

Bylaws

North Coast Athletic Association, Inc.

ARTICLE ONE – MEMBERSHIP

1.01 Active membership shall be granted all playing members of a team within the league.

1.02 Associate membership may be granted to any individual who shows an active interest in the league by contributing their time and effort to the league. A two-thirds (2/3) vote of approval by the League Officers shall be required to grant associate membership to an individual.

ARTICLE TWO - DUES

2.01 The League Officers shall set the dues for sponsorship and team fees for each game.

ARTICLE THREE - SUSPENSION OF MEMBERSHIP

3.01 A member may be expelled from membership for conduct unbecoming a member of the league.

3.02 Charges shall be submitted in writing to the League Officers for their consideration and investigation.

3.03 The member being considered for dismissal shall be notified by the League Officers of the charges against the member. The member has the right to be present for discussion of the charges, or may ask another individual to defend him/her.

3.04 The League Officers shall decide by two-thirds (2/3) vote if the charges are valid, or if they should be dropped. The League Officers have the right on first offense to decide if the charges are valid, but impose a probationary period, rather than a suspension.

ARTICLE FOUR - DUTIES OF LEAGUE OFFICERS

4.01 The League Officers shall:

- A. Meet as required for the proper conduct of business.
- B. Act for the league in all matters ordered by the league.
- C. Properly investigate and act for the league on all pertinent business.

4.02 The Commissioner shall:

- A. Preside at all meetings of the league.
- B. Represent the league on proper occasions.
- C. Perform duties as may be necessary for the proper and efficient conduct of the league.

- D. Act on behalf of the league in any matter of emergency that is not covered in the Constitution, Bylaws, or Rules and Regulations of the league.
- E. Appoint committees as may be necessary.
- F. Appoint an individual to act as Parliamentarian at league meetings.
- G. Co-approve all payments of money from the treasury with the Treasurer.

4.03 The Assistant Commissioner shall:

- A. Assist the Commissioner.
- B. Perform the duties of the Commissioner in his/her absence.
- C. Be responsible for fund raising activities for the league.
- D. Be responsible for running ratings clinics each spring and ensuring accurate ratings.
- E. Be responsible for securing fields each year.
- F. Be responsible for tracking rosters to determine playoff eligibility.
- G. Promote interest on the part of each member in league activities.
- H. Perform other duties as directed by the League Officers.

4.04 The Treasurer shall:

- A. Collect all monies due the league.
- B. Co-approve all payments of money from the treasury with the Commissioner.
- C. Keep an account of all money matters of the league by a respectable method of accounting.
- D. Submit a financial report at all league meetings and/or when called upon by the Commissioner.
- E. Prepare an annual, audited financial statement by 1 March each year.
- F. Make a monthly balance sheet during the season, and distribute it to the League Officers and team managers.
- G. Promote interest on the part of each member in league activities.
- H. Perform other duties as directed by the League Officers.

4.05 The Secretary shall:

- A. Handle league correspondence.
- B. Take minutes of all meetings of the league.
- C. Keep a record of all meetings, including minutes of meetings in previous years.
- D. Read the minutes of the previous meeting(s) when requested.
- E. Promote interest on the part of each member in league activities.
- F. Perform other duties as directed by the League Officers.

4.06 The Recruiter shall:

- A. Set up recruitment nights at various venues in the area
- B. Ensure all new players are distributed to teams based on skill level
- C. Attempt to add teams with an emphasis in LGBT recruitment
- D. Be responsible for tracking team participation and assigning "M.I.S.T. points" appropriately.
- E. Perform other duties as directed by the League Officers.

ARTICLE FIVE – FINANCIAL MANAGEMENT

5.01 Purchasing: All purchases over \$500 shall be approved by a majority vote of the league officers.

5.02 Budget: The Treasurer shall prepare and present a proposed annual operating budget by Dec. 1 for the following fiscal year starting Mar. 1. The budget will include funding for:

- A. Field fees
- B. Non-residency fee
- C. Umpires
 - a. Regular season
 - b. Playoffs
 - c. Championship games
- D. Softballs
 - a. Regular season
 - b. Playoffs
 - c. Championship games
- E. Scorebooks
- F. Lineup Cards
- G. Pride Booth
- H. M.I.S.T. Point monies
- I. Closing Banquet
- J. Trophies
- K. M.I.S.T. Donation (when Cleveland hosting)
- L. Printing
- M. Website hosting
- N. Miscellaneous

ARTICLE SIX - RULES AND REGULATIONS

6.01 Rules and Regulations approved by the league shall be considered as procedure, not as part of the Constitution or Bylaws.

6.02 Any part, or all, may be changed or deleted by a simple majority of those voting members present at a regular meeting, or by the Executive Council without prior notice sent to all members.

ARTICLE SEVEN - PARLIAMENTARY PROCEDURE

7.01 *Robert's Rules of Order* shall govern the parliamentary proceedings of the league, unless otherwise provided in the Constitution, Bylaws or Rules and Regulations.

ARTICLE EIGHT - AMENDMENT

8.01 These Bylaws may be amended at any regular league meeting by two-thirds (2/3) vote of the total membership, provided notice was given to members of a proposed Bylaw Amendment.

8.02 Proposed amendments must be submitted in writing to the League Officers at least thirty (30) days prior to the meeting.

8.03 The League Officers shall decide by majority vote if the proposed amendment shall be presented to the general membership for a vote.