



I. Name and purpose

The name of the Organization shall be *Oak Forest Baseball Association (OFBA)*. The purpose shall be the promotion and conduction of athletic activities and activities relating thereto, in the area of youth baseball located in the community/surrounding areas of Oak Forest, Illinois. The Organization (OFBA) will promote the teaching, instruction, fundamentals and sportsmanship in the game of baseball. OFBA is a non-for-profit organization.

II. Membership

The Members of OFBA shall be those children and their parents/guardians registered in the baseball program of the Association.

A. Division Placement

The children shall be placed in their respective DIVISIONS as follows:

5 – 6 year olds	T-Ball Division
7 - 8 year olds	Pinto Division
9 – 10 year olds	Mustang Division
11 – 12 year olds	Bronco Division
13 – 14year olds	Pony Division

League age is the age attained by a player prior to Aug. 31st, of the current playing season, and determines the player's eligibility for a particular league.

Requests for exceptions to the age requirements will be presented to and reviewed by the Director of Player Personnel and if recommended by the Director of Player Personnel will require Board approval by majority vote.

III. Organization and Procedure

A. General

The organization of the Association shall include the officers, coordinators and various Committees, herein commonly referred to as the Board.

B. Board of OFBA

The rights and powers of the Board shall be as hereinafter defined:

1. Composition

The Executive Board shall be composed of the elected officers of the Association, President, Vice President, Treasurer, and Director of Player Personnel. The Board will consist of, the elected officers, and elected / appointed coordinators.

2. Elected Board Members

Only Members of the Association, as defined in Section II, may serve as Members of the Association. Responsible citizens residing in the boundaries of the association may, if appointed, serve on the board as Coordinators or assist with committee work. Each elected Board Member will serve a two-year term, and the board will elect at their officers and coordinators at the year end Board meeting in August.

The Officers and the Coordinators of the association shall be as follows:

TITLE

- President (Officer)**
- Vice president (Officer)**
- Treasurer (Officer)**
- Director of Player Personnel (Officer)**
- Coordinator of Pony League**
- Coordinator of Bronco League**
- Coordinator of Mustang League**
- Coordinator of Pinto League**
- Coordinator of T-Ball League**
- Coordinator of Equipment**
- Coordinator of Travel (Full/Part-Time)**
- Coordinator of Umpires**
- Coordinator of Fields**
- Coordinator of Special Events**
- Coordinator of Building Maintenance**

3. Powers

The Board shall act as the Executive Committee of the Association, shall control and manage the property, business, and activities of the Association. Shall take whatever action it deems desirable including the establishment of policies for the conduct of the affairs of the Association consistent with the provisions of these by-laws, resolutions or actions of the Board

4. Voting Rights

Every Board Member, except the President, shall be entitled to vote in person when in attendance, upon all questions brought before duly called meetings of the Board. In case of a tie, the President shall cast the deciding vote.

5. Other Committees

Except as otherwise provided by these by-laws, the President, or his delegate, may appoint Committees with such duties, powers responsibilities, and procedures as he may prescribe. The President shall have the privilege of the floor at meetings of all committees.

6. Reports to Membership

The actions of the Board shall be reported to the Membership at the monthly General meeting, held the first Wednesday of each month. General meetings will be held from January to August of each year at a designated meeting place.

7. Board members Dues

The volunteerism of a board member is yearlong effort to promote, develop, and enhance the workings inside and out of the association.

The dedication to these efforts will be rewarded to each board member, with the waiver of their son/daughters yearly membership dues.

If their child participates in part-time travel, all-stars, and fall ball then the fees associated will be paid in full, by the board member.

Full-Time Travel, a board member's child that is selected to play at the 11, 12, 13, and 14 year old level, will have their in-house fee associated with the age of the child deducted from the total amount due for Full-Time Travel. Resignation from the board with out just cause, forfeits the waivers of fees.

Each board member will participate in all OFBA in-house yearly fundraisers.

8. Auxiliary Board Members

The Auxiliary Board will be selected volunteers, which will work with the Special Events Coordinator and the Concession Coordinator on year long activities. They will be awarded for their volunteerism same as an OFBA Board Member, same rules apply, see section B, and paragraph 7.

