



Revised 12/12/2023

Fontana Baseball Association (FBA)

A California (501c)Nonprofit Corporation

**Bylaws**

**TABLE OF CONTENTS**

**Article I: Meeting and Voting**

**Article II: Election of Officers**

**Article III: Board of Directors**

**Article IV: Financial Policy**

**Article V: Auxiliary**

**Article VI: Duties of Officers**

**Article VII: Auxiliary Committee**

**Article VIII: Amendments**

**Certificate of Secretary**

## **Fontana Baseball Association Bylaws**

### **ARTICLE 1 – MEETINGS AND VOTING**

**Section 1:** The membership of the League may hold an annual meeting /elections' at such place and time as determined by the Board of Directors. Notice of time and place of such annual meeting shall be made known to the membership of the League through publication and/or individual not less than 10 business days prior to the date of the meeting.

**Section 2:** General Membership meetings of the League membership may be called by the President, or Vice Presidents, Secretary or any Directors. Notice of time and place of meetings of the League membership shall be made known to the membership of the League not less than 3 business days prior to the date of the meeting or adequate notice. The meeting agenda should be posted 24 hours prior to the meetings. The first thirty minutes of the General open meeting, is the time for the public to address the Board regarding any items of Fontana Baseball Association business. Speakers must limit their comments to three minutes. The FBA Board will not take action or express a consensus of approval or disapproval on any oral communications, which do not appear on the printed agenda.

**Section 3:** Special meetings of the League membership may be called by the President, or upon written request to the Secretary by at least 3 members of the Board of Directors. Notice of the time and place of special meeting of the league membership shall be made known to the membership of the league no less than 3 days prior or adequate notice to the date of the meeting. Membership shall be defined as all parents of children registered in the League, managers and coaches of teams in the League, and all elected members of the Board of Directors, as well as Committee Chairpersons. There shall be no proxy voting.

**Section 4:** The presence of not less than 2/3 eligible members to vote shall be required to constitute a quorum for the transaction of business at any special or annual meeting of the League.

**Section 5:** In an attempt to allow as many members the opportunity to vote, election ballots may be taken at Fontana Baseball Association fields on one day during any voting period.

### **ARTICLE II – ELECTION OF OFFICERS**

Section 1: Nominations will be taken two (2) weeks prior to elections from the

general membership. Nominations forms will be made available in the snack bar or designated area. Only current spring season members can be nominated. All nominees must be approved by current Board to be placed on ballot. President and Vice President may also elect and or appoint officers when seen fit.

**Section 2:** The terms of office for all Executive-Board Directors members shall be a minimum of two years. Additional board of Director positions will be held for a minimum of 1 year, beginning September 1, and ending the following August 31. All Board members shall be eligible for re-election and or appointment. There are no term limits. August 1st and ongoing will be used to transition from the old to the new Board members and new Board members will attend the September Board of Directors meeting.

**Section 3:** Qualifications for Members of the Board of Directors

- A. All Board of Directors candidates will have been current member of the spring season members of the League, for a minimum of one fiscal year prior to their election.
- B. Candidates for (E-Board) Presidents, Vice Presidents, Treasurer, Secretary and Player Agent must have previously served for a minimum of one year on the Fontana Baseball Association Board of Directors.
- C. At the time of nominations, the Board of Directors may suspend these requirements by majority vote if there are no qualified candidates who meet these conditions.
- D. All Board members must pass the League's' background check.
- E. All board members will be held to a board member oath agreement accepting their role as a league officer and volunteer. If at anytime it is determined or suspected that board member is not performing duties/time commitment as agreed by oath may be subject to removal. Said action will be voted on by board members in a majority rule fashion.

**Section 4:** In the event of the death, resignation, dismissal, or inability to perform the duties of office for any reason, of any Board member, the Board of Directors by majority vote of the entire Board, shall be empowered to select a replacement for such Board member who shall serve until the end of the fiscal year. The above Board of Directors qualifications apply to such special elections. If a Board member has been removed from the Board due to conduct, which is considered to be detrimental to the best interests of the League, he/she shall be permanently ineligible to become a Fontana Baseball Association Board member in the future.

### **ARTICLE III – BOARD OF DIRECTORS**

**Section 1:** The Board of Directors shall include the; President, Vice Presidents, Jr. Vice President, Secretary, Treasurer, Player Agent, Concessions Director, Safety Director, Equipment Manager, Fundraising Coordinator, Media Director, Compliance Officer, Shetland Commissioner, Pinto Commissioner, Mustang Commissioner, Bronco Commissioner, Pony Commissioner, and Past President.

