

**Perrysburg Amateur Baseball/Softball Commission, Inc.  
Organizational Chart**

Board of Governors – elected by the general membership

**Executive Board**

President	Director – Player Personnel
Vice President – Baseball	Director – Grounds
Vice President – Softball	Director – Concessions
Secretary	Director - Sponsors
Treasurer	

**Additional Board Members**

Director – Scheduling	
Director – Equipment	
Director – Umpires Baseball	
Director – Umpires Softball	
Director – Uniforms	
Director - Website	
League Commissioners – Baseball	League Commissioners – Softball
Colt	U14 – House
Pony	U12 – House
Majors	Minors
Minors	Rookies
PeeWee 8	Travel Division -
PeeWee 7	(U-10, 12, 14)
PeeWee 6 (co-ed)	
Travel Division -	
(9-10, 11, 12, 13, 14)	

**Appointments – upon approval of the Executive Board**

Director – Pictures  
Head Coaches  
First Asst. Coaches  
Mis. Assignments as needed

\*All electives and appointments are voting members at general board meetings. All Executive Board members are voting members at Executive Board Meetings.

**Perrysburg Amateur Baseball/Softball Commission, Inc.**  
**By-Laws**

ARTICLE I

The Perrysburg Amateur Baseball / Softball Commission, Inc. (PABSC), is hereby established as a non-profit organization for the purpose of providing baseball and softball programs for the youth residing in the Perrysburg School District.

ARTICLE II

The Objective of the PABSC shall be to promote sportsmanship, team play, good conduct, good citizenship, enhance athletic skills of players and foster healthy competitiveness.

ARTICLE III

**Eligibility and Voting Membership**

- (a) Any adult 19 years of age, shall be eligible to serve as a Head Coach, First Asst. Coach or member of the Board of Governors after a background check has been performed.
- (b) Voting members shall be eligible members who have been elected or appointed to the Executive Board, Additional Board Members, Head Coach, First Asst. Coach and the various non-elected directors as appointed by the President pursuant to Article VI of these By-Laws.

ARTICLE IV

This organization shall be governed by an elected Executive Board of Governors consisting of a President, Vice President – Baseball, Vice President – Softball, Secretary, Treasurer, and the following Directors, to-wit: Director of Player Personnel, Director of Concessions, and Director of Grounds. Additional elected Board Members: League Commissioners – Baseball (Colt, Pony, Majors, Minors, PeeWee 8, PeeWee 7, PeeWee 6 and Travel Divisions [9, 10, 11, 12, 13 and 14]), League Commissioners – Softball (U-14 House, U12 House, Minors, Rookies and Travel Division [U-10, U-12, U-14]) Director of Scheduling Director of Equipment, Director of Uniforms, Director of Umpires and Director of Website.

## ARTICLE V

The Board of Governors shall be elected by the voting membership. The election of all the Board of Governors shall be held at a scheduled meeting in July. The term of office shall be for one year commencing on August 1st. Effective 08/01/2010 the elected Executive Board members shall serve a term of 3 years after which the term of office will be once again an annual position commencing 08/01/2013 and ending 07/31/2014.

### **Guidelines for Conducting Elections**

- (a) Elections will be held on a Saturday in July of each year, at a time and place to be determined by the President during the February monthly Board meeting.
- (b) Any person who meets the eligibility criteria of Article III, Section A, must submit their intent to run for office to the current Secretary. No person may run for more than one (1) elected position. Submission to run may be made by mail or e-mail.
- (c) The Secretary must receive the intent to run for office anytime after Opening Day and at least seventy-two (72) hours before the election.
- (d) The Commission Secretary will prepare a ballot with the following elected positions with their respective candidates: President, Vice President – Baseball, Vice President – Softball, Secretary, Treasurer, Director of Player Personnel, Director of Scheduling, Director of Concessions, Director of Equipment, Director of Umpires Baseball, Director of Umpires Softball, Director of Grounds, and commissioners for each of the following leagues: Travel Boys, Pony, Colt, Major Boys, Minor Boys, PeeWee 8, PeeWee 7, PeeWee 6 Travel Girls, U14, U12, Minor Girls and Rookie Girls.
- (e) An election committee consisting of the President, Secretary and one board member to be chosen by the Executive Board will oversee elections.
- (f) The Commission Secretary will e-mail Notice of Elections to all eligible voters within ten (10) days prior to elections. Notice shall also be placed on the website. The notice shall include both time and location of the elections. Eligible voters are those outlined in Article III, Section B.
- (g) Elections will begin promptly, at the time set forth in the notice. Eligible voters will have ninety (90) minutes to sign in and cast their ballot.
- (h) Each eligible voter will sign in at elections prior to being issued an official ballot. Identification may be required for verification purposes. The ballot must be clearly marked and placed in a ballot box provided by the Election Committee.
- (i) At the completion of the ninety (90) minute balloting period, all eligible voters not signed in, shall not be permitted to vote.

