

AGOURA PONY BASEBALL

CONSTITUTION

Article I - Name

This league shall be known as AGOURA PONY BASEBALL (APB), a non-profit California corporation.

Article II - Statement of Policy

Section 1 - It shall be the policy of the League to so conduct its activities that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount, and all matters of policy shall be determined on that basis.

Section 2 - No Executive Board member or General Board member shall receive any compensation or other personal financial benefit for services performed as a Board member (“with the exception of Article XIV of the Policies and Procedures ‘Board Member Registration Fees Discount.’”).

Section 3 - No person who is a member of or who is employed by or who is in any way connected with the League shall receive any personal financial benefit beyond the reasonable value of the services in carrying out the purpose for which the League has been organized.

Section 4 - In order to secure suitable and adequate financial backing to carry out the purpose of the League, it shall be the policy of the League to permit only such sponsorships as are consistent with the purpose for which the League was organized and to select sponsors who are interested in the League solely or principally as a means of contributing to the welfare of the youth in our League.

Section 5 - It shall be the policy of the League to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs.

Article III - Purpose

The purpose of the League shall be to organize, supervise, and instruct the playing of baseball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease or otherwise provide suitable playing facilities and equipment for these purposes.

Article IV - Membership

Volunteer adult leaders, parents or guardians of players, team sponsors and other contributors, managers, coaches, umpires, and other interested adults shall be eligible for membership in the League.

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Article V - Board of Directors

Section 1 - The Board of Directors shall consist of persons living within North Region boundaries or who have been approved by the Board, and who are elected by the members of the League, including the current members of the Board of Directors, at the annual meeting.

Section 2 - Each member of the Board of Directors shall serve for the terms and/or in the manner provided for in the By-laws of the League.

Section 3 - The Board of Directors shall consist of an Executive Board of Directors and a General Board of Directors (which shall include the members of the Executive Board of Directors).

Section 4 - The Executive Board of Directors shall consist of the:

- President
- Vice President of Baseball Operations
- Treasurer
- Secretary
- Vice President of Facilities
- Vice President of Sales & Marketing
- Vice President of Tournaments
- Vice President of Schedules
- Vice President of Concessions
- Vice President of Communications
- Umpire in Chief
- Vice President of Division Directors
- Vice President of Training and Development
- Previous President
- Vice Presidents of Auxiliary Operations (one or more)

Section 5 - The General Board of Directors shall consist of the members of the Executive Board of Directors and such other Director positions as may be created by a majority vote of the Executive Board. Each General Board position, other than Executive Board positions, may be filled by multiple persons. It is expected that the General Board of Directors will include at least the following positions:

- Division Directors
- Equipment Director
- Fields Administrator
- Assistant Umpire in Chief
- Fundraising Director
- Concessions Director
- Scorekeeping Director
- Picture Day Director
- Assistant to the Treasurer
- All-Star Coordinator

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- Disciplinary Committee
- Webmaster
- Uniform Director

Section 6 - Any Board Member who has two or more unexcused absences from regularly scheduled Board meetings may be removed from the Board. Absences shall be tracked by the League Secretary and shall be reported to the Executive Board.

Section 7 - If a majority of Executive Board members determines that any Executive Board member or General Board member has engaged in conduct they deem detrimental to the league, has consistently neglected his or her responsibilities as a Board member, or has generally become an unproductive member of the Board, such Board member may be removed from the General Board and/or the Executive Board upon two-thirds (2/3) vote of all members of the Executive Board, excluding the vote of the affected Board member.

Section 8 - The Board of Directors shall have the power to purchase or otherwise acquire for the League any property, right or privilege it deems necessary for League operations, at such price or consideration and upon such terms as the Board of Directors may deem proper and expedient; to appoint, hire, terminate or suspend employees, agents or volunteers, and to determine their duties and fix their wages; to determine who shall be authorized on behalf of the League to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts, and any other instruments; to delegate any of the powers of the Board of Directors to any standing committee, special committee or any officer or agent of the League, with any powers as the Board of Directors may see fit to grant, and to generally do all such lawful acts and take such actions as may be necessary and proper for operation of the League.

