

BY-LAWS

South Plainfield Parents' Ponytail Association

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Article 1 — Name

Section 1 The name of this organization shall be the South Plainfield Parents' Ponytail Association, hereinafter referred to as the Association.

Article 2 — Affiliation

Section 1 The Association shall be affiliated with the South Plainfield Recreation Department.

Article 3 — Objectives

Section 1 The main objectives of the Association are to work with the South Plainfield Recreation Department to provide a quality softball program for young girls of South Plainfield, USA Softball age groups 8U and above.

Section 2 The Association shall have total responsibility for any and all tournaments and travel team play engaged in by the softball league not sponsored by the South Plainfield Recreation Department.

Section 3 The Association shall run the REC Softball League for the South Plainfield Recreation Department

Article 4 — Policies

Section 1 The Association shall ensure that all girls may play regardless of race, creed, color, or National origin.

Section 2 The Association shall encourage healthy competition while stressing the importance of good sportsmanship, fair play, teamwork, and skill development.

Section 3 The Association shall be noncommercial, nonsectarian and non-partisan.

Section 4 The name of the Association or the names of any members in official capacities shall not be connected in any way with a commercial concern or any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Association.

Section 5 The organization shall not participate or intervene in any political campaign of any candidate for public office.

Section 6 In the event of the dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (C) of the Internal Revenue Code of 1954 or the latest edition of code at the time of distribution.

Article 5 — Articles of Organization

- Section 1 The Association is a non-profit organization operating under the laws of the State of New Jersey.
- Section 2 Robert's Rules of Order will govern all proceedings at all meetings, except as stated otherwise in these by-laws.

Article 6 — Membership

- Section 1 Any individual who subscribes to the Objectives and Policies may become a member of the Association, subject to compliance with the provisions of the by-laws.
- Section 2 Membership in the Association shall be available without regard to race, color, creed or National origin.
- Section 3 Any member 18 years of age or older may become a member in good standing of the Association by payment of current annual dues (if applicable) to the Treasurer, and is then entitled to the privileges and courtesies of the Association.
- Section 4 Only members in good standing of the Association shall be eligible to participate in the business meetings or serve in any of its elective or appointed positions
- Section 5 Voting rights will be given to those members who are in good standing according to article 6 section 3 and have attended 3 consecutive regular monthly meetings, and paid their yearly membership dues. The voting rights will be active for the member at the beginning of the 3rd consecutive regular monthly meeting Special meetings do not count toward the 3 consecutive meetings and do not count as a missed meeting. Members in good standing should pay their yearly dues at the January meeting or the next meeting they attend.
- Section 6 Any member of the Association with voting rights who misses 3 consecutive regular monthly meetings shall have their voting rights suspended. Voting rights will be reinstated to the member after the attendance of 3 consecutive regular monthly meetings from the date of suspension of voting privileges. The voting rights will be active for the member at the beginning of the 3rd consecutive regular monthly meeting. Special meetings do not count toward the 3 consecutive meetings and do not count as a missed meeting.
- Section 7 In order to remain a member in good standing, (see Article 6 Sections 3-5), the Association requires members to volunteer their time yearly which is necessary for the functioning of Ponytail Softball. Time can be in the form of serving on the Executive Board, serving as a Trustee, participating as an active member of a committee, and/or fulfilling required work bond requirements.

Article 7 — Dues

- Section 1 The dues to be paid by each member shall be determined annually. The amount will be determined by the Executive Board.
- Section 2 The fiscal year shall be from January 1 to December 31 of each year.

