



By-laws
Rev. 04/30/13

ARTICLE I. *Names and Policies*

Section A. Jurupa Pony

1. The name of this organization shall be the “Jurupa Pony”, hereafter referred to as “League” a member of Pony Baseball, Inc. a non-profit Pennsylvania Corporation an unincorporated, non-profit, 501 (c) (3) tax-exempt organization located at 7900 Limonite Ave, Ste G. PMB#169, Jurupa Valley, CA 92509.

Section B. Purposes & Policies

1. The purpose of the League shall be to organize and supervise the playing of baseball and softball under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes and to provide suitable playing facilities and equipment for these purposes. This purpose will be achieved by providing a supervised, safe environment where the participants will learn good sportsmanship and teamwork through the games of baseball and softball.
2. Jurupa Pony shall be a non-profit organization and shall also be non-partisan, non-shareholding, non-commercial and non-bargaining.
3. All assets belong to the Jurupa Pony and are to be used only for charitable purposes and shall not benefit any member of officer.
4. The policies for Jurupa Pony are as follows:
 - a. It shall be the policy of the League to conduct its activities so 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.
 - b. 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 sponsorship as is consistent with the purpose for which the League is organized and to select sponsors who are interested in the League solely or principally as a means of contributing to the welfare of young people.
 - c. It shall be the policy of this League to support and defend the articles of this constitution and any violation shall be handled in accordance with the League by-laws and within the rules established by PONY Baseball, Inc.

- d. To be supportive of the athlete no matter what their role is and demonstrate good sportsmanship at all times toward the players, coaches, umpires and parents.

Section C. Meetings

1. The membership of the League shall hold an annual meeting at such place and time as shall be determined by the Board of Directors. Notice of time and place of the annual meeting shall be made known to the membership of the League through publication and individual mailings not less than ten (10) days prior to the date of the meeting.
2. Special meetings of the League membership may be called by the President, or by majority vote of the Board of Directors, or upon written request to the Secretary by not less than 20 members of the League. Notice of time and place of special meetings of the League membership shall be made known to the membership of the League not less than five (5) days prior to the date of the meeting.
3. General meetings shall be held once a month during the "official" Jurupa Pony Baseball season.
4. For any general meeting, a quorum is established with three (3) current members of the Executive Board and seven (7) voting members (in good standing) in attendance.
5. The meetings will be held locally in the evening in order to maximize attendance. General meetings will follow the following guidelines:
 - a. Call to order
 - b. Establishing a quorum
 - c. Secretary's report – minutes
 - d. Treasurer's report – financials
 - e. Coach's report
 - f. Update of Old Business
 - g. New business
 - h. Other issues
 - i. Conclusion and Adjournment
6. General meetings should be limited to business discussions and focused on the purpose and objectives of the League. League meetings are not a time for addressing parent concerns or coaching issues (such as an athlete's playing time, team position, team rosters, etc.) Any and all parental concerns should be taken to the coach(s) directly during a mutually convenient time outside of the League forum.
7. Player(s) of Jurupa Pony Baseball are not permitted to attend a General meeting of the League unless approved (in advance) by the Executive Board.
8. No alcohol shall be consumed during a meeting or at any PONY function. (Rationale: in order to avoid irrational issues)

ARTICLE II. *Membership*

1. The minimum age for membership in the Jurupa Pony Baseball is 18 years old.

2. The Jurupa Pony Baseball shall include two forms of members: voting and non-voting (sustaining) members. Voting members shall consist of the parent(s) or legal guardian(s) of each player listed on the roster of the baseball teams(s), managers, coaches. Non-voting or sustaining members shall consist of other individuals wishing to contribute to the goals and objectives of the baseball League. Team sponsors and other contributors shall be ex-officio, non-voting members of the Baseball Boosters.
3. Parent(s) or legal guardian(s) of prospective baseball players who join the League prior to the baseball season shall be voting members and shall be eligible to hold office.
4. Voting membership in the Jurupa Pony Baseball organization shall be uninterrupted as long as the individual continues to have a player associated with the baseball program. Non-voting or sustaining members shall have terms of on-year beginning January 1 of each year and terminating on December 31 of the same year.
5. There is no membership fee.

ARTICLE III. *Organization*

The League shall consist of an Executive Board, Officers, Division Directors, voting and non-voting members.

Section A. Executive Board

1. The Executive Board shall consist of the following elected officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Umpire Coordinator
2. The Executive Board shall meet on call by the President.
3. Each member of the Executive Board must be a League member and a member in good standing.
4. A minimum of three (3) members of the Executive Board must be in attendance at an Executive Meeting for Jurupa Pony Baseball business to be conducted.
5. The Executive Board shall have supervisory control over all of the business of the Jurupa Pony Baseball except during the election of officers.
6. The Executive Board shall be nominated by a nominating committee (if established) and approved by a majority vote of the members.
7. Elections to be held the last week of the Regular Season. The transition completed by December 31. (Rationale: in order to be more in line with our season.)
8. The term of office shall be two-years.