Article VI - Executive Officers

The Executive Officers of the League shall consist of the President, Vice President of Baseball Operations, Secretary and Treasurer.

Article VII - Government

Section 1 - Government of the League shall be under the direct supervision of the Executive Officers and the Board of Directors.

Section 2 - All rules governing the playing of baseball, the legality of players and related questions shall be in accordance with the Rules and Regulations as dictated by the league in accordance with a chosen nationally chartered youth baseball league and/or local rules, as specifically modified by the APB Board of Directors and documented in the APB Rules.

Section 3 - When situations arise that require immediate action or decision, and time is of the essence, the majority of the Executive Board shall have the authority to make such decisions and take such actions and then report at the next regularly scheduled meetings of the Executive Board and General Board.

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Article VIII - By-Laws

By-Laws embodying additional provisions for the government of the League shall be adopted and may be amended by the Board of Directors.

Article IX - Amendments

This Constitution may be amended only with 2/3 vote of the General Board of Directors.

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Article I - Meetings and Voting

Section 1 - The General Board of Directors (“General Board”) shall hold an annual meeting at such place and time as shall be determined by the Executive Board of Directors (“Executive Board”). Notice of the time and place of such annual meeting shall be made known to the General Board through publication and/or emails not less than ten (10) days prior to the date of the meeting.

Section 2 - Special meetings of the General Board may be called by the President, or, by majority vote of the General Board, or upon written request to the Secretary by not less than ten (10) General Board members. Notice of the time and place of special meetings of the General Board of Directors shall be made known to the General Board of Directors not less than five (5) days prior to the date of the meeting.

Section 3 - At each annual or special meeting of the General Board of Directors, every eligible Board member present shall be entitled to vote. Except as provided in Article III, Section 8 herein, There shall be no proxy voting. A majority of those present, and eligible to vote, shall be required for election and questions brought to a vote.

Section 4 - The presence of more than one half (1/2) of the total membership of the General Board of Directors (exclusive of the presiding president/officer) constitutes a quorum at a meeting of the General Board. The presence of more than one half (1/2) of the total membership of the Executive Board of Directors (exclusive of the presiding president/officer) constitutes a quorum at a meeting of the Executive Board.

Article II - Election of Officers

Section 1 - Nominations for Executive Board and General Board positions will be accepted both prior to the annual meeting and from the floor at the annual meeting. If not more than one person is nominated for a Board position, no vote for that person will be required. If more than one person is nominated for a Board position, then a vote shall take place at the annual meeting.

Section 2 - The term of office for all officers shall be one year, beginning on August 1 following the annual membership meeting.

Section 3 - A member shall be qualified to stand for the election of the Executive Board of Directors after serving one full year on the General Board of Directors. If no qualified person is nominated, the one full year requirement may be waived by a majority of the current General Board of Directors present at that meeting. All Executive Board members shall be eligible for reelection without limitation.

Section 4 - In the event an Executive Board member or General Board member dies, resigns, or

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otherwise becomes unable to perform his/her duties of office for any reason, the General Board of Directors, by majority vote, shall be empowered to select a replacement for such officer, who shall serve until the following annual meeting.

Section 5 - A person requesting to fill a vacant position on the General Board shall appear before the Board and answer such questions as the Board deems necessary to evaluate the person's qualifications to hold a position on the Board.

Section 6 - The election for the replacement of a Board member shall not take place before the next regularly scheduled meeting or special meeting, whichever occurs first.

Article III - Board of Directors

Section 1 - The Executive Board of Directors ("Executive Board") shall consist of:

- President
- Vice President of Baseball Operations
- Treasurer
- Secretary
- Vice President of Facilities
- Vice President of Sales & Marketing
- Vice President of Tournaments
- Vice President of Schedules
- Vice President of Concessions
- Vice President of Communications
- Umpire in Chief
- Vice President of Division Directors
- Vice President of Training and Development
- Previous President
- Vice Presidents of Auxiliary Operations (one or more).

