members Dues**

The volunteerism of a board member is yearlong effort to promote, develop, and enhance the workings inside and out of the association. The dedication to these efforts will be rewarded to each board member, with the waiver of their son/daughters in house yearly membership.

**Full-Time Travel**, First year board members that have their player playing full time travel will have their in house fee associated with the age of their child deducted from the total amount due for full-time Travel with the max of \$260.

Second year Board members will now pay \$350 per kid at the beginning of the season.

Then board members will have to work the three mandatory tournaments, GOAT, Mother's Day and Halloween. Also board members will have to work two out of the following four remaining events. The events will be registration/uniform fitting, parade day, picture day and picnic.

If board member did not fulfill their requirements, then they will owe and additional \$1150.00.

No more discounts for more than two players.

Each board member must participate in the all association yearly fundraisers.

**8. Auxiliary Board Members**

A group of volunteers, that will work with the Concession Coordinator on year long activities. Duties include but are not limited to helping with the concession stands, tournaments and other OFBA events. The dedication to these efforts will be rewarded to each board member, with the waiver of their players in house yearly membership.

**IV. Financial Management**

**A. Execution of Instruments on Behalf of the Association**

The President or the Treasurer may execute all checks up to \$2,000 and the board members must approve checks of \$2,000 or more. Execution of any loans, mortgages, or expenditures, which exceed the annual budget, must have the prior approval of the board members, and may then be executed by the Officers so empowered.

**B. Registration Fees**

The Board shall determine all association fees.

**C. Fiscal Year**

The fiscal year of the Association shall be September 1<sup>st</sup> to August 30<sup>th</sup>.

**D. Annual Budget & Financial Statement**

The Treasurer will present a year end financial statement along with the annual budget for Board approval at the November Board Meeting.

**E. Net Earnings**

No part of the net earnings of OFBA shall inure to the benefit of, or be distributable to its Officers, Directors, or other private persons, as disqualified under applicable sections of the Code. The association, however, may be authorized and empowered within these by-laws to pay reasonable compensation for services rendered to the OFBA, and to make payments and disbursements in furtherance of 26 U.S.C. 501(c)(3) purposes.

**F. Business Transactions**

In the event of a business transaction between the OFBA and an Officer, Coordinator, or other disqualified person, OFBA shall disqualify the Officer or Coordinator from voting; require 3 bids submitted; and requires an independent person to negotiate the agreement to ensure the transaction is conducted at arms-length and that no benefit, other than that commonly required in the marketplace and within the meaning of the Code, will inure to the benefit of the Officer, Coordinator or disqualified person.

**G. Business Activities**

Notwithstanding any other provision in the by-laws, OFBA shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from taxation under 26 U.S.C. 501(c)(3), as amended, or the corresponding section of any future United State Tax Code, or (b) an organization, contributions, to which are deductible under 26 U.S.C. 170(c)(2), or corresponding sections of any future United States Tax Code.

**H. Dissolution**

On Dissolution of OFBA, all assets will be distributed to an organization exempt from taxation under 26 U.S.C. 501(c)(3), or as otherwise allowed under the Code.

**V. Meeting of the OFBA Board Members**

**A. Frequency of Meetings**

There shall be a meeting of the board members monthly (schedule for the year will be communicated to the board in September). The President shall call additional meetings of the Board as required, or upon the request of any two Board members.

**B. Meeting Attendance**

Any Board Member who is absent for three required board and general meetings during a calendar year without good cause will be subject to removal from the Board. Prior to removal, the President will discuss the Members' attendance with him. If in the President's opinion, the Member does not provide sufficient reasons

for his absences, the President will recommend the Member's removal from the Board. Removal will occur upon the 2/3rds vote of the entire Board.

**C. Performance of Duties**

The Board shall have the power to dismiss any Board Member who fails to perform his duties as described in Section VII, "DUTIES OF OFFICERS." The dismissal of any Board Member is subject to a 2/3rds vote of the entire Board.