IV. Financial Management

A. Execution of Instruments on Behalf of the Association

The President or the Treasurer expenditures up to \$1,000, may execute all checks and the board members must approve drafts over \$1,000. Execution of any loans, mortgages, or expenditures which exceed the annual budget must have the prior approval of the board members, and may then be executed by the Officers so empowered.

B. Registration Fees

The Board shall determine all association fees.

C. Fiscal Year

The fiscal year of the Association shall be September 1st to August 31st.

D. Annual Budget & Financial Statement

The Treasurer will present a year end financial statement along with the annual budget for Board approval at the November Board Meeting.

V. Meeting of the OFBA Board Members

A. Frequency of Meetings

There shall be a meeting of the board members each month. The President shall call additional meetings of the Board as required, or upon the request of any two Board members.

B. Meeting Attendance

Any Board Member who is absent for three meetings during a calendar year without good cause will be subject to removal from the Board. Prior to removal, The President will discuss the Members' attendance with him. If in the President's opinion, the Member does not provide sufficient reasons for his absences, the President will recommend the Member's removal from the Board. Removal will occur upon the 2/3rds vote of the entire Board.

C. Performance of Duties

The Board shall have the power to dismiss any Board Member who fails to perform his duties as described in Section VII, "DUTIES OF OFFICERS." The dismissal of any Board Member is subject to a 2/3rds vote of the entire Board.

D. Quorum

Greater than 50 % of voting members of the Board shall constitute a quorum for the transaction of any business duly presented at any meeting of the Association

E. Voting

Unless otherwise prescribed in the by-laws, a majority vote of Board Members, in attendance at a Board Meeting, is required for approval of any measure brought before the Board. A two-thirds vote of all Board members is required for changes to the by-laws.

1. In the event a measure requires approval of the Board between Boards Meetings, and a special meeting is not called, a motion made through electronic means is acceptable. The motion must be made to all Board Members and all discussion must be copied to all Board Members. For the motion to move forward, another Board Member must "second" the motion. A simple majority of the entire Board is required for approval. The motion and voting results are to be recorded in the minutes of the subsequent Board Meeting.

F. Rules of Procedure

The rules of parliamentary procedure contained in Robert's Rules of Order shall be used as

procedure guidelines for meeting of the Board, and General Meetings.

VI. Appointment of Officers and Coordinators

A. Term of Office

The term of office of an elected Member of the Board shall commence when approved by the Board and announced by the President at the August Board meeting. New Board terms officially begin with the September meeting. Any appointed members shall serve the remainder of that current year.

B. Nominating Committee

The president shall appoint a Committee of at least three Members to prepare a slate of Nominees. Said Committee will be appointed no later than the June meeting of each year. Said Committee shall consist of Board members that are not up for election. Existing Board Members, will not have to meet with the nominating committee.

C. Nominations

Prior to the July general meeting, the Nominations Committee, appointed by the President, will be empowered to present the names of candidates for each position. A letter of intent must be turned into the nominating committee by the June Board Meeting.

D. Election

At the August General meeting, the list of Nominees will be read, by the Nominations Committee. The Voting forum will consist of members who are registered as OFBA members for the current season, as described in Section II, "Membership". No one under the age of 18 will be allowed to vote. This election is not open to the public.

E. Nominees

The Nominees of the Nominating Committee for appointment to seats on the Board shall be presented at the August meeting. Votes shall be cast by those OFBA members in attendance for each open position.

F. Vacancies

Vacancies on the Board shall be appointed by the President.

Duties of Officers and Coordinators

A. President

The President shall be present at all general, special and executive meetings, as well as all League functions. He shall be responsible for performing the following specific tasks;

1. Be an active member of all committees that deal with the Community while serving as a member ex-officio if all others.