Section 2 - The General Board of Directors ("General Board") shall consist of the members of the Executive Board of Directors and such other Director positions as may be created by the Executive Board. Each General Board position (other than Executive Board positions) may be filled by multiple persons. It is expected that the General Board of Directors will include at least the following positions:

- Division Directors
- Equipment Director
- Fields Administrator
- Assistant Umpire in Chief
- Fundraising Director
- Concessions Director
- Scorekeeping Director
- Picture Day Director
- Assistant to the Treasurer
- All-Star Coordinator

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- Disciplinary Committee
- Webmaster
- Uniform Director

Section 3 - The Executive Board and the General Board shall each meet on a monthly basis at such time and place as determined by the President. Special meetings of either the Executive Board or the General Board may be called by the President, the Vice President of Baseball Operations, the Secretary, or upon receipt of the written request of at least three members of the General Board of Directors.

Section 4 - The Executive Board shall have the authority to suspend, remove, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct, in the determination of a quorum of the Executive Board, is considered detrimental to the best interests of the League.

Section 5 - The President shall, upon evidence of actionable 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 48 hours of the act. The manager shall appear with the player before the Division Director and at least three other members of the Executive Board for consideration of appropriate action. The player's parent(s) or guardian(s) shall be advised of and invited to attend such meeting.

Section 6 - Any adult (person 18 years of age or older) who is suspended, removed or otherwise disciplined by the Executive Board shall have the right to appeal such action before a majority of the members of the Executive Board at a regular or special meeting called for that purpose.

Section 7 - In order to have a legal meeting, a quorum must exist. A quorum consists of fifty percent (50%) of the total membership of the Board plus one, and exclusive of the presiding officer.

Section 8 - There shall be no proxy voting. However, a member of the Board may submit a vote in writing, in absentia, on any issue presented to the Board.

Section 9 - In order to amend and/or modify the Constitution, By-Laws, League Policies and Procedures, and League Rules, a written draft of the proposed amendment and/or modification, must be submitted by a board member to the President and Secretary of the Board, at least fourteen calendar days prior to any legal meeting of the Board that the amendment and/or modification would be voted upon. The Secretary of the Board shall use his best efforts to promptly (within one week) notify all board members of the proposed amendment and/or modification to be voted upon.

Section 10 - If a majority of Executive Board members determines that any Executive Board member or General Board member has engaged in conduct they deem detrimental to the league, has consistently neglected his or her responsibilities as a Board member, or has generally become an unproductive member of the Board, such Board member may be removed from the General Board and/or the Executive Board upon two-thirds (2/3) vote of all members of the Executive

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Board, excluding the vote of the affected Board member.

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, and an annual review of the books of the League.

Article V - Positions and Responsibilities of Board Members

Section 1: Executive Board Members

President

1. Presides at all meetings.
2. Supervises the overall administration and operation of the league based upon the League's Constitution, By-Laws and Rules.
3. Acts as liaison and league representative with PONY BASEBALL and all outside groups and organizations.
4. Negotiates the terms of all third party leases and use agreements regarding facilities utilized by the League.
5. Hires third party professionals such as attorneys and accountants as required by the League. Seeks Executive Board approval of the terms of each agreement with third party professionals.
6. Negotiates with Presidents of leagues participating in Interleague competition regarding the number of Interleague teams each league must field in Interleague competition on an annual basis.
7. Represents APB in any Interleague meetings involving other participating leagues.
8. Collects, reviews and signs off on Sanctioned materials and binders to be submitted to Pony National for Sanctioned play.

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9. Appoints all committees as necessary.
10. May vote to break a tie in an oral vote or roll call vote. Otherwise, shall not participate in such votes.
11. May vote in a ballot vote.
12. Must remain neutral in the chair on controversial matters and must promote and allow reasonable discussion on all debatable matters and motions.
13. Schedule at least one Executive Board meeting each fiscal quarter and one General Board meeting each month or as often as needed.
14. Schedule an annual meeting of the General Board.
15. Chairs any protest or disciplinary action meeting for the League.
16. The President shall not be allowed to be a manager for any APB team competing during the regular Spring baseball season unless approved on an annual basis by a two thirds (2/3) vote of the General Board.
17. The President shall be allowed to be a manager or assistant coach for any of the following types of teams competing on behalf of or within APB: a travel team, fall ball team, Sanctioned, or other post-season baseball, but in no event shall the President be allowed to manage or assistant coach for more than one team at a time.
18. Shall be a signer on all APB financial accounts.
19. Shall see that quarterly and annual financial statements are prepared by the Treasurer and made available to the Executive Board.
20. Shall see that annual tax returns and other required regulatory filings are prepared for the league and filed as necessary.
21. In the event an Executive Board or General Board position is vacant, the League President shall be responsible for delegating that responsibility to other Executive Board members.