The Executive Board (E-Board) of Directors may exercise all the powers of the Corporation, included are: Articles of Incorporation, Bylaws and the Rules and

## Policies & Procedures of Fontana Baseball Association

General Powers of Executive Board (E-Board) of Directors- The Executive Board (E-Board) of Directors manage the affairs of the Corporation, subject to the restrictions imposed by City, County and State Laws, the California Corporation Codes, the Specific Powers of Executive – Without prejudice to such general powers, it is hereby expressly declared that the Directors shall have the following powers:

1. Executive Board (E-Board) of Directors to hold a monthly meeting.
2. Hold any meetings, at any given time, whether regularly scheduled or specifically called.
3. Executive Board (E-Board) meetings' can be called to order by any member of the E-Board to meet and discuss any issue that may arise.
4. To make decisions that arise out of situations deemed necessary to be handled prior to the next regularly scheduled Board meetings. Any changes must be approved with a confirmation of a 2/3 vote of quorum of the Executive Board (E-Board) of Directors.
5. All E-Board decisions will be reported to the Board of Directors members at the next scheduled board meeting.
6. Annually review and revise all previous seasons By-Laws and Policy and Procedures.
7. Executive Board (E-Board) can be called to order by any member due to discretionary issues.

**Section 2:** The Board of Directors shall meet on a monthly basis or as time permits at such time and place determined by the President and or Secretary. Special meetings of the Board may be called by the President. May also be called by the Secretary, upon receipt of the written request of at least two(2) members of the Board of directors.

**Section 3:** The Board of Directors shall have the authority, either verbally or in writing, to immediately warn, suspend, dismiss or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interest of the League.

**Section 4:** Any adult (person 18 years of age or older) who is suspended, removed or otherwise disciplined by the Board of Directors shall have the right to appeal in writing to the League President within 48 hours of the suspension and the Executive Board of Directors must then respond within 72 hours from receiving said appeal with its findings. During the suspension, and or appeal, the member shall not be allowed to be involved in any game or partake in any FBA functions.

**Section 5:** The President shall, upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 24 hours of the act. The manager shall appear with the player before the League Player Agent, Division Commissioner and Executive Board members. The player's parents or guardian shall be advised of and **MUST** attend such meeting.

**Section 6:** No member of the Board of Directors shall receive any monetary compensation for their services as Directors, but may be reimbursed for authorized expenditure of legitimate expenses.

#### ARTICLE IV – FINANCIAL POLICY

**Section 1:** The Board of Directors shall decide all matters pertaining to the finances of the League, bearing the responsibility to conduct the financial affairs of the League in a sound business-like manner.

**Section 2:** To equalize the benefits of the League for all participating teams, solicitation of funds shall be for the treasury of the League and contributions to individuals or teams shall be discouraged.

**Section 3:** The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports..

#### ARTICLE V – AUXILLARY

**Section 1:** An auxiliary organization may be formed for the purpose of assisting the Board of Directors in fund-raising activity, concession stand operation, and other activities as suggestion by the Board of Directors.

**Section 2:** All activities of the auxiliary are subject to the approval of the Board of Directors.

#### ARTICLE VI – DUTIES OF OFFICERS

**Section 1:** The President shall preside at all meetings of the League membership and at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the League; shall be an ex-officio member of all standing and special committees and shall perform such other duties as are normally associated with the office of President. The President shall make decisions based on his/her determination of what is in the best interests of the League. The President is a nonvoting member of the Board, except when a tie vote occurs and needs to be broken.

**Section 2:** The Sr.Vice-President shall perform such duties and may be assigned by the President; shall otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President. The Vice President will also be responsible for over seeing the Auxiliary, Publicity, Sponsorship and Booster Committee's. The Vice President is a voting member.

**Section 3:** The Vice President shall perform such duties and may be assigned by the President; shall otherwise assist the President in the performance of the President's duties and shall preside at meetings in the absence of the President or Sr. Vice President. The Vice President is a voting member.

**Section 4:** The Secretary shall have custody of the Constitution and Bylaws, and all other records of the League; shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors; shall be responsible for all

correspondence on behalf of the League (except sponsor letters) and shall transmit all records and correspondence to any person elected to succeed him or her in that office. Shall provide the books of the League and other such documentation as requested for the annual audit. Secretary is authorized league signer. The Secretary is a voting member.

**Section 5:** The Treasurer shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of all funds received and disbursed for the League; shall submit a monthly financial report, and at such other times as may be requested by the President; shall compile an annual report of League finances; shall transmit all financial records to any person elected to succeed him or her in that office. If position is vacant Secretary will assume function. The Treasurer is a voting member.