Article 8 — Government

- Section 1 The organizational structure of government provides that the Association will be governed by and of membership, for the benefit of participating girls in accordance with objectives of these by-laws.
- Section 2 The Association leadership shall be comprised of an Executive Board (elected positions), three (3) general trustees, and special project trustees. The total number of Trustees will be determined by the Executive Board.
- a. The Executive Board of the Association shall consist of the President, Vice President, Public Relations Officer, Treasurer, Secretary, Field Manager, Recreation Commissioner, Snack Stand Manager, Website Coordinator, Sponsorship Coordinator, and Fundraising Coordinator
 - b. The Board of Trustees of the Association shall consist of three (3) general Trustees and special project Trustees as determined by the Executive Board. The Trustees are not part of the Executive Board
- Section 3 The members in good standing shall nominate officers for the elected positions at the October monthly Association meeting. If an election is needed to decide a position, that vote will take place at the November monthly Association meeting.
- Section 4 The term of office for each elected position of the Executive Board and Board of Trustees shall be one year, beginning in January 1 of each year.
- Section 5 The Executive Board is responsible for conducting all affairs of the Association, but serves the membership and may be removed in whole or part by the membership as outlined in Section 7 of this Article.
- Section 6 The Executive Board shall prepare and administer the Association budget on a calendar year basis, as agreed to by a majority vote of the membership at the January monthly Association meeting and makes all subsequent decisions regarding the outlay of funds.
- a. Budget deviations and single item expenditures over \$500 must be approved by a majority vote of the Executive Board.
 - b. Budget deviations and single item expenditures totaling more than \$1,000 in a month must be approved by a majority vote of the membership.
- Section 7 Members of the Association, Executive Board and Trustees can be removed from an elected position, removed as a member in good standing or removed from the Association entirely by the Association membership. Any disciplinary action taken in enforcing these by-laws requires

a two-thirds (2/3) vote of the membership in good standing with voting rights present at the time a vote is taken.

- a. Reasons for removal shall be a violation of the Code of Conduct, actions detrimental to the Association or for a given reason not listed.
- b. A motion for any removal shall be made at a regular or special meeting of the Association. The motion shall require a reason(s) as listed in Article 8 Section 7a.
- c. In order for the motion for removal to carry, a second on that motion is needed for it to be considered. If no second is given the motion is defeated.
- d. If a motion and a second are provided, the motion shall be tabled until the next monthly meeting and referred to the Disciplinary Committee to ensure the reason(s) for the removal is valid.
- e. A notice shall be posted on the Association website advising all members of a special vote at the next monthly meeting.
- f. The Disciplinary Committee shall provide a report, in writing, to the Association at the next monthly meeting of their findings as to whether the reason(s) for the removal is valid.
- g. The report of the Disciplinary Committee findings shall be kept on file with the Secretary of the Association.
- h. After the investigation by the Disciplinary Committee is presented, a closed ballot vote shall be conducted for the motion for removal. A two-thirds (2/3) majority vote of members in good standing with voting rights present at the meeting in favor of the motion will be required for the motion to pass.
- i. If the results of the voting for removal is not a two-thirds (2/3) majority, the motion is not defeated and shall be re-considered for the reason(s) given.

Section 8 A vacancy occurring in any elected position shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board; notice of such an election will have been given by the Secretary. The only exception to this shall be in the event of a vacancy in the office of the President. In this instance, the Vice President shall succeed to the office of the President and finish the unexpired term of office and the Executive Board will fill the vacancy of the Vice President as listed in this section.

Section 9 Any elected member of the Executive Board who misses two consecutive meetings shall be relieved of their duties. Exceptions can be made with the approval of the Board.

Article 9 — Duties of the Officers

Section 1 The President shall preside over all meetings of the Association and the Executive Board. The President shall serve as the liaison between the Association and the Recreation Director. The President shall vote only to break a tie vote in an open vote. When the vote is a closed ballot vote, the president shall have the right to vote. In the event of a tie in a closed ballot vote, the executive board shall break the tie. The President is also an ex-officio member of all committees, with tie-breaking voting responsibilities. When necessary, the President will ensure adherence to Robert's Rules of Order.

Section 2 The Vice President shall preside at all meetings in the absence of the President, and shall assist the President in the internal and external affairs of the Association. The Vice President

shall be the keeper of the by-laws and assure adherence thereto.