Vice President of Baseball Operations

1. Presides over all meetings in the absence of the President.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.
3. Shall be a signer on all APB financial accounts.
4. Will take over the duties and responsibilities of the President in the event of the

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President's resignation, removal or incapacity.

5. Supervises the administration and operation of baseball operations for the league based upon the League Constitution, By-Laws and Rules.
6. Supervises, coordinates and directs all Division Directors.
7. Assists the President in his capacity as liaison with other baseball groups and organizations.
8. Assists the President in collecting and reviewing Sanctioned materials and binders to be submitted to Pony National for Sanctioned play.
9. Serves on the manager selection committees for each division.
10. Schedules and coordinates the coaches' clinic.
11. Coordinates the scheduling of player drafts for each league and appoints the necessary Board Members required to be present at each player draft.
12. Coordinates, collects, reviews, and maintains all player ratings from Division Directors and team managers.
13. Coordinates, collects, reviews, and maintains all manager evaluations from APB parents.
14. Coordinates the scheduling of each All-Star selection meeting for each division and appoints the necessary Board Member to be present during the All-Star selection process for each meeting.
15. Reports to the President on all matters within the jurisdiction of the Vice President of Baseball Operations.
16. If the Vice President of Baseball Operations becomes a manager or assistant coach in any APB division, the Division Director of that division shall report directly to the President on all matters pertaining to the supervision of that division so long as the Vice President of Baseball Operations remains a manager or assistant coach in that division.
17. The Vice President of Baseball Operations shall not be allowed to be a manager or assistant coach for more than one APB team at a time during the regular Spring baseball season.
18. The Vice President of Baseball Operations shall not be prohibited from participating as a manager or assistant coach of a travel team, fall ball team, Sanctioned or any other post-season baseball team competing on behalf of or within APB.
19. Handles special assignments on request of the President.

Vice President of Tournaments and Schedules

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1. Presents a proposed list of APB baseball tournaments to the Executive Board for approval at the beginning of each fiscal year. Adjusts the tournament schedule as necessary during the year.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.
3. Presents to the Executive Board on an annual basis proposed registration fees and budgets for each approved baseball tournament.
4. Promotes, organizes, manages and oversees all baseball tournaments operated by or with the approval of APB.
5. Solicits and promotes the participation of General Board members and other volunteers as needed in the daily operation of baseball tournaments.
6. Sees that the Treasurer prepares separate financial statements for each APB baseball tournament for review by the Executive Board. Communicates the financial results of each tournament to the General Board.
7. Coordinates with Pony National representatives as necessary in the preparation and operation of any Pony Sanctioned tournament hosted on APB facilities.
8. Prepares all National Division regular season and playoff schedules for Fall and Spring baseball seasons for Executive Board approval. Sees that all schedules are posted to the APB website in advance of each season. Responsible for changes and updates of said schedules during the season.
9. Works with all leagues participating in Interleague Competition to prepare Interleague regular season and playoff game schedules on an annual basis. Works with said leagues to ensure that Interleague game schedules are posted to an Interleague website in advance of each season.

Secretary

1. Prepares and distributes for Board approval the minutes of all meetings.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.
3. Keeps absent board members informed of significant actions taken at Board meetings.
4. Prepares, publishes, and distributes the APB Constitution and By-Laws at least annually.
5. Completes necessary paperwork for Pony National registration and tournaments.
6. Conducts background checks on Board members, managers, coaches or other persons associated with the League as required by League Rules or as requested by the Executive Board. Maintains confidential files containing all documentation associated with background checks

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conducted.