**D. Quorum**

Greater than 50 % of voting members of the Board shall constitute a quorum for the transaction of any business duly presented at any meeting of the Association

**E. Voting**

Unless otherwise prescribed in the by-laws, a majority vote of Board Members, in attendance at a Board Meeting, is required for approval of any measure brought before the Board. A two-thirds vote of all Board members is required for changes to the by-laws.

1. In the event a measure requires approval of the Board between Boards Meetings, and a special meeting is not called, a motion made through electronic means is acceptable. The motion must be made to all Board Members and all discussion must be copied to all Board Members. For the motion to move forward, another Board Member must "second" the motion. A simple majority of the entire Board is required for approval. The motion and voting results are to be recorded in the minutes of the subsequent Board Meeting.

**F. Rules of Procedure**

The rules of parliamentary procedure contained in Robert's Rules of Order shall be used as procedure guidelines for meeting of the Board and General Meetings.

**VI. Appointment of Officers and Board of Directors**

The President with the Boards approval shall appoint officers and Members of the Board to fill open positions on the board.

**A. Term of Office**

The term of office of an elected Member of the Board shall commence when approved by the Board and announced by the President at the August Board meeting. New Board terms officially begin with the September meeting. Any appointed members shall serve the remainder of that current year.

**B. Nominating Committee**

The president shall appoint a Committee of at least three Members to prepare a slate of Nominees. Said Committee will be appointed no later than the June meeting of each year. Said Committee shall consist of Board members that are not up for election.

**C. Nominations**

Prior to the July general meeting, the Nominations Committee, appointed by the President, will be empowered to present the names of candidates for each position. A letter of intent must be turned into the nominating committee by the June Board meeting.

**D. Election**

At the August General meeting, the list of Nominees will be read, by the Nominations Committee. The Voting forum will consist of members who are registered as OFBA members for the current season, as described in Section II, "Membership". No one under the age of 18, will be allowed to vote. This election is not open to the public.

**E. Nominees**

The Nominees of the Nominating Committee for appointment to seats on the Board shall be presented at the August meeting. The registered membership of OFBA shall cast votes in attendance for each open position.

**F. Vacancies**

Vacancies on the Board shall be appointed by the President.

**Duties of Officers and Coordinators**

**A. President**

The President shall be present at all general, special and executive meetings, as well as all Division functions. He/She shall be responsible for performing the following specific tasks;

1. Be an active member of all committees that deal with the Community while serving as a member ex-officio if all others.
2. Represent the league in all official contacts with other public or private bodies or officials, except where such contact duties are delegated to a specific

person or committee.

3. Responsible for the conduct of the League in strict conformity to the policies, principle, rules and regulations as agreed to by the Board.
4. In charge of maintaining the master cage schedule.
5. In charge of maintaining the Shooters/ Central master schedule.
6. Record and distribute the minutes of each Board and General meetings to all Board Members.
7. Keep the roll call at all board and general meetings.
8. Assist in the coordination and development of all OFBA Fundraising activities

**B. Vice President**

The Vice President shall assist the league Coordinators in overseeing and assisting them with the daily divisional activities. Oversee all fundraising activities and record the activities of the association and maintaining appropriate files and necessary records and shall be responsible for performing the following specific tasks.

He/She shall be responsible for the following tasks.

1. Will assume all presidential duties in the absence of the President.
2. Coordinate and prepare a list of team sponsors for each league and distribute to the Division Coordinators before the league drafts and to the Equipment Coordinator for uniform lettering.
3. Coordinate the delivery of the necessary artwork to the banner printer for each of the banner sponsors.
4. Maintaining accurate up to date records of all League Rules and by-laws.
5. Responsible for updating, printing and distributing copies of all League Rules to each of the League Directors prior to the Managers and Coaches Meeting.
6. Subscribe, maintain and update the association website.
7. Maintain league email.
8. Prepare and distribute the annual calendar of events.