- Section 3 The Secretary shall keep a permanent record of the minutes of each meeting of the Association and of the Executive Board. The Secretary shall be responsible for all internal communication for the Association. He/she shall maintain attendance records at each meeting and the attendance at meetings shall be listed in the permanent records of the meeting minutes.
- Section 4 The Treasurer shall have full custody of all the organization funds. He/she shall keep a full and accurate account of the budget adopted by the organization and in accordance with disbursements as authorized by the President, Executive Board or Association. The Treasurer shall present a financial statement in writing at every meeting of the Association and when requested by the Executive Board. With the President, the Treasurer is responsible for assuring the accuracy of financial records within one week after the new officers officially assume their duties. All checks will require the signatures of at least one account signatory and another Executive Board member. Account signatories shall be the President, Vice President, Treasurer, and Secretary.
- Section 5 The Public Relations Officer is responsible for external interfaces and communication regarding the Association sponsors, Association events, and fundraisers through media such as newspapers and or social media. This officer is also responsible for posting notice of all regular and special meetings.
- Section 6 The Field Manager is responsible for reporting to the Association at the monthly or special meetings on the condition of the fields, necessary repairs, recommended upgrades or improvements, and maintenance of the field equipment. The Field Manager will coordinate with the members of the field maintenance committee for the grooming and preparation of the fields during the recreation season and travel seasons. The Field Manager will coordinate with the coaches during home tournaments to ensure that the required materials are available to maintain the fields during the tournament i.e. field lining chalk, speedy dry, field conditioner and fuel for machines
- Section 7 The Snack Stand Manager is responsible for reporting to the Association at the monthly or special meetings on the status of the snack stand inventory, necessary repairs, recommended upgrades or improvements. The Snack Stand Manager shall ensure that the inventory for the snack stand is sufficient during the recreation season and travel seasons. The Snack will coordinate the coverage of the snack stand during the recreation season to ensure it is open for concessions for as many games as possible. The Snack Stand Manager will coordinate with the coaches and team snack stand liaisons during home tournaments to ensure that the needed inventory is on hand for the events.
- Section 8 The Fundraising Coordinator is responsible for reporting to the Association at the monthly or special meetings regarding active fundraising and related functions. This includes making recommendations and coordinating the Association's fundraising needs. Additionally, the Coordinator will coordinate mandatory team fundraising events such as canning, breakfast, bagging and any other events approved by the Executive Board.

- Section 9 The Recreation Commissioner is responsible for reporting to the association at the monthly or special meetings regarding the Recreation Department Field usage. The Commissioner shall coordinate the scheduling of SPPPA activity utilizing the Recreation fields and shall maintain a working partnership with the South Plainfield Recreation Department Director or Designee.
- Section 10 The Website Director is responsible for maintaining the Association’s website and social media profiles and reporting to the Association at the monthly or special meetings. The Coordinator will work with public relations, sponsorship and fundraising positions to ensure that Association events and news are promoted and updated via appropriate channels.
- Section 11 The Sponsorship Coordinator will work to seek, obtain, and renew corporate and local sponsorships for the Association. The Coordinator will prepare sponsorship levels for approval by the Executive Board, as well as any sponsorship materials that are needed. He/she is the main point of contact for all Sponsors and will work with the Public Relations Manager and Website Coordinator to ensure that Sponsors are recognized and promoted as appropriate.
- Section 12 The Board of Trustees shall consist of three (3) general Trustees and a number of special project Trustees. The number of special project Trustees shall be determined by the Executive Board based on the needs of the Association at a particular time.
- a. The general Trustees (3) will review the check register, bank statements, and financial statements quarterly and report to the general membership. The quarterly Trustee reports shall be presented at the January, April, July and October Association monthly meetings. They shall assist the Executive Board with other duties as assigned.
 - b. The Safety Trustee will report up to the Vice President and Recreation Commissioner and will handle all aspects of safety needed for the Association. This will include items such as coordinating necessary insurance coverage, ensuring background checks are completed, maintaining First Aid kits at all fields and facilities, and organizing safety trainings. This Trustee will work with the Executive Board and all team coaches/managers to ensure that the Code of Conduct is signed and adhered to.
 - c. The Recreation Field Manager Trustee will assist the Recreation Commissioner and Field Manger in coordinating all field needs during Recreation and travel seasons

Article 10 – REC League

- Section 1 The Association will run the REC Softball League under the guidance of the REC Department.
- Section 2 The REC Department will still have control over the REC League.
- Section 3 The Recreation Department will work with the Association to set the expectations, rules, policies, guidelines and finances of the REC League.
- Section 4 The Rec League will be run in accordance with the REC League Guidelines as approved by the Executive Board and the Recreation Department.

Section 5 The Recreation Department has the right to take over the REC League if they are not satisfied with the Association’s performance in running the league

Section 6 The REC League will take priority over any other activities in the Association during the REC season (March through May). Travel teams and outside teams will work around REC League practices and games

Article 11 — Tournament/Travel Teams

Section 1 Managers for Tournament/Travel teams shall apply to the SPPPA Executive Board indicating their interest in becoming a Manager by completing the coaching application available on the SPPPA Website. Upon submission, the SPPPA Executive Board will review the applications and select the Manager from the pool of applicants. The coaching application should be submitted at least 1 month prior to the projected tryout dates for the specific age group they applicant is interested in. An Executive Board majority vote will be the required standard for how Managers are selected. The new Manager with be announced at a general meeting upon completion of the selection process.