9. It shall be the responsibility of the out-going Executive Board members to make themselves available and counsel all newly elected officers as to their office responsibilities and all knowledge of Jurupa Pony Baseball activities so that a smooth transition takes place during the next year.
10. All Board members must pass a background check prior to taking office.

Section B. Board Member Duties

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 Office 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 not vote on any matter before the Board except in the event of a tie.
 - a. The President is authorized to spend a maximum of \$500.00 (with the approval of one member of the Executive Board) in the event of an emergency. (Rationale: in order to allow for increased cost of emergency items)
 - b. An emergency expenditure shall be reported to the Treasurer within 24 hours. Depending upon the signature authority cards on the Jurupa Pony Baseball banking account, the President may or may not have signature authority for the expenditures of funds.
2. The Vice-President shall assist the President in the operation and activities of the organization and shall assume his or her duties in the absence of the President or in the event of a vacancy of the Office of the President without election. The Vice-President will assist the President in overseeing all appointed committees. Depending upon the signature authority cards on the Jurupa Pony Baseball banking account, the Vice-President may or may not have signature authority for the expenditures of funds
3. The Secretary shall have custody of the Constitution and By-Laws, and all other records of the League; shall compile the policies of each division and all standing committees into a League Operations Manual; shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors; shall be responsible for or keep record of all correspondence on behalf of the League and shall transmit all records and correspondence to any person elected to succeed him or her in that office. Depending upon the signature authority cards on the Jurupa Pony Baseball banking account, the Secretary may or may not have signature authority for the expenditures of funds.
4. 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 financial report at all regular meetings and at such other times as may be requested by the President; shall compile an annual report of League finances; shall provide the books of the League and such other documentation as requested for the annual audit and shall transmit all financial records to any person elected to succeed him or her in that office. The Treasurer shall be responsible for the appropriate documentation for non-profit status and maintain and provide annual audits, if required. Depending upon the signature authority cards on the Jurupa Pony Baseball banking account, the Treasurer may or may not have signature authority for the expenditures of funds.
5. The Umpire Coordinator shall be charged with obtaining suitable umpires for the League as directed by the Board of Directors and shall consider all complaints relative to umpires and make

suitable recommendations to the Board of Directors. The Umpire Committee shall make every effort to register all umpires with PONY. The Coordinator shall become a member of the Board of Directors of the League upon election and for the term of office.

6. The Equipment Coordinator shall be charged with the responsibility of ordering and purchasing uniforms and playing equipment for the League, the distribution of equipment among the League teams, the collection, inventory and storage of equipment during the off-season and preparation of such reports and suggestions as needed for budgetary action. The coordinator shall become a member of the Board of Directors of the League upon election and for the term of office.
7. The Scheduling Coordinator shall be charged with the responsibility of preparing a master schedule of all games in coordination with the field personnel, and the distribution of schedules to all managers. The Coordinator shall become a member of the Board of Directors of the League upon election and for their term of office.

Section C. Officers

1. The following officers are selected by the nominating committee and/or appointed by the President and approved by the Executive Board.
 - a. Auditor.
 - i. Duties and responsibilities:
 - Shall be independent of the Treasurer
 - Shall review all of the Treasurer's records (journals, check registers, bank statements, receipts, invoices, etc.) at least semi-annually, or at the request of the President.
 - Shall report any unusual, fraudulent or illegal activities to the Executive Board in writing.
 - The term of office shall be the same as the Executive Board. The purpose of the Officers is to assist the Executive Board and provide recommendations to the Executive Board when requested.

Section D. Division Directors

1. Division Directors shall be an elected position. The term of office shall be 1 year. Vacancies shall be filled by the Executive Board.
2. The Division Directors shall supervise the distribution of players among League teams, chair and any divisional draft, recommend divisional rules for adoption by the Board of Directors and act as liaison between team managers, coaches, parents, players and the League.
3. Each Division Director, along with the manager of each team in the division shall recommend local rules and policy governing for division for approval by the Board of Directors. Local rules shall be presented and approved by the Board of Directors no later than ten (10) days prior to try-outs. (Rationale: in order to allow coaches to have rules prior to accepting teams)

4. The Division Directors shall recommend that policy governing all divisions (for example, policy and procedures for drafting players) for approval by the Board of Directors
5. No Division Director shall manage or coach a team in his or her division nor have a child in said division.

