

Amherst Athletic Association Bylaws

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1.0 INTRODUCTION

- 1.1 By Laws of the Amherst Athletic Association (hereafter "Association" or "AAA") shall promulgate the rules and regulations for governing the operational capacity of the League(s) in accordance and conformance with the Amherst Athletic Association Constitution (CON-01).

2.0 SCOPE

- 2.1 The Association divisions affiliated with other organizations (Hot Stove, CVBA, Westshore Softball, etc.), may introduce official policies and/or requirements. Anything within the Association Bylaws which conflict with the official policy or requirement of outside groups shall be without standing and the external organizations policy and/or requirements shall supersede the conflicting provisions of these By Laws, when necessary.
- 2.2 By Laws are intended to be continually reviewed; therefore, revisions/modifications are expected to occur at minimum annually during Annual Association Management Review. Revisions are authorized by a Majority Vote by the defined Board of Directors.

3.0 MISSION STATEMENT

Amherst Athletic Association, Incorporated is a non-profit organization whose mission is to promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in the Amherst Athletic Association program(s).

Through proper guidance and exemplary leadership, the Amherst Athletic Association program assists children and coaches alike in developing the qualities of citizenship, discipline, teamwork and physical well-being. By espousing the virtues of character, courage, integrity, and teamwork the Amherst Athletic Association shall be designed to develop superior sportsmanship, athletic ability, and citizenship.

Our Core Values will be present with every aspect of our governance and will stand as the Primary Pillars for success of the Association, our children and the enjoyment of Baseball/Softball.

Character. Courage. Integrity. Teamwork

4.0 BOARD OF DIRECTORS

4.1 Board Association Master Responsibility

- 4.1.1 The Board is responsible for assuring positions are identified and structured in accordance with objectives and expectations for Association success. ***See Appendices 15.2.***
- 4.1.2 The Board is responsible for defining, establishing, and implementing role responsibilities and expectations.
- 4.1.3 The Board is responsible to represent the Amherst Athletic Association positively towards the community and maintain proper conduct within alignment of the **Core Values: Courage, Integrity, Character and Teamwork.**

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- 4.1.4 The Board is responsible for defining, communicating and facilitating Board Meetings within the construct of the Constitution.
- 4.1.5 The Board is responsible to approve (by Majority Vote) expenditures more than \$2,500.
- 4.1.6 The Board is responsible to review, interview and approve appointment of all officers, directors, managers and/or coaching staff where indicated as an Association requirement.
 - 4.1.6.1 The interview process for any of the positions mentioned above may be waived and the appointment may occur by majority board vote.
- 4.2 **Board Position(s) Responsibility**
 - 4.2.1 **President** - Presides over Board meetings following Roberts Rules of Order or modified version.
 - 4.2.1.1 Distributes agendas before each board meeting
 - 4.2.1.2 Leads yearly review of AAA Bylaws and AAA Task List
 - 4.2.1.3 Leads discussions on all contract renewals
 - 4.2.1.4 Other duties as agreed upon during yearly task list review or during regularly scheduled meetings.
 - 4.2.1.5 Ensure that AAA is represented at all outside league meetings.
 - 4.2.1.6 Bring yearly task list to each monthly board meeting to review the current and prior months tasks.
 - 4.2.2 **Vice President** - Performs Presidential duties when President is not available.
 - 4.2.2.1 Plans location and time for monthly board meetings.
 - 4.2.2.2 Oversees Board/Officer Development plan.
 - 4.2.2.3 After formal recommendations for appointment are made, leads vote to finalize appointments.
 - 4.2.2.4 Other duties as agreed upon during yearly task list review or during regularly scheduled meetings.
 - 4.2.3 **Secretary** - Maintain records of the board and leads AAA document control process.
 - 4.2.3.1 Maintains AAA email inbox
 - 4.2.3.2 Maintains meeting minutes and posts/distributes shortly after each meeting
 - 4.2.3.3 Other duties as agreed upon during yearly task list review or during regularly scheduled meetings.
 - 4.2.4 **Treasurer** - Maintains financial records while keeping us in good standing with our vendors.
 - 4.2.4.1 Report to the board any financial irregularities, concerns, opportunities for improvement. Recommend financial guidelines to the board.
 - 4.2.4.2 Checks AAA PO Box on a regular basis.