7. Handles all insurance matters for APB, including communication with insurance carriers, the processing of claims and the purchase of insurance for the league.
8. Reports to the President on all matters within the jurisdiction of the Secretary.
9. Handles special assignments at the request of the President.

Treasurer

1. Custodian of all League funds and financial assets.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.
3. Deposits funds received by the League and arranges for the payment of all debts and expenses owed by the League.
4. Prepares and coordinates any payroll and payroll filings required of the League.
5. Coordinates and arranges for the payment of umpires during the regular season and tournaments.
6. Arranges for the payment of all paid workers, scorekeepers, etc. approved by the Executive Board.
7. Shall be a signer on League financial accounts only if specifically approved by majority vote of the Executive Board.
8. Gives a Treasurer's report at all Board meetings. Distributes monthly financial statements to members of the Executive Board at each Executive Board meeting.
9. Collects, organizes and disburses mail from the League P.O. Box at least once per week and informs the appropriate officer or Board member of any pressing correspondence.
10. Attends all league meetings and events where funds will be collected and/or disbursed, including umpire meetings during the league season, sign-ups and fund-raisers.
11. Prepares and presents to the Executive Board a projected annual budget each September.
12. Coordinates annual review of the league books if required by the League.
13. Responsible for coordinating all matters pertaining to the preparation of tax returns and the league's tax status.
14. Handles special assignments at the request of the President.

Immediate Past President

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1. Assist the Executive Board with transition.
2. If time permits, assist the Executive Board as requested and as needed in an advisory role and with special projects.
3. Not required to attend Board Meetings.

Vice President of Facilities

1. Supervises the administration and operation of facilities and equipment for the league based upon the League Constitution and By-Laws.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.
3. Presents to the Executive Board for approval any proposals and plans for significant facilities improvements or repairs.
4. Arranges, supervises, coordinates and directs all improvements and repairs of APB facilities or equipment.
5. Assists the President as liaison with all entities, groups and organizations in all matters pertaining to the use of facilities and equipment.
6. Reports to the President on all matters within the jurisdiction of the Vice President of Facilities.
7. Handles special assignments on request of the President.

Vice President of Sales and Marketing

1. Supervises the administration and operation of sales and marketing for the league based upon the Constitution and By-Laws of the local and national organizations.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.
3. Recruits General Board members for participation of sales and marketing efforts on behalf of the League.
4. Supervises and coordinates all activities of Board members participating in sales and marketing activities.
5. Assists the President as liaison with all entities, groups and organizations in all matters pertaining to sales and marketing.
6. Works and coordinates with the Publications Director in the creation of approved marketing and donation solicitation materials.

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7. Handles special sales and marketing assignments at the request of the President.

Umpire in Chief

1. Performs responsibilities under the supervision of the Executive Board.
2. Supervises and chairs a special Committee for Umpires organized to improve methods for the recruitment, training, scheduling, and administration of the Umpires retained by APB.
3. Oversees all affairs having to do with umpires with oversight from the Executive Board. Maintains regular communication with the Executive Board regarding umpire affairs and events.
4. Recruits umpires for the current season and for the future of the League.
5. Supervises and coordinates the scheduling of umpires for all division games, including playoffs.
6. Supervises and schedules the umpires' field clinics.
7. Supervises and schedules the umpires' classroom clinics and certification examination.
8. Conducts umpire meetings at least monthly during each baseball season.
9. Creates, maintains, supervises and participates in a program to regularly evaluate the performance of League umpires.
10. Assists the Executive Board in the investigation of all relevant facts involved in umpire disciplinary proceedings.
11. Participates on any protest committee meetings of the Executive Board involving umpire disciplinary matters.
12. If requested by the Executive Board, communicates the results of umpire disciplinary proceedings to the involved umpire.
13. Reports to the President on all matters within the jurisdiction of the Umpire Director.
14. Handles special assignments at the request of the President.

Vice President of Auxiliary Operations

1. Supports all other Executive Board members as requested in the fulfillment of their Board responsibilities.
2. Participates in discussion and consideration of all matters requiring Executive Board consideration, approval and/or action.