9. Coordinate the Raffle Tickets Fundraiser.
10. Assist in the coordination and development of all OFBA Fundraising activities

**E. Treasurer**

The Treasurer shall receive all monies and shall keep an accurate record with receipts of all cash receipts and/or expenditures and shall pay out all funds as authorized by the Board. They shall be responsible for performing the following specific tasks;

1. Present a written general ledger of accounts at each monthly meeting.
2. Prepare and distribute a full written report/Financial Statement to the Board Members annually.
3. Keep current on all General and Tax Laws that will affect the Association.
4. Keep all required records and file all government paper work and/or forms.
5. Prepare and file all Tax Forms.
6. Obtain and maintain all required Insurance Coverage for the Association and the Board Members.
7. Prepare a Proposal Fiscal Budget for acceptance by the Board at the October Board Meeting.
8. Responsible for filing of incorporating documentation.
9. Prepare and file any necessary audits with the state of Illinois, and prepare a copy for the Oak Forest Park District
10. Create and maintain all online registrations through the website.
11. Provide COI'S to Travel Coordinator.
12. Assist in the coordination and development of all OFBA Fundraising activities

## **F. Division Coordinators**

The Division Directors shall become the administrative officers under the direction of the President for the Pony, Bronco, Mustang, Pinto, and T-Ball Division. The Division Coordinators shall direct all activities pertaining to the functions of each division. They shall be invested with the authority, granted by the Board, to take whatever steps are necessary to see that the program conforms to the rules as set forth in the by-laws of the Association and the Pony Baseball Rules. They shall be responsible for performing the following specific tasks:

1. Prepare a list of qualified Managers and submit them to the board for Approval.
2. Coordinate a Preseason Managers and Coaches Meeting to distribute and review all Division Rules.
3. Verify age eligibility of all players and confer with the (Executive Board on all controversies.
4. Responsible for conducting Division Draft.
5. Make sure all volunteers turn in a background check and maintain a master list.
6. Responsible for setting up a coaches clinic with all divisions.
7. Distribute Practice and Game Schedules and coordinate with the Umpire Coordinator.
8. Maintain current relationships with surrounding towns' league coordinators.
9. Maintain current division team records through the website.
10. Prepare and maintain a complete file on all registered Players.
11. Responsible for ordering Tball and Pinto participation trophies.
12. Arrange field maintenance according to guidelines by the field coordinator.
13. Obtain a list of possible all-star Managers and present to the Board for Voting.
14. Must assist at the all-star Try Outs.
15. Present for all World Series games and responsible for ordering Championship rings and medals.

16. Assist the Director of Equipment in the distribution and collection of all equipment and uniforms.
17. At the completion of each season, obtain all player evaluations from all teams.
18. Coordinate the divisions Fall Ball teams, schedules and work with umpire coordinator.
19. Tball/Pinto coordinator is responsible for the OFBA Parade.
20. Mustang/ Bronco coordinator is responsible for OFBA Picnic and responsible for ordering contest medals.
21. Coordinate Tball and Pinto Parent meeting.
22. Coordinate the Team Parent Packet
23. Assist in the coordination and development of all OFBA Fundraising activities

#### **H. Director of Purchasing & Equipment**

The Coordinator of Purchasing and Equipment shall be responsible for the ordering and purchasing of all equipment and uniforms to be used by the association. The Coordinator of Purchasing and Equipment shall also be responsible for maintaining the quality, and an adequate inventory, of all of the equipment to be used by the Division. He/She shall be responsible for performing the following specific tasks;

1. Purchase as needed all, replacement and new items deemed necessary by the Board.
2. Submit a Projected Budget at the November Board Meeting for all known/projected expenditures for the coming Season.
3. Obtain and submit to the Board of Director Finalized Price Quotations/Proposals, for the Approved expenditures.
4. Obtain Price Quotations/Proposals and submit to the Board, for Approval, on any expenditure exceeding \$500.
5. Contract with the designated Vendor/Suppliers for the Purchasing of all the

materials, equipment and uniforms that were approved by the Board

6. Obtain and coordinate the specific team names and sponsors names with the Uniform Vendor.
7. Provide all information and quantities as required to prepare an accurate assessment, and to order the equipment deemed necessary.
8. Responsible for the distributing and collection of all equipment.
9. Responsible for the overall upkeep, maintenance and repairs of all equipment.
10. Responsible for the initial pre-season cleaning of all equipment prior to its distribution to the Division.
11. Responsible for the organization and upkeep of the storage facility for division equipment.
12. Responsible for preparing, ordering and distributing Spirit Wear. This includes setting up direct buying access through the OFBA website.
13. In charge of picture day
14. Assist in the coordination and development of all OFBA Fundraising activities