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- 4.2.4.3 Pay monthly debts or as needed throughout the term served. Make purchases as needed or required and maintain financial historical data.
- 4.2.4.4 Other duties as agreed upon during yearly task list review or during regularly scheduled meetings.
- 4.2.5 **Operations** - Lead the Association's preseason/season structure for AAA Programs.
 - 4.2.5.1 Organize and lead setup and execution of league drafts
 - 4.2.5.2 Reach out and work with other communities to set up season structures/ and set up meetings if required.
 - 4.2.5.3 Advise on/or present equipment needs to the board for purchase approval, or if below threshold, directly to Treasurer for purchase.
 - 4.2.5.4 Other duties as agreed upon during yearly task list review or during regularly scheduled meetings.

5.0 ASSOCIATION OFFICERS

- 5.1 **Concession Manager** - Lead the Association in execution of seasonal concession stand operations
 - 5.1.1 recruit team members
 - 5.1.2 build and maintain a balanced schedule for team members based on availability
 - 5.1.3 work with Treasurer to maintain cash drawers, bank deposits, inventory orders
- 5.2 **Umpire Director** - Lead the Association in execution of league wide umpire operations
 - 5.2.1 recruit team members
 - 5.2.2 build and maintain a balanced schedule for team members based on availability
 - 5.2.3 responsible for pay distribution to umpire crew while working through Treasurer to accomplish this.
- 5.3 **Master Scheduler** - Lead the Association in execution and maintenance of AAA season schedules
 - 5.3.1 builds season schedules for each rec division as needed and updates online system
 - 5.3.2 actively updating online calendar for scheduling changes and practice requests
 - 5.3.3 provides field availability information
- 5.4 **Equipment Manager** - Lead the Association in disbursement of team equipment
 - 5.4.1 Works with Treasurer to get preseason equipment needs ordered.
 - 5.4.2 Takes requests from League managers or coaches in need of additional or replacement equipment and swaps out or requests specific items ordered.
 - 5.4.3 Leads year-end equipment turn in day.
- 5.5 **Marketing / Communication Manager** - Leads disbursement of and updating of AAA's Social Media platforms and Website necessary information.

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- 5.5.1 Updates Associations Facebook page with information notifications.
- 5.5.2 Updates Associations website when necessary.

- 5.6 **Field Maintenance Manager** - Leads Association in execution of field maintenance duties
 - 5.6.1 Lead and organize volunteer help to keep fields playable
 - 5.6.2 Lead preseason work to clean up fields as needed
 - 5.6.3 Be ready to work on and line fields when needed, especially after unexpected weather
 - 5.6.4 Keep watchful eye on inventory levels of field product and notify Operations Board member when low to reorder
 - 5.6.5 Be responsible for notifying all of field closures through our Rainoutline App

6.0 LEAGUE MANAGERS

- 6.1 **Travel League Manager** - Serve as main communicator between travel coaches and Board of Directors
 - 6.1.1 Make sure other Travel team managers have their teams schedule completed and submitted to amherstball@gmail.com to be placed on site calendar
 - 6.1.2 Advise and provide input on registration rates and Travel Structure
 - 6.1.3 Help enforce AAA conduct policies and Travel league structures
- 6.2 **Recreational League Managers**
 - 6.2.1 Be a bridge for communication between coaches within the assigned age group and Operations/ Board of Directors
 - 6.2.2 Advise other managers on requirements that are laid out within the onboarding packet
 - 6.2.3 Input on scheduling; facilitate rescheduling of rainouts.
 - 6.2.4 Help with field prep if needed

7.0 COMMUNICATION

- 7.1 The Amherst Athletic Association utilizes 4 primary platforms of communication to make announcements and receive feedback from community.
 - 7.1.1 Email: amherstball@gmail.com
 - 7.1.2 Website: www.amherstball.org
 - 7.1.3 Facebook: <http://www.facebook.com/AmherstAthleticAssociation>
 - 7.1.4 Rainout Line: rainoutline.com OR Rainout Line App; to communicate field closures

8.0 ASSOCIATION MEMBERSHIP

- 8.1 Membership in the Association shall be on an annual basis, beginning September 1st and ending August 31st of the next calendar year.
- 8.2 Membership is inclusive to anyone who registers a participant for the current league year or comes forward with an interest to be a part of the organization in a volunteer capacity,

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Members/Spectators are bound by and must agree to standards as outlined in the Constitution, Bylaws and Conduct Policy

- 8.3 Disciplinary Actions - For cause, the Board shall have the power to discipline any Member OR Spectator as follows:
- 8.3.1 Board review session including individual(s) directly impacted by disciplinary action.
 - 8.3.2 At this review session, the party(s) involved will have the opportunity to be heard.
 - 8.3.3 Board vote to follow. Board vote must include MINIMUM (3) active Board members.