- (j) Prior to the election, the Elections Committee shall designate two (2) non-candidates as ballot tabulators. When balloting is complete, the ballot tabulators will tally all ballots. Absentee ballots and voting by proxy will not be permitted. When the tally is complete, the results will be posted for public viewing at the following locations: Main Concession Stands and on PABSC Website.
- (k) Notification of results to all persons on ballot must be made in writing and mailed or e-mailed within (10) business days.

#### ARTICLE VI

The President, subject to the approval of the Board of Governors, shall appoint non-elected Directors as may be required from time to time, and fill vacancies of Head Coaches and First Asst. Coaches (as recommended by the League Commissioners in Article XII herein below).

#### ARTICLE VII

The Executive Board of Governors shall be responsible for:

- (a) Formulating major policy and/or objectives of the organization.
- (b) Settling, by majority vote, any issues or problems that need to be resolved before a general meeting.
- (c) The President will vote only to break ties.
- (d) Reviewing any situation that cannot be resolved within the individual league.

The Executive Board and General Board members shall be responsible for:

- (a) Approving all Head Coaches and First Asst. Coaches on the recommendations of the League Commissioners.

#### ARTICLE VIII

The President shall be responsible for:

- (a) The agenda and proceedings of all membership meetings.
- (b) Appointing Directors and filling vacancies subject to the approval of the Executive Board as provided in Article VI above.

- (c) Appointing necessary committees and chairmen subject to the approval of the Executive Board as provided in Article VI above.
- (d) Work with the League Commissioners on the Head Coaches instructions.
- (e) Notify the Secretary of any special meeting(s).
- (f) Work with City, Township and School officials with regard to facility or other needs of the PABSC.
- (g) Co-ordination of the Opening Day Ceremonies.
- (h) Signing all issued checks in the amount of \$1,000.00 (one thousand dollars) or greater.

#### ARTICLE IX

The Vice President – Baseball shall be responsible for:

- (a) Assuming all duties of the President in his absence in even numbered years.
- (b) Assisting the President as needed in his duties and the ordering and distribution of all PABSC trophies and awards for the baseball program.
- (c) Hold regular meetings with baseball commissioners as necessary.
- (d) Chairman of Baseball Rules Committee.

#### ARTICLE X

The Vice President – Softball shall be responsible for:

- (a) Assuming all duties of the President in his absence in odd numbered years.
- (b) Assisting the President as needed in his duties and the ordering and distribution of all PABSC trophies and awards for the softball program.
- (c) Hold regular meetings with softball commissioners as necessary.
- (d) Chairman of Softball Rules Committee.

## ARTICLE XI

The Secretary shall be responsible for:

- (a) Recording, maintaining minutes and attendance at all meetings.
- (b) Preparing or assisting in the preparation of all correspondence sent to other organizations, business establishments, civic groups, etc.
- (c) Maintaining all correspondence and/or record files.
- (d) Advising all officers and directors of both general meetings and special meetings.
- (e) Maintaining the By-Laws and providing current copies to all officers and members.
- (f) Member of the Elections Committee.
- (g) Preparation and distribution of election notices to all voting members.
- (h) Preparing election ballots and a sign in roster for all voting members as provided by the President pursuant to Article III, Section B, for annual elections held in July.
- (i) Notifying by e-mail, all persons seeking election to the Board of Governors, the tabulated results of annual election ballots within ten (10) business days.

## ARTICLE XII

The Treasurer shall be responsible for:

- (a) Receipt and accounting of all PABSC funds, including payments of PABSC liabilities.
- (b) Preparation of monthly financial statements for submission to the membership for approval.
- (c) Ensuring that the provisions of Article XXXI (Special Interest Account) are adhered to.
- (d) Adhering to directions of the Executive Board on all investment accounts.

### ARTICLE XIII

The individual League Commissioners shall be responsible for:

- (a) Advising all Head Coaches of general meetings.
- (b) Designating a league representative to other area suburban baseball / softball leagues with whom PABSC teams participate.
- (c) Assisting in annual registration and team selection with the guidance of the Director of Player Personnel and Board President.
- (d) Assist in annual registration and team selection with the guidance of the Director of Player Personnel.
- (e) Acting as tournament chairman of his/her league.
- (f) Acting as chairman of All – Star selection
- (g) Coordinating all equipment needs with the Equipment Director.
- (h) Acting as designated chairman for their respective leagues selection of the “Bucky Marshall Spirit Award”.
- (i) Attending every PABSC general board meeting or having a representative present.
- (j) Coordinating the creation of each league’s supplemental playing rules with the approval of the respective Vice President of Baseball or Softball and submit the total package of rules to the Board of Governors prior to the start of each season.
- (k) Reviewing all situations in his/her league where there is extreme difficulty with a coach and player / parent and resolving it.
- (l) Recommending all Head and First Assistant Coaches to the Board of Governors for approval.