2. Represent the league in all official contacts with other public or private bodies or officials, except where such contact duties are delegated to a specific person or committee.
3. Responsible for the conduct of the League in strict conformity to the policies, principle, rules and regulations as agreed to by the Board.
4. Notify each Board Member via telephone and/or the mail prior to each meeting.
5. Shall appoint a board member who is qualified to operate and maintain OFBA website.
6. Shall appoint a board member who is qualified to be Tournament Director for OFBA hosted ALL- STAR tournaments and its activities in the month of July. This appointment must be made by Jan 1st of the upcoming year.

B. Vice President

The Vice President shall assist the league Coordinators in overseeing and assisting them with the daily divisional activities and shall also oversee all funds raising activities.

He shall be responsible for the following tasks;

1. Will assume all presidential duties in the absence of the President.
2. Keep roll call at all Board meeting and General meetings
3. Coordinate the hanging the sponsorship banner on the fields each spring.
4. Working with the Tournament Director so that Tournament information is ready for distribution by the start of the baseball season.
5. Coordinate and prepare a list of team sponsors for each league and distribute to the Player Personnel before the league drafts and to the Equipment Coordinator for uniform lettering.
6. Record and distribute typed minutes of each Board and General meeting to all Board Members.
7. Maintaining accurate up to date master records of all League Rules and by-laws.
8. Responsible for updating, printing and distributing copies of all League Rules to each of the League Directors prior to the Managers and Coaches Meeting.
9. Assist the Director of Player Personnel in the preparation and distribution of all Registration.
10. Prepare and distribute fundraising/sponsorship information and registration forms.

E. Treasurer

The Treasurer shall receive all monies and shall keep an accurate record with receipts of all cash receipts and/or expenditures and shall pay out all funds as authorized by the Board. He shall be responsible for performing the following specific tasks;

1. Present a written general ledger of accounts at each monthly meeting.

2. Prepare and distribute a full written report/Financial Statement to the Board Members annually.
3. Keep current on all General and Tax Laws that will affect the Association.
4. Keep all required records and file all government paper work and/or forms.
5. Prepare and file all Tax Forms.
6. Obtaining and maintaining all required Insurance Coverage for the Association and the Board Members.
7. Prepare a Proposal Fiscal Budget for acceptance by the Board at the October Board Meeting.
8. Responsible for filing of incorporating documentation.
9. Prepare and file an annual audit with the state of Illinois.
10. Prepare necessary documents for the Oak Forest Park District by their designated deadlines

F. League Coordinators

The League Coordinators shall become the administrative officers under the direction of the Vice-President for the Pony, Bronco, Mustang, Pinto, and T-Ball Leagues. All activities pertaining to the functions of each league shall be directed by the League Directors: and shall be invested with the authority, granted by the Board, to take whatever steps are necessary to see that the program conforms to the rules as set forth in the by-laws of the Association and the OFBA Rules. He/She shall be responsible for performing the following specific tasks:

1. Prepare a list of qualified Managers and submit them to the board for Approval.
2. Will be present at the Preseason Managers and Coaches Meeting in order to distribute and review all OFBA Rules.
3. Assist the Director of Player Personnel in conducting his League Draft.
4. Is in charge of rescheduling all rain-outs for his league with the Umpire Coordinator, and Concession Coordinator.
5. Responsible for keeping a current up to date record of all team and League standings.
6. Responsible for arranging field maintenance according to guidelines establishment by the Grounds Committee.
7. Obtain a list of possible all-star Managers and conduct the League Voting.
8. Obtain and prepare a list of all-star Candidates for the Try Outs.
9. Be present at the all-star Try Outs and assist the Manager if required.

10. Be present to present the League Trophies to the teams at the annual picnic.
11. Assist the Director of Equipment in the distribution and collection of all equipment and uniforms.
12. Assist the Director of Personnel and the league Treasurer with the distribution, administration and collection of all related forms and/or money, as well as obtaining the necessary participation of the League Members in his division.
13. At the completion of each season, obtain all manager/coaches evaluations from all team parents.
14. Prepare a seasonal calendar for all practices and games for each division.