9.0 PROGRAMS/ PLAYERS

- 9.1 Program Offerings and necessary details are voted on and approved prior to registration opening.
- 9.2 All players on all teams must be registered with AAA and in our system to participate in any league organized event.
- 9.3 Special requests/ accommodations will be considered on a case-by-case basis. Those requests must be submitted to amherstball@gmail.com using the special request form, which is on the league website, prior to submission of league uniform order.
- 9.4 Disciplinary Actions - For cause, the Board shall have the power to discipline player(s): as outlined in section 8.3 above.

10.0 REGISTRATION

- 10.1 Organized through amherstball.com and amherstball@gmail.com.
- 10.2 Discounts will be provided for families who register multiple registrants under the same account in the same current league year.
- 10.3 Board Members and Officers, as defined in sections 4.0 and 5.0 respectively, shall receive a full credit for enrollment of one child into the summer season for the year they are serving AAA. Said enrollment shall be the most expensive if the Board Member or Officer has more than one child enrolled.
 - 10.3.1 This credit can not apply to any child enrolled in a AAA Travel Baseball or Softball team.

11.0 FINANCIAL MANAGEMENT

- 11.1 **General Fund Account Management** - Treasurer shall manage this throughout term served
- 11.2 **Sponsorship** - Sponsorship lead to be decided on yearly basis during fall planning sessions
- 11.3 **Bank Account** - a minimum of (2) people at all times will be listed on each AAA Bank account. Those chosen will be as follows:
 - 11.3.1 General Fund - Treasurer and 2nd Board member to be determined during fall planning.
 - 11.3.2 Sub Accounts - Treasurer and first main account user. This will be determined before sub accounts are opened.
 - 11.3.3 Credit/Debit Card Holder - Treasurer will have main Debit card, other users at Board discretion

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- 11.4 **Reporting and Tracking** - Financial report to be given at each Monthly Board meeting
- 11.5 **Travel Bank Accounts** - for requirements see appendix 15.3
- 11.6 **Additional sub-accounts** - can be created and established at the discretion of the Board of Directors - ONLY. Additional account holders must maintain alignment with requirements as defined on a case-by-case basis by the Board of Directors.
- 11.7 **Budgeting** - yearly budget to be presented by Treasurer during October Board Meeting

12.0 BOARD MEETINGS

- 12.1 **Schedule** - Official Board meetings are to be scheduled monthly on days thereafter determined by the Board of Directors.
- 12.2 **League Rules** - To be determined before the start of each league year. Any changes to the rules must be discussed with League Manager > Operations Board member > then Board of Directors will vote on merit of the change.
- 12.3 **Quorum** - A majority of the whole Board of Directors will constitute a quorum for purposes of conducting business. A Quorum must be present for any organized meetings, elections, financial decisions, program modification, officer appointments.
- 12.4 **Special Board Meetings** - as laid out in section 7.4.2 of the AAA Constitution
- 12.5 **Review of Bylaws** - to happen yearly during the first meeting after elections

13.0 AMENDMENTS

- 13.1 The Amherst Athletic Association Bylaws may be amended, repealed, or altered in whole or in part by a majority vote (Board, Officers and Regular Members) at any duly organized meeting. Notice of the proposed change must be included in the notice of such meeting.

14.0 DOCUMENT CHANGE SUMMARY

Revision	Effective Date	Document Author	Description of Change
01	1/26/20	J. Kucbel	Updated format and wording from previous older REV
02	10/27/21	B. Butkowski	Updated content from rev-01
03	10/4/23	S. Duffala	Added sections: 4.1.6.1, 4.2.1.5, 4.2.1.6, 10.3