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3. Assists the VP of Baseball Operations in the Managers' meetings and Coaches clinics.
4. Assists the VP of Tournaments and Schedules in the staffing of Board members required to operate League tournaments.
5. Reports to the President on all matters within the jurisdiction of the Director of Auxiliary Baseball Operations.
6. Assists at sign-ups.
7. Handles special assignments on request of the President.

VP of Concessions

1. Performs responsibilities under the supervision of the President, the VP of Baseball Operations and the Treasurer.
2. Supervises and coordinates all affairs having to do with snack shack and other concessions at all APB events.
3. Submits budgets for all concessions activities, purchases and recommended snack shack facilities and equipment improvements and purchases to the Executive Board for approval.
4. Solicits, schedules and supervises snack shack paid workers and volunteers.
5. Maintains daily work schedules for snack shack workers and arranges for the timely payment of workers. Works with the Treasurer to ensure proper accounting for all revenue collected and expenses paid in connection with snack shack operation.
6. Works closely with the Treasurer to make sure that all snack shack cash is accounted for and properly documented on a daily basis on tracking sheets provided by the Treasurer and the League.
7. Maintains sign-up programs, work schedules and confirmations of work performed by concessions volunteers who are seeking either refunds of volunteer deposits or community service credit.
8. Responsible for ordering all food products and other goods required in the snack shack or off-site locations.
9. Supervises, coordinates and manages all concession outlets.
10. Shall assist other Directors of Sales and Marketing in completing their assignments.
11. Handles special assignments at the request of the Executive Board.

Section 2: General Board Members

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Any General Board position (except Executive Board positions) may be filled by more than one person as required or desired by the League. Below is a partial list of the General Board Member positions and responsibilities:

Equipment Director

1. Performs responsibilities under the supervision of the Vice President of Facilities.
2. Supervises all affairs having to do with team equipment for all APB teams, field equipment and supplies for all APB playing fields and the maintenance of storage sheds at the various fields.
3. Inventories equipment each September.
4. Orders all equipment necessary for league operation.
5. Collects managers' equipment deposit checks before the start of each season from those managers borrowing League equipment for the season.
6. Disburses team equipment to the league managers.
7. Inspects and arranges for necessary repairs of storage sheds at the various fields.
8. Stock all fields with necessary equipment and supplies.
9. Inspects the field sheds on a weekly basis throughout the course of the regular season.
10. Replaces depleted, broken, lost or stolen equipment during the season.
11. Collects and accounts for all team and field equipment at the end of the regular season.
12. Disburses and collects All-Star team equipment for each APB All-Star team.
13. Handles special assignments on request of the Vice President of Facilities.

Fields Administrator

1. Works with the President to determine annual requirements for the use of off-site baseball fields.
2. Monitors use of off-site fields and works with the President to adjust field permits and schedules as necessary to ensure availability of fields and the most efficient use of League resources.
3. Maintains a schedule of lease fees paid to third parties for use of off-site fields. Presents yearly variation in field fee costs to the Executive Board.

Fundraising Director

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1. Performs responsibilities under the supervision of the Vice President of Sales and Marketing.
2. Assists with all affairs having to do with fundraising for the League.
3. Assists in the submission of proposals and plans for proposed fundraising efforts for approval by the Board.
4. Assists in the submission of budgets for proposed fundraising events for approval by the board.
5. Assists in recruiting, procuring and coordinating fundraising volunteers.
6. Assists in supervising and coordinating all fundraising events.
7. Assists in the supervision, coordination and the solicitation of private funds.
8. Handles special assignments on request of the Vice President of Sales and Marketing.

Picture Day Coordinator

1. Performs responsibilities under the supervision of the VP of Baseball Operations.
2. Coordinates all event functions for the annual Picture Day. Works with the third party vendor to ensure smooth and efficient operation of the event.
3. Solicits Board support as needed for the annual Picture Day event.

Assistant to the Treasurer

1. Performs responsibilities under the supervision of the Treasurer.
2. Performs Treasurer functions as requested by the Treasurer.
3. Provides assistance, as necessary, in oversight of the snack shack daily cash flow.
4. On call for replenishment of cash denominations during snack shack operations during regular season, playoffs and tournaments.