**Section 6:** The Player Agent shall supervise the annual registration of player candidates, tryout sessions and distribution of players among League teams and shall maintain a listing of eligible players not assigned to teams who may be available as replacement players. Shall coordinate the player draft and the distribution of players among teams. Shall supervise the creation of, and distribution of, preseason flyers announcing registration for the each baseball season. The Player Agent shall also supervise the Division Commissioners, and the Statistician. The Player Agent is a voting member

**Section 7:** The Concessions Director shall be charged with the recruitment and scheduling of staff/team parents for each game day for each FBA facility and Special events. The Director will set forth a schedule by teams for manning the Snack bar. Assigned Directors will be responsible for the opening and closing of the Snack bar on each game day; and oversee snack shack.  
The Concessions Director is a voting member

**Section 8:** The Equipment Director shall be charged with the responsibility of ordering and purchasing playing equipment for the League, the distribution of equipment among the league teams, the collection, replacement, inspection, inventory and storage of equipment during the off-season and preparation of such reports and suggestions as needed by the League Treasurer and/or Board of Directors for budgetary action. The Equipment Director is a voting member.

**Section 9:** The Safety Manager shall coordinate general field safety operations and maintenance. Is responsible for equipment, field and park safety on behalf of the league, budgets for upcoming field changes, improvements and repairs; coordinates with League commissioners for pre-season, mid-season and tournament season field clean-ups.  
The Safety Manager is a voting member.

**Section 10:** Division Commissioners: Shetland, Pinto, Mustang, Bronco & Pony shall each act as the liaison between the League and Managers. They shall oversee each team in their division to make certain that all Managers are performing their

duties in accordance with FBA Rules and Regulations. They shall confirm that each Manager has made an initial contact with every player on his team within two (2) days of the draft, and further, has established and begun a practice schedule. Prior to Opening Day, each Commissioner shall hold a meeting with the Managers. Commissioners shall have the full responsibility for the control and supervision of their Division and shall be the first officers to be consulted in the event of a problem or dispute. A division Commissioner shall not manage or coach a team within their division. In the event a division is without a Commissioner, it shall be incumbent upon the President and Vice President to recruit said Commissioner. The Division Commissioners' are voting members.

**Section 11:** Past President: Shall serve as an advisor and has voting privileges. Need not be present at all Board meetings. The Past President is a voting member.

#### ARTICLE VII – Auxiliary Committees

**Section 1:** The Chief Umpire shall be charged with obtaining suitable umpires for the League as directed by the Board of Directors, shall consider all complaints and give written reports to issues relative to umpires and make suitable recommendations to the Player Agent. The Chief Umpire shall make every effort to register all umpires with PONY. The Chief Umpire is a voting member.

**Section 2:** The Publicity Director shall be responsible for news media relations and the general publicizing of League activities and special events. The Publicity Director is a voting member .

**Section 3:** The Booster Club Coordinator shall be responsible for developing a program to solicit boosters/parents to help with League events. Booster Coordinators are non-voting members.

**Section 4:** The Sponsorship Coordinator shall be responsible for developing a program designed to solicit sponsors to help the League financially. It shall also be responsible for offering proper gratitude on behalf of the League in writing, to all donors and to ward such plaques or items' to donors that the Board of directors shall prescribe. The Sponsorship Coordinator is a voting member.

**Section 5:** The Statistician shall be responsible for maintaining all game stats and all standings on the FBA website. The Statistician is a non-voting member.

**Section 6:** Baseball Director shall be appointed by the President and will be responsible for planning and overseeing all tournaments that are hosted by Fontana Baseball Association; tournaments include and Fontana Baseball Association sponsored tournaments, official PONY sanctioned tournaments and any other tournaments as prescribed by the Board of Directors; responsible for overseeing the All-Star selection process. The Baseball Director need not be present at all Board meetings. The Baseball Director is a non-voting member.

**Section 7:** Fundraiser Coordinator shall be responsible for organizing, promoting and implementing the Leagues activities and special soliciting events. The Fundraiser Coordinator is a voting member. League will hold one mandatory fundraisng event annually.

**Section 8:** The Team Parent Coordinator shall be responsible for distributing information to Team Parent of all divisions. The Team Parent Coordinator is a non-voting member.

**Section 9:** The members-at-large shall provide special duties as assigned throughout the season by the Board of Directors. Member-at-large are non-voting members.

#### Article VIII – Amendments

**Section 1:** The Executive Board of Directors can annually review and revise all previous seasons Bylaws’ and Policy and Procedures.

**Section 2:** These Bylaws may be amended by majority vote of the League membership at the annual meeting or a special meeting called for that purpose provided notification for special meetings for this purpose is provided to the membership at least 10 business days in advance of the date of such meetings.

#### Certificate of Secretary

I, the undersigned, certify that I am the presently elected acting Secretary of Fontana Baseball Association, California Nonprofit Public Organization and the above Bylaws’, are the Bylaws of this organization as adopted by FBA Board of Directors Executed on December 12,2023 at Fontana, California.

---

Evelyn Zamora – Secretary