#### **I. Umpires Coordinator**

The Coordinator of Umpires shall be responsible for the organization of all umpires' activities.

1. Responsible for scheduling umpires for divisions playing at Ridge, Convent, Tower and Shooters fields requiring umpires.
2. Responsible for scheduling umpires for Battle of the Burbs.
3. Responsible for scheduling umpires for Fall Ball.
4. Prepare and maintain a complete file on all umpires.
5. Train and discipline the umpire staff.
6. Set up an Umpire Clinic for all new and returning umpires.
7. Research and develop the pay structure for umpires. This includes providing

the Treasurer a detailed report of all umpires that need to be paid for each game they umpired.

8. Maintain Field and Umpire Google document.
9. Assist in the coordination and development of all OFBA Fundraising activities

**J. Travel Baseball Coordinator – 13U and up/ Pony Division**

The Coordinator of Travel Baseball shall oversee all full time and part time travel baseball teams sponsored by Oak Forest Baseball and Softball OFBA travel teams will go by the nickname of “**Blue Demons**”.

1. Responsible for setting the dates and advertising the tryouts for the full-time and part-time travel teams, as well as, scheduling independent evaluators for the tryouts.
2. Responsible for bringing managerial candidates to the Board for approval.
3. Responsible for setting the dates/times the fields are available for travel and working with the Division Coordinators to set the Home Travel schedule.
4. Responsible for reviewing the team selection with each manager.
5. Responsible for establishing a uniform dress code for all our Travel Teams.
6. Responsible for scheduling meetings with each travel team and to go over expectations and fundraising approvals.
7. Responsible for the Pony division, including setting up master schedule for the Route 6 league and entering scores through the website for surrounding towns.
8. Assist in the development and coordination of all OFBA Fundraising activities
9. Responsible for confirming all Travel Coaches are registered with USSSA. Confirming coaches have completed background checks through USSSA.
10. Responsible for distributing all COI's needed for Travel teams to play in tournaments.

11. Responsible for obtaining Background checks for OFBA of all travel coaches
12. Responsible for scheduling a team meeting with the OFBA Executive Board and Travel Coordinators after team selection is made. Scheduling a team meeting with Executive Board at conclusion of Full Time season.

#### **J.1 Travel Baseball Coordinator – 7u to 12u**

The Coordinator of Travel Baseball shall oversee all full time and part time travel baseball teams sponsored by Oak Forest Baseball and Softball OFBA travel teams will go by the nickname of “**Blue Demons**”.

13. Responsible for setting the dates and advertising the tryouts for the full-time and part-time travel teams, as well as, scheduling independent evaluators for the tryouts.
14. Responsible for bringing managerial candidates to the Board for approval.
15. Responsible for setting the dates/times the fields are available for travel and working with the Division Coordinators to set the Home Travel schedule.
16. Responsible for reviewing the team selection with each manager.
17. Responsible for establishing a uniform dress code for all our Travel Teams.
18. Responsible for scheduling meetings with each travel team and to go over expectations and fundraising approvals.
19. Assist in the development and coordination of all OFBA Fundraising activities

#### **K. Ridge/Heritage Field Coordinator**

The Field Coordinator shall be responsible for maintaining the quality of all fields and related equipment and/or facilities to be utilized by the Division. The coordinator shall be responsible for performing the following specific tasks.

1. Responsible for getting the fields ready for every scheduled game and notifying the board when the fields are not playable.