G. Director of Player Personnel

The Director of Player Personnel shall be responsible for all Player eligibility Data/Information and both League and Team assignments. He/She shall be responsible for performing the following tasks;

1. Be in charge of, run and coordinate all registrations.
2. Preparation of and distribution of all registration information and/or flyers.
3. Make reservations for the location of each Registration, and League Draft.
4. Obtain all necessary keys for access to the designated event locations and return same to the appropriate individual and/or organization.
5. Receive and review all applications for Player candidates.
6. Check residence and age eligibility of all Players and confer with the President on all controversies.
7. Responsible of maintaining player evaluations.
8. Prepare and maintain a list of all late sign-ups by Division.
9. Prepare and maintain a list of eligible substitutions for each Division.
10. Prepare and maintain a complete file on all registered Players.
11. Prepare and present to the Board all requests for, and recommendations on Members playing up or down from their Pony designated age bracket.
12. Submit draft rules for the board's approval prior to the annual draft.
13. Hold registration and set up teams, and coordinate all activities for OFBA Fall Ball League.

H. Equipment Coordinator

The Coordinator Equipment shall be responsible for the ordering and purchasing of all equipment and uniforms to be used by the association. The Coordinator Equipment shall also be responsible for maintaining the quality, and an adequate inventory, of all of the equipment to be used by the League. He/She shall be responsible for performing the following specific tasks;

1. Purchase as needed all, replacement and new items deemed necessary by the Board.
2. Submit a Projected Budget at the November Board Meeting for all known/projected expenditures for the coming Season.
3. Obtain and submit to the Board of Director Finalized Price Quotations/Proposals, for the Approved expenditures.
4. Obtain Price Quotations/Proposals and submit to the Board, for Approval, within the Purchase Order guidelines.
5. Contract with the designated Vendor/Suppliers for the Purchasing of all the materials, equipment and uniforms that were approved by the Board
6. Obtain and coordinate the specific team names ands sponsors names with the Uniform Vendor.
7. Provide all information and quantities as required to prepare an accurate assessment, and to order the equipment deemed necessary.
8. Responsible for the distributing and collection of all equipment.
9. Responsible for the overall upkeep, maintenance and repairs of all equipment.
10. Responsible for the initial pre-season cleaning of all equipment prior to its distribution to the League.
11. Responsible for the organization and upkeep of the storage facility for league equipment.

I. Umpires Coordinator

The Coordinator of Umpires shall be responsible for the organization of all umpires activities.

1. Responsible for scheduling umpires for divisions requiring umpires.
2. Prepare and maintain a complete file on all umpires.
3. Train and discipline the umpire staff.
4. Maintaining and distribute all umpire equipment bags. Provide list of umpire equipment needed to Equipment Director.
5. Set up an Umpire Clinic for new and returning umpires.

6. Research and develop the pay structure for umpires, including the recording of all payments for tax purposes.
7. Periodically evaluated and review the League's game rules per division, and present to the Board, changes deem necessary for the betterment of the league.

J. Travel Baseball Coordinator

The Coordinator of Travel Baseball shall oversee all full time and part time travel baseball teams sponsored by Oak Forest Baseball, Inc. Our travel teams will go by the nickname of *Blue Demons*.

1. Responsible for setting the dates and advertising the tryouts for the travel team, as well as, scheduling of Board Members for the tryouts.
2. Responsible for bringing managerial candidates to the Board for approval.
3. Responsible for working with the Treasurer to set up annual budgets for the travel teams, as well as, making sure all managers stays within their budgets during the fiscal year.
4. Responsible for setting the dates/times the fields are available for travel and working with the League Coordinators to set the Home Travel schedule.
5. Responsible for reviewing the team selection with each manager, posting of results.
6. Responsible for establishing a uniform dress code for all our Travel Teams, with the Board's approval.
7. Create a tryout ability form with approval from the Board.

K. Field Coordinator

The Field Coordinator shall be responsible for maintaining the quality of all fields and related equipment and/or facilities to be utilized by the League. The committee shall be responsible for performing the following specific tasks;

1. Be the main contact for the Park District's director of Maintenance with regards to coordinating the maintenance, upkeep and improvements to all fields and practice areas.
2. With the assistance of the divisional coordinators, performs or arranges for all minor fields' repairs, maintenance, watering and improvements to the fields required to maintain a safe condition during the use of the fields.
3. Responsible for working with the Ridge School District and preparation of the Ridge School fields.
4. Responsible for coordination all field improvements with the Park District.