### ARTICLE XIV

The Director of Player Personnel is responsible for:

- (a) Working closely with the League Commissioners to assure that the make up of all teams are in concert with the philosophy of “parity and even teams” as expressed by the Board of Governors. It is recognized that special situations in various leagues may require modifications of the basic philosophy.

- (b) Devise the plan for player assignment to teams with the League Commissioners and present it to the Board of Governors at the January meeting.
- (c) Supervise the annual spring player registration with assistance from the Secretary, Treasurer and the League Commissioners.
- (d) Act as consultant for each league's draft for player assignments to teams after registration is complete. Report the results to the Board of Governors at the March meeting.
- (e) Supervise the assignment to teams of all late registrants. Those who signed and paid after registration was closed or those who were put on the waiting list.
- (f) Maintaining an updated team roster, including all Head Coaches and Fist Asst. Coaches for all teams.
- (g) Provide information to the Election Committee for the purpose of determining all eligible voters at elections.

#### ARTICLE XV

The Director of Concessions is responsible for:

- (a) The purchasing, receiving and distributing of all the concession needs.
- (b) Coordinating the operation of the two (2) concession needs.
- (c) Planning a work schedule for the concession stands for the entire season, including tournaments and Opening Day activities.
- (d) Make monthly reports, substantiated with bank statements, cancelled checks, and original invoices showing the progress and financial condition of the concession stands.
- (e) Coordinating with the Treasurer, an orderly plan for receipt and transfer of concession funds to the PABSC Treasurer throughout the season.

#### ARTICLE XVI

The Director of Equipment is responsible for:

- (a) The purchasing, receiving and disbursing of all equipment, balls, bats, etc. upon approval of the Executive Board.

- (b) Make monthly reports on purchasing, substantiated with purchase orders and original invoices, as well as an equipment needs list.
- (c) Coordinating mid-season equipment needs with League Commissioners.
- (d) Collecting, taking inventory and storing all equipment at the end of the season and reporting the status to the Board of Governors.

#### ARTICLE XVII

The Director of Umpires Baseball is responsible for:

- (a) Securing all necessary umpires.
- (b) Training all of the umpires.
- (c) Advising the Director of Equipment of all equipment needs.
- (d) Scheduling umpires for all regular season, tournament and rained out games.
- (e) Collecting umpire evaluation sheets and paying the umpires.
- (f) Make monthly reports during season on umpire payrolls, substantiated with an accounting of all funds transferred from the league treasurer for the purpose of paying umpires.
- (g) Making a year-end report showing the number of all games officiated by league, (including no shows) and a summary of umpire related incidents for the season.

#### ARTICLE XVIII

The Director of Umpires Softball is responsible for:

- (a) Securing all necessary umpires.
- (b) Training all of the umpires.
- (c) Advising the Director of Equipment of all equipment needs.
- (d) Scheduling umpires for all regular season, tournament and rained out games.
- (e) Collecting umpire evaluation sheets and paying the umpires.

- (f) Make monthly reports during season on umpire payrolls, substantiated with an accounting of all funds transferred from the league treasurer for the purpose of paying umpires.
- (g) Making a year-end report showing the number of all games officiated by league, (including no shows) and a summary of umpire related incidents for the season.

#### ARTICLE XIX

The Director of Pictures is responsible for:

- (a) Working out a schedule for Team pictures.
- (b) Finding volunteers to assist with Team pictures on Opening Day
- (c) Procuring a photographer to take the pictures
- (d) Distribution of finished packets to the Teams and League Commissioners.

#### ARTICLE XX

The Director of Sponsors is responsible for:

- (a) Developing a program to contact local individuals, small businesses and corporations regarding sponsorship of fields, scoreboards and/or banners
- (b) Coordinating with Treasurer to provide ongoing reports of contributions so that reports can be provided to the City of Perrysburg on a monthly basis
- (c) Procuring banners and obtaining approval from City of Perrysburg on format, placement etc.
- (d) Providing monthly reports to the executive board on progress.

#### ARTICLE XXI

The Director of Grounds and Facilities is responsible for:

- (a) Coordinating all field work activities.
- (b) Keeping an up to date field need list.
- (c) Maintaining contact with the City Recreation Committee and Service Safety Director concerning our needs.