Once selected, the new Manager must meet the below listed requirements within 3 months, subject to SPPPA Executive Board discretion.

- a. Must be or become a member in good standing with voting privileges within 3 months.
- b. Must have or obtain their “Rutgers Certification” by completing the Rutgers SAFETY Clinic
- c. Must sign the Manager’s Code of Conduct
- d. Must have additional training as required by the Association
- e. Must present copies of the required certifications to the Secretary at or before the February monthly meeting for 8U prospective Managers and the June monthly meeting for 10U and above prospective managers, or as soon as the required certifications are obtained, if the new manager did not have at the time of being awarded the team, subject to SPPPA Executive Board discretion.

Section 2 Selection of Managers — Managers of the travel teams shall be chosen in the following manner

~~a. 8U Managers~~

- ~~1. Members wishing to be a manager must have submitted an application at least 1 month before the projected tryouts in April and/or May.~~
- ~~2. If more than one application is received for a specific age group, the Executive Board will choose a manager by the method described in Article 11 section 1.~~
- ~~3. A background check must be completed on each of these individuals before they can assume the position of manager. The background check will be handled by the South Plainfield Recreation Department or the individual can provide a valid USA Softball background check. All costs for required certifications and the background check will be incurred by each manager.~~
- ~~4. If no manager is identified for an age group and a non-member with the required certifications steps forward to be the manager, the Executive Board will vote to allow that person to be a manager with the understanding that the~~

~~person will become a member in good standing.~~

b. 8U, 10U and 12U

1. Members wishing to be a manager must have submitted an Application at least 1 month before the projected tryouts in July and/or August.
2. Members wishing to be a manager for a 8u developmental Spring/Summer team must have submitted an Application at least 1 month before the projected tryouts in April and/or May.
3. If more than application for a specific age group is received, the Executive board will choose a manager by the method described in Article 11 section 1.
4. A background check must be completed on each of these individuals before they can assume the position of manager. The background check will be handled by the South Plainfield Recreation Department or the individual can provide a valid USA Softball background check. All costs for required certifications and the background check will be incurred by each manager.
5. If no manager is identified for an age group and a non-member with the required certifications steps forward to be the manager, the Executive Board will vote to allow that person to be a manager with the understanding that the person will become a member in good standing

c. 14U, 16U and 18U

1. The Executive Board has the option at these age groups to hire a manager outside the membership.
2. The Executive Board will assign 2 board members to conduct a search for the manager.
3. Once the candidate is found he/she has to be approved by a majority vote of the Executive Board
4. If the Executive Board decides not to hire a manager or no qualified candidate is found the manager will be chosen by the process outlined in Article 11, Section 2(b).

Section 3 Participation in leagues and or tournaments within and beyond the boundaries of the Borough of South Plainfield shall be decided upon by the Manager of the team.

Section 4 Managers shall appoint assistants as required. Prior to assuming their position, as a minimum, all managers as well as assistants must be "Rutgers certified" must undergo a background check or provide a valid USA Softball background check ,and sign the Managers/Coaches Code of Conduct. The background check will be handled by the South Plainfield Recreation Department. All costs for required certifications and the background check will be incurred by each assistant. Copies of the required certifications shall be kept on file with the Secretary of the Association.

Section 5 All managers, assistants, players and parents must adhere to a strict Code of Conduct.

- a. The Code of Conduct for managers and assistants will be distributed and shall be signed upon assuming said position.
- b. The Code of Conduct for players and parents will be distributed at the first team meeting or practice, whichever occurs first.
- c. The Code of Conduct must be signed by the managers, assistants, players, and

- parents/guardians of all players in order to participate in any practices or games.
- d. The Executive Board will retain all original signed copies of the Code of Conduct.
- e. Any complaint/infraction will be reviewed by the Executive Board. If after review by the Executive Board it is found that the individual violated the Code of Conduct, the Executive Board will decide by a majority vote whether the individual will be suspended and/or removed from an individual game, team and/or the South Plainfield Parents' Ponytail Association
- f. Failure by any manager, assistant, player or parent/guardian to uphold the illegal drug and/or alcohol aspect of the Code of Conduct will result in the immediate and permanent removal from South Plainfield Parents' Ponytail Association. This supersedes Article 8, section 7.
- g. In the event a manager is removed or resigns, one of the assistants will be appointed to take over the team by a majority vote of the Executive Board. In the event such removal or resignation occurs prior to the appointment of any assistance, the vacancy shall be announced to the Membership and a special meeting shall be called for the purpose of selecting a replacement manager pursuant to the process set forth in Section 2 above.