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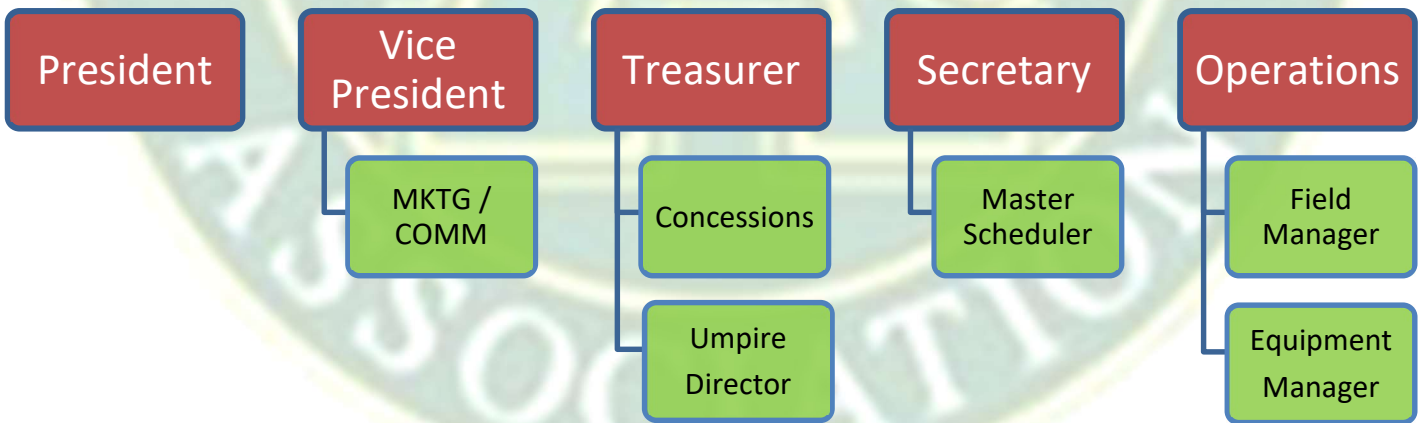
15.0 APPENDICES

15.1 Color Legend for Organization Structure(s)



(continued on next page)

15.2 Association Hierarchy Structure - Board of Directors/ Officers



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15.3 Travel Team Bank Accounts

- 1.1.1 Account balance, budgeting and expenditure is the responsibility of the Team Manager.
- 1.1.2 Account monitoring will occur through the Treasurer and Board. Each account holder is responsible to assure account is managed properly, in conjunction with the team (Development, Training, Fees, Equipment, Team related expenses).
- 1.1.3 Amherst Athletic Association Board prefers team Debit Card to be used for association/team related expenses. Rationale is to provide extreme clarity and transparency on monies depositing and withdrawing from account.
- 1.1.4 ATM withdrawals are discouraged and should only be done as ABSOLUTELY necessary when credit card machines are not available at point of purchase. ATM withdrawal receipts must be kept and turned in with accompanying purchase receipts. For expenses accrued where no receipt is provided documented rationale (umpire fees, parking, etc...) for non-discreet related expenses, receipts (documentation) are required to be submitted to the Treasurer.
- 1.1.5 Physical receipts must be submitted to the Treasurer at the end of year account reconciliation meeting at a minimum -- although they can be turned in as they are accumulated throughout the year. Treasurer will reach out to each travel coach to set up this meeting at the end of the year, generally in early August.
- 1.1.6 In the event the account goes to a zero balance earlier than expected or attempts to over draw--the account holder shall contact the Treasurer within (5) Days.
- 1.1.7 AAA Board with direct input from Treasurer establishes requirement of all monies deposited, come through the Treasurer to be deposited into the AAA General Fund and then subsequently transferred into specific team account
- 1.1.8 We will continually evaluate for effectiveness and efficiency
- 1.1.9 AAA Treasurer will assure funds are transferred from Master AAA account to the appropriately allocated sub-account.
- 1.1.10 AAA Treasurer will report (@ Board Meetings) --the remaining balance of each account for purposes of transparency, awareness, and mitigation of dollars necessary vs. dollars aware.
- 1.1.11 AAA Treasurer has the right--through powers delegated from the Board--to suspend accounts failing to adhere to above requirements. If this should happen:
 - 1.1.11.1 Treasurer must notify the entire Board of decision.
 - 1.1.11.2 Board must call for special meeting. Treasurer must present rationale for decision. Account holder must be present to mitigate and or explain the situation and/or issue.

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- 1.1.11.3 **Suspension of any account must be passed with a Majority vote of the Board.**
- 1.1.12 **If a head coach is issued a suspension by an independent travel league governance, that must be reported to AAA Board of Directors for review and action if needed.**
 - 1.1.12.1 **Failure to do so will be just cause for immediate dismissal from your team.**



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