L. Special Events Coordinator

1. Prepare and distribute the annual calendar of events and the OFBA newsletter.

2. Recommend a Concession's Coordinator to the board.
3. Oversee and manage the Auxiliary Board with the assistance of the Concession's Coordinator.
4. Plan the annual Special Event fundraisers, i.e. "Golf Outing, Candlelight Bowl, and Thunderbolt Baseball Outing".
5. Organize committees, to assist with each fundraiser, and encourage parents to volunteer to earn their points.
6. Plan the annual picnic, with the Park District approval of selected site.
7. Order trophies for each division and work with Player Personnel on correct spellings and divisions.
8. Coordinate the main fundraiser, and update the association with the weekly winners.
9. Assist in the preparation of the League Directory and coordinate its printing and distribution at Opening Day.
10. Submit a projected budget for board approval.
11. Coordinate Opening Day and Parade ceremonies
12. Coordinate team parent meetings at designated area.
13. Make reservations for the location of each monthly and/or special Board of Directors Meeting.
14. Obtain all necessary keys for access to the designated meeting location and return same to the appropriate individual and/or organization.

M. Building Coordinator

1. Maintain the area in and around the "Batting Cages", located at Covent Park.
2. Set times for the Cages to be opened to OFBA membership and submit a schedule to the park district.
3. Maintain and inspect the mechanical machinery inside the building and make sure all safe guards are in place.
4. Set times for team hitting, during March for all divisions.
5. Establish rental cage form, to be available to other organization looking to rent out the cages.
6. Maintain the concession stand and garage at Ridge Field.

N. Tournament Director

1. Tournament Director will handle all registrations, from out-of town teams, set schedule and brackets for each division.
2. Oversee the umpiring crew, and field crew, and maintain record of all fees associated with payment of services
3. Field help and other expenses must be broken down per hour along with proposed cost of trophies, umpires cost and any other costs that the tournaments incurs.
4. Set a deadline for out of town teams' registration fees to be due, and all registration fees must be collected by the start of the tournament.
5. Advertise the Tournaments on the OFBA website, and other websites associated with tournaments. (I.e. e-teamz, league lineup).
6. A committee of the board will be involved with the process of the tournament.
7. All registration money must be made out to OFBA in the form of a check or money order of which we have record of transactions.
8. All registration fees must be sent to the OFBA PO Box and handled by the league treasure.

VIII Disciplinary Action

- A.** The Board shall have the authority to suspend, discharge, or otherwise discipline any Player, Manager, Coach, Umpire, Officer, or other person whose conduct is in violation of the Rules and Regulations of this Association and/or is considered detrimental to the best interests of the League.
 1. Persons subject to such discipline shall the right to a hearing before the Executive board before such discipline is imposed.
 2. In the event of discipline procedures involving a Player, or other person under the age of 18, that person's parents shall be invited to attend the hearing with the person concerned.
- B.** Persons, youth or adult, who refuse to comply with the Rules of Oak Forest Baseball, Oak Forest Park District, or the Association, may be considered for disciplinary action.
- C.** Recognizing the difficulty of establishing specific penalties for a variety of violations of acceptable conduct, the following penalties are suggested. The Board may impose the one which, in their opinion, appears to match the severity of the offense.
 1. **WARNING.** The offending person is to be advised in writing of the offense, and further advised that repetition of the offense will result in a more severe penalty.
 2. **SUSPENSION.** The offending person is to be advised in writing that he or she has been suspended from all League activity for a specific number of games, or days.

3. **DISMISSAL.** The offending person is to be advised in writing that he or she has been dismissed from the League for the remainder of the current year.
4. **BARRED.** The offending person is to be advised in writing that he or she has been barred for present and future participation in the League, permanently, or for a specific number of years.

Approved by the OFBA Board on August 26th, 2009