Section 6 Tryouts for the travel teams will be conducted in accordance with the Tryout Guidelines as approved by the South Plainfield Parents' Ponytail Association.

Section 7 Any girl that meets the age requirements are eligible to participate in an open try out for a travel team. The participants will be split in 1 of 2 categories:

1. Resident - A participant who has at least one parent or legal guardian that has primary residency in South Plainfield.
2. Non-Resident – A participant where neither parent or legal guardian has primary residency in South Plainfield.

The player must also register for and participate in the South Plainfield Recreation Softball program as outlined in the tryout guidelines approved by the SPPPA Executive Board each year. If the South Plainfield Recreation Softball program does not have an age group for a player(s) to participate in.

Section 8 The following are the Non-resident team allowance for each age group:

- 8U – 0 non-residents
- 10U – 0 non-residents
- 12U – 2 non-residents
- 14U – 4 non-residents
- 16U – 6 non-residents

18U - 6 non-residents

- Section 9 More than the allotted non-residents will be allowed under the follow conditions:
1. When additional players are needed to fill a roster
 2. When a team does not have the proper players to be complete (ie. Only having 1 pitcher or 1 catcher)
- Section 10 All players chosen for participation on a travel team must play a *minimum* of 2 innings per game. An inning is defined as 3 defensive outs and/or one physical at bat. In the event of a shortened game the coaches will use good discretion. The same child shall not habitually be EH or DH, and all players should be groomed for at least two positions.

Article 12 — Committees

- Section 1 The Executive Board shall create committees to aid in development of directional procedures and activities for the Association.
- Section 2 Administrative committees will be responsible for making recommendations subject to approval by a majority voting membership present. Administrative committees will include, but are not limited to:
- By-laws
 - Disciplinary
 - Field Maintenance
 - Fundraising
 - Scholarship
 - Snack Stand
 - Special Events
- Section 3 The President shall appoint one member of each committee to be the Chairperson. The Chairperson shall be prepared to give a report for the committee at each monthly or special meeting (if needed).

Article 13 — Meetings

- Section 1 Meetings shall be held each month except December at a time and place determined by the President and announced by the Public Relations Officer to the general public.
- Section 2 Special meetings can be called at any time by the President and announced by the Public Relations Officer to the membership.
- Section 3 At regular monthly or special meetings, voting members of the Association, including at

least three members of the Executive Board shall constitute a quorum.

Section 4 At meetings requiring a vote(s) with members having voting rights, at least three members of the executive board and fifty one percent (51%) of association members present with voting rights shall constitute a quorum.

Article 14 — Additional Duties

Section 1 Any decisions affecting the Association that cannot be presented to the membership because of urgency or emergency are the responsibility of the President with the approval of the Executive Board.

Article 15 — Amendments

Section 1 After adoption of these by-laws by the voting membership, recommendations for amendments can be made by a member in good standing with voting rights. The recommended change(s) shall be discussed that month and voted upon at the next scheduled monthly meeting. The change can only be made with the approval of two-thirds (2/3) of the members in good standing with voting rights at the next regular monthly meeting.

Section 2 A By-laws committee will be formed at least every two years to review the by-laws, recommend modifications to the voting membership, and make approved changes. Members in good standing with voting rights can make suggestions to the by-law committee to amend the by-laws as deemed necessary. Once the by-law committee is completed with their recommendations, the proposed changes would be presented to the association for discussion that month and voted for adoption upon the following month at a regular monthly meeting.

Section 3 The report produced by the by-laws committee will be retained by the Association Secretary and will identify changes and dates of revisions.

Section 4 Revisions, additions, deletions or changes made to the by-laws shall become effective immediately upon adoption by the Association.

Section 5 Revisions, additions, deletions or changes made to the by-laws that relate to the terms of an elected position as outlined in these by-laws, shall become effective at the next election cycle of the position.

Section 6 Revisions, additions, deletions or changes made to a specific by-law shall remain unchanged for a period of 1 year from the date of approval by the Association.

Revised March, 1991
Revised January, 2000
Revised February, 2002
Revised October, 2008
Revised July, 2015
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Revised September, 2017
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