## ARTICLE XXII

The Director of Scheduling is responsible for:

- (a) Developing and maintaining the master schedule for all PABSC activities and events (exclusive of the meeting schedule) and create the overall diamond and batting cage use plan.
- (b) With the League Commissioners, prepare practice and league game schedules for all leagues. Work with representatives from other suburbs as appropriate.
- (c) Coordinate and publish plans for all “year” activities and special events, such as All-Star games, City Tournaments, League Championship games and tournaments involving other towns.

## ARTICLE XXIII

The Director of Uniforms is responsible for:

- (a) The purchasing, receiving and disbursing of all uniforms (shirts, hats, pants, etc...).
- (b) Make monthly reports on purchasing, substantiated with purchase orders and original invoices as well as a uniform needs list.
- (c) Supervise and maintain records of uniform pass-outs (i.e. shirts, hats, pants, etc...).
- (d) Set pass-out schedules and secure volunteers to help with distribution.

## ARTICLE XXIV

The Director of Website is responsible for:

- (a) The purchasing and maintaining the PABS/C website
- (b) Providing updates on the website regarding rainouts and reschedules once received from the scheduler
- (c) Attending board meetings when requested
- (d) Making additions and/or changes to the website as necessary

## ARTICLE XXV

The Head Coaches are responsible for:

- (a) All equipment assigned to them.
- (b) Teaching the ball players on their rosters sportsmanship, team play, good conduct and good citizenship.
- (c) Teaching the ball players on their rosters the fundamentals of the game.
- (d) Organizing the team practice schedule.
- (e) Attending every general meeting and activity of the PABSC or having a representative substitute for them.
- (f) Providing a player evaluation sheet at the end of the season to their League Commissioner.
- (g) Making every effort for the team, fans and parents to support the PABSC's "Ways and Means" efforts, such as but not limited to, supporting our concession stands and other fund-raising activities.
- (h) Taking the necessary measures to secure any certification that may be required by the Board of Governors.

#### ARTICLE XXVI

The First Assistant Coach is responsible for:

- (a) Assuming the duties of the Head Coach in his or her absence.
- (b) Assisting the Head Coach in all of his or her responsibilities.
- (c) Taking the necessary measures to secure any certification that may be required by the Board of Governors.

#### ARTICLE XXVII

The Ball Players are responsible for:

- (a) Sportsmanship, team play, good conduct and good citizenship.
- (b) Good attendance at practice and games.
- (c) Being anxious to learn, willing to play and willing to succeed.

## ARTICLE XXVIII

These By-Laws incorporate a set of Playing Rules for all leagues in the PABSC. These rules will be updated, approved by the Board of Governors and published at least 30 days before the season begins. The Playing Rules also contain a set of supplemental playing rules that are league specific. These rules shall only identify differences, modify or change rules, which apply per Section B of the playing rules.

## ARTICLE XXIX

Whenever any of the elected members of the Board of Governors cannot fulfil his or her term (e.g. moving, sickness, etc.), a member shall be appointed by the President and approved by the Board of Governors, at the next general meeting to fulfil the remained of the term. Board members having more than 2 unexcused absences from board meetings will automatically be replaced with a new member appointed by the President with approval of the Executive Board.

## ARTICLE XXX

### **Guidelines for Amendments to the By-Laws**

- (a) Amendments must be acted upon by the general Membership.
- (b) The motion must be made, seconded and approved from the floor.
- (c) Public notice of the changes to the By-Laws shall be made four (4) weeks prior to a vote on said amendments.
- (d) A quorum must be present when the change is made. A quorum is defined as two-thirds (2/3) of the number of the Executive Board.
- (e) Two-thirds (2/3) approval of the voting membership present shall be required to pass the amendment.

Note: The Playing Rules for all leagues and Supplemental rules for the individual leagues are subject to the requirements of this article, but instead may be amended from time to time to the provisions set forth in article in XXVIII above.

ARTICLE XXXI

SPECIAL INTEREST ACCOUNT

The sum of ten thousand dollars (\$10,000) shall be kept intact, invested as per Article XII, paragraph C. The intent of this money is to use the interest and only the interest from the account to eliminate Tag Day. The account shall be maintained as a separate special Tag Day Elimination Account and shall be recorded separately and not be included in our monthly Treasurers report as operating funds.

The principal of the account is not to be depleted without the following steps being taken:

- (a) The Executive Board must approve the measure by a two-thirds (2/3) vote before it can be brought to the general membership for approval.
- (b) The voting membership must approve the measure by a two-thirds (2/3) vote. Seventy five (75)% of the Executive Board must be present.