2. With the assistance of the divisional coordinators, performs or arranges for all minor fields' repairs, maintenance, watering and improvements to the fields required to maintain a safe condition during the use of the fields.
3. Responsible for coordination of all Ridge field improvements and preparations for the concession stand with the Board.
4. In charge of setting up a Field day for Ridge.
5. Responsible for putting up and taking down of the fences.
6. Responsible for making sure there is always field supplies available onsite.
7. Responsible for maintaining all garbage disposal.
8. Assist in the development and coordination of all OFBA Fundraising activities

#### **L. Convent and Tower fields Coordinator**

The Field Coordinator shall be responsible for maintaining the quality of all fields and related equipment and/or facilities to be utilized by the Division. The coordinator shall be responsible for performing the following specific tasks.

1. Responsible for getting the fields ready for every scheduled game and notifying the board when the fields are not playable.
2. With the assistance of the divisional coordinators, performs or arranges for all minor field repairs, maintenance, watering and improvements to the fields required to maintain a safe condition during the use of the fields.
3. Responsible for coordination of all Convent and Tower field improvements to the board.
4. In charge of setting up a Field Day at Convent
5. Responsible for putting up and taking down of the fences.
6. In charge of ordering all field supplies.
7. Responsible for maintaining scoreboards.
8. Assist in the development and coordination of all OFBA Fundraising activities

### **M. Facilities and Project Manager**

1. Maintain Convent and Ridge buildings.
2. Maintain all field equipment
3. In charge of all capital projects.
4. Responsible for all locks.
5. Responsible for hanging of all banners and American Flag.
6. Responsible for coordinating port o Johns for all fields.
7. Assist in the coordination and development of all OFBA Fundraising activities

### **N. Communication and Tournament Director**

1. Responsible for The Goat Glove, Mother's Day, Battle of the Burbs, Halloween Tournament and any additional OFBA tournaments.
2. Must be present for all OFBA tournaments
3. Responsible for scheduling, verifying team's insurance and rosters for all tournaments.
4. Coordinate all tournament costs with the Treasurer and complete a total expenditure and profit cost sheet.
5. Responsible for coordination all volunteer help needed to run said tournaments
6. Responsible for Website and social media
7. Responsible for the signup genius
8. Responsible for all in house registration and/or flyers that are sent to every school and posted on the website. Register OFBA with PEACHJAR (the school district's direct flyer program and distribute the flyers to the districts.
9. Responsible for coordination with Umpire Coordinator to schedule umpires



and confirm umpires for all Tournament games.

10. Assist in the coordination and development of all OFBA Fundraising activities

## VIII Disciplinary Action

- A. The Board shall have the authority to suspend, discharge, or otherwise discipline any Player, Manager, Coach, Umpire, Officer, or other person whose conduct is in violation of the Rules and Regulations of this Association and/or Pony Baseball and/or is considered detrimental to the best interests of the Division.
  1. Persons subject to such discipline shall have the right to a hearing before the Executive board before such discipline is imposed.
  2. In the event of discipline procedures involving a Player, or other person under the age of 18, that person's parents shall be invited to attend the hearing with the person concerned.
- B. Persons, youth or adult, who refuse to comply with the Rules of Oak Forest Baseball Association, Oak Forest Park District, or Pony Baseball, may be considered for disciplinary action.
- C. Recognizing the difficulty of establishing specific penalties for a variety of violations of acceptable conduct, the following penalties are suggested. The Board may impose the one which, in their opinion, appears to match the severity of the offense.
  1. **WARNING.** The offending person is to be advised in writing of the offense, and further advised that repetition of the offense will result in a more severe penalty.
  2. **SUSPENSION.** The offending person is to be advised in writing that he or she has been suspended from all League activity for a specific number of games, or days.
  3. **DISMISSAL.** The offending person is to be advised in writing that he or she has been dismissed from the League for the remainder of the current year.
  4. **BARRED.** The offending person is to be advised in writing that he or she has been barred for present and future participation in the League, permanently, or for a specific number of years.