Section E. Election of Executive Board

1. Election of Executive Board shall be by vote of the membership on the basis of nominations submitted by a nominating committee appointed by the President. Nominations may also be submitted to the President by other parties.
2. If a nominating committee has not been appointed by the President, nominations for officer positions and the election of officers will be held during a general pre-announced meeting within the first thirty (30) days of the beginning of the fiscal year.
3. The term for each elected officer shall be for approximately two (2) years beginning when the new board is elected and transition is complete. (Rationale: in order to allow a smooth transition to new board)
4. Voting for officers will be completed at a pre-announced meeting with each voting member entitled to only one vote even if a parent or guardian has more than one player involved in Jurupa Pony Baseball League. A simple majority of the voting members present shall be required for the election of any officer.
5. Voting will take place by a silent vote. (Rationale: in order to spare hard feelings)
6. Should an elected Executive Board member, appointed Officer, or Chairperson resign, the remaining officers shall have the authority to appoint an eligible replacement to complete his/her term, and have that appointment confirmed by a majority of the voting members in attendance at the next scheduled general meeting or by majority approval of the Executive Board. (Rationale: to allow the Board to move forward quickly)

ARTICLE IV. *Financial Responsibility.*

1. Jurupa Pony Baseball is responsible for their own tax status and accounting and filing of their Federal and state tax return as well as the filings required by the State Attorney General's Office.
2. The League will hold regular meetings and regularly report on fiscal expenditures. Fiscal Year is January 1 thru December 31.
3. All checks issued by the Jurupa Pony Baseball must have two (2) signatures of the Executive Board (President, Vice-President, Secretary or Treasurer).
4. If two or more members of the same immediate family are members of the Executive Board, both members cannot be signers on the same check.
5. Disbursements of funds, in excess of Five Hundred Dollars (\$500.00) must be approved during a general meeting (Rationale: in order to allow for increased cost of emergency items) where a quorum has been established. For any general meeting, a quorum is established with three (3)

current members of the executive Board and seven (7) voting members (in good standing) in attendance.

6. No check should be written to any individual, partnership or corporation that is performing services as an independent contractor, subcontractor, etc. without first obtaining his/her Social Security number or employer identification number (EIN).
7. All funds must be delivered to the Treasurer within 24 hours of receipt. The funds must then be deposited, by the Treasurer, to the League bank account within three (3) business days of receipt. (Rationale: in order to allow for excel funds to be spent during season)
8. Any receipt of money shall be documented with a numbered receipt.
9. The annual budget shall be prepared by the executive Board and approved by the membership on or before the February 1st membership meeting.
10. The annual budget shall provide for a minimum carry over balance of Two Hundred Dollars (\$200.00), a maximum of \$10,000.00 (Ten Thousand Dollars). (Rationale: in order to allow for excess funds to be spent during season)
11. Any excess profits from fund-raising activities, not spent on the League exempt purpose expenditures, cannot be returned directly to members of their families.
12. No player shall be required to raise a specified amount of money, in excess of what it costs, in order to participate in a required activity sponsored by Jurupa PONY. (Rationale: in order to allow for the League to collect enough funds to operate).
13. The League must pay a Pony, Inc. registration fee yearly.
14. Must prepare and file Form 1099a for payments greater than Six Hundred Dollars (\$600.00) to individuals, partnerships, sole proprietorships or companies for services provided as "independent contractors". Form 1099s to be distributed to recipients by January 31 and to the IRS and California State agencies by February 28.
15. The League may purchase liability insurance, fidelity insurance, insurance against fraud or dishonesty, and/or other forms of organizational or fiduciary insurance.

ARTICLE V. *Prohibitive Actions*

1. No person who is a member of or who is employed by or is in any way connected with the League shall receive any personal financial benefit beyond the reasonable value of the services while carrying out the purpose for which the League has been organized.
2. 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.
3. No part of the activities of this organization shall distribute propaganda in an attempt to influence legislation or participate in any political campaign (including the publishing or distribution of statements) on the behalf of any candidate for public office.

ARTICLE VI. *Amendments*

1. This Constitution and Bylaws may be altered or amended at any regular or special meeting held in conformity to the Bylaws by a two-thirds majority vote of those in attendance.
2. Any proposed amendment must be a signed, written document explaining in detail, the rationale for the proposed amendment. The written document must be presented to the Executive Board during a regularly scheduled Booster meeting. Within 30 days of submission to the Executive Board, the proposed amendment will then be placed on the agenda for discussion.
3. A regular meeting at which an amendment to the Constitution and by Bylaws is to be proposed shall be published to the membership in advance.
4. All approved amendments shall become part of these Bylaws.

ARTICLE VII. *Dissolution of the Organization*

1. If at any time the membership of the League decides that the organization should be dissolved, such decision shall be based on a two-thirds majority of the voting members present.
2. A vote for dissolution shall be advertised by mail (72 hours in advance) to all voting members prior to the meeting at which a vote shall be held.
3. Upon dissolution and following the erasure of all outstanding debits, any and all funds remaining in the account(s) controlled by the Leagues organization shall be turned over to a non-profit sports relation organization that qualifies as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code.
4. Otherwise, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any Federal tax code, or shall be distributed to the Federal government or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization as said court shall determine which are organized and operated exclusively for such purposes.
5. Upon dissolution all necessary notification of the dissolution will be made to the IRS, State Attorney General and Pony, Inc.