Disciplinary Committee

1. Receives and reviews all reports of disciplinary matters involving managers, coaches, players, family members, Board members, umpires or any other persons involved with the League.
2. Responsible for investigation of all facts and testimony regarding reported disciplinary matters in a fair and impartial manner.
3. Presents the results of disciplinary investigations to the Executive Board and makes

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recommendations regarding resolution and actions by the Executive Board.

4. If requested by the Executive Board, communicates the decision of the Executive Board to the involved party or parties and sees that the Executive Board's decisions are implemented.

Webmaster

1. Performs responsibilities under the supervision of the President, the Vice President of Baseball Operations and the Vice President of Sales and Marketing.
2. Supervises and coordinates all affairs having to do with website content and advertising.
3. Updates website throughout the year. Creates new pages as needed. Makes recommendations to the Executive Board regarding website content.
4. Records schedules, scores and standings of league games and APB tournament games.

Division Directors

1. The following leagues shall each have a Division Director: Champions, Foal, Shetland National, Shetland American, Pinto National, Pinto American, Mustang National, Mustang American, Bronco National, Bronco American, Pony National and Pony American.
2. Performs his or her responsibilities under the supervision of the President and the Vice President of Baseball Operations.
3. Oversees all affairs having to do with their division.
4. Attends regular season and All Star games within his or her division as often as possible to maintain "visibility" among coaches, teams and parents in the Division. Division Directors of National divisions should attend all All Star games of their division.
5. Accepts player applications for their division at sign-ups.
6. Coordinates, supervises and conducts tryouts for their division.
7. Work with the Executive Board and designated committee members to determine the number of teams for the American and National division.
8. Chairs the managers selection committee for their division.
8. Schedules, coordinates and runs the player draft for their division and assists in the player draft for the other division within their age group.
9. Coordinates with the Director of Tournaments and Schedules to develop and communicate regular season and playoff game schedules for teams within their division.
10. Prepares, maintains and distributes practice schedules for teams in their division.

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11. Assists with the coaches' clinic.
12. Keeps all managers informed of the rules, rule changes, and APB events. Communicates standings on a periodic basis to each of the managers within their division.
13. Provides copies of League Policies and Procedures and General League rules and respective division rules to their managers.
14. Supervises, coordinates and directs all managers and coaches in their division and submits manager ratings at the end of each year to the Vice President of Baseball Operations.
15. Assists the Equipment Director with the distribution of loaned equipment to managers. Works with the Equipment Director to collect loaned equipment from managers at the end of the season.
16. Assists the Disciplinary Committee in the investigation of reported disciplinary matters within their division. Participates in the disciplinary process and, if requested, assists in the communication of disciplinary decisions and actions to the involved party or parties.
17. Assists the Field Maintenance Director with maintenance for any field within their division.
18. Obtains managers' player ratings for their division, conducts player rating feedback for the purpose of creating consistency in the ratings and submits the final ratings to the Vice President of Baseball Operations for his review, approval and maintenance.
19. Coordination and supervision of the All-Star selection process for their division.
20. Handle special assignments on request of the President or the Vice President of Baseball Operations.
21. No person shall serve as Division Director of the division in which their own child plays, unless a majority of the General Board approves of such. For sake of clarity, if a child is of Pinto age, his or her parent may not be the Division Director of either Pinto National or Pinto American.
22. Will make a concerted effort to be present at Picture Day while the teams from their division are having their pictures taken.

Article VI - Special Committees

Special Committees may be appointed by the President for such special purposes as are deemed necessary by the Executive Board. Committee duties and responsibilities are to be outlined at the time of the appointment and such committees shall be dissolved at the annual meeting following appointment, but may be reappointed at any time following the annual meeting.

APB BY-LAWS

Article VII – Robert’s Rules

The rules contained in the most current edition of “Robert’s Rules of Order” [<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>] shall govern League meetings and meetings of the Board of Directors and League Committees in all cases in which they are applicable and not inconsistent with these By-Laws and any special rules of order the League shall adopt.

Article VIII - Amendments

These By-Laws may only be amended by 2/3 majority vote of the General Board of Directors.