

WILLIAM S. HART BASEBALL & SOFTBALL

23780 Auto Center Court, Santa Clarita, CA 91355

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www.hartbaseball.org

BYLAWS OF WM. S. HART BASEBALL & SOFTBALL

ARTICLE I – PURPOSE AND PRINCIPAL OFFICE

1. This non-profit 501(c)(3) corporation shall be known as William S. Hart Baseball & Softball (hereinafter “the corporation”). The purpose and objective of the corporation is to provide the facilities, equipment and supervision necessary for the youth of the Santa Clarita Valley and surrounding areas to play organized baseball and softball.
2. There shall be no discrimination in the corporation based on race, gender, sexual orientation, color, ethnicity or national origin.
3. The principle office for the transaction of business of the corporation shall be located at 23780 Auto Center Court, Santa Clarita, CA 91355 or at any other location within the County of Los Angeles, California as may be determined by the Board of Directors. The mailing address for the corporation shall be posted on the official corporate website.
4. The fiscal year of this corporation shall be from September 1 to August 31.
5. In the event of dissolution, the Real Property held by the corporation will be distributed in accordance with the “Grant Deed” executed between William S. Hart Baseball and Softball and Newhall Land and Farming Co. The other assets of the corporation will be distributed to a fund, foundation, corporation or organization organized exclusively for religious, charitable, educational, scientific or literary purposes as prescribed by the Board of Directors.

ARTICLE II – MEMBERSHIP

1. Membership in the corporation (“Members”) shall be open to all persons 18 years of age and older who are committed to the purpose and objective of William S. Hart Baseball/Softball. A member shall be anyone who meets the above criteria and contributes to the corporation through either the payment of registration fees or through service on the Board of Directors. Membership in the corporation shall terminate at the end of the fiscal year and may be renewed annually.
2. Members may attend any meeting of the Board of Directors but have no voting rights. Only members of the Executive Committee may attend Executive Committee meetings. Other Members may attend if invited to attend by the Executive Committee.

ARTICLE III – BOARD OF DIRECTORS

The control and management of the corporation shall be vested in the Board of Directors. Any member of the corporation may be elected to the Board of Directors. Each elected member of the Board of Directors shall serve a term for one fiscal year and must be re-elected annually. There shall be no limit to the number of terms a member may serve on the Board of Directors.

The Board of Directors shall consist of the following:

League Directors (20) - Baseball (15) / Softball (5)
Sponsorship Director
Publicity Director
Auditor
Equipment Directors (4)
Chief Umpire Baseball (2) / Softball (1)
Umpire Assigners
Field Directors (2)
Field Managers (10)
Official Scorekeeper
Auxiliary Directors (no limit)
Legal Advisor (2)
Canteen Office Supervisors (10-15)
Store Directors (8-12)
Tournament Director
Risk Management Director
D.O.D. (Director on Duty) (no limit)

1. In case of a vacancy, either by death, resignation, or removal, on the Board of Directors, the President shall appoint an interim Director and notify the Board of Directors and the Members by electronic mail. At the next scheduled Official meeting of the Board of Directors, the remaining members of the Board of Directors shall elect a member of the corporation to fill the vacancy for the remainder of the term.
2. Meetings of the Board of Directors shall be held on the second Thursday of each month at 23780 Auto Center Court, Santa Clarita, CA 91355 unless otherwise designated by the President with at least 48 hours' notice to each member of the Board of Directors. Notice shall be given by electronic mail.
3. The Secretary shall record the minutes of any meeting of the corporation and keep a record of the meetings at the principal office or such other place as approved by a majority of the Board of Directors. The minutes shall record the names of those present at meetings of the Board of Directors. Copies of the minutes shall be sent to each member of the Board of Directors via electronic email within 21 days of the conclusion of any meeting of the Board of Directors. The minutes shall then be approved at the beginning of the next meeting.
4. Quorum Requirements:
 - A. For an Official meeting, the minimum number of members of the Board of Directors required to be present, and to constitute a quorum, is three (3) Executive Committee members plus ten (10) members of the Board of Directors.
 - B. For revisions of these Bylaws, after the changes have been approved by the Executive Committee, a quorum of 50% of the standing members of the Board of

Directors and 50% of the standing members of the Executive Committee is required to vote for adoption of the changes.

C. Approval of any matter/motion voted upon by the Board of Directors shall require a simple majority of the Directors present at said meeting properly convened in accordance with these bylaws and associated quorum requirements.

5. A special meeting of the Board of Directors may be called at any time by the President or by written request to the President of 25% of the current Board of Directors. A special meeting requires 48 hours' notice by electronic mail to the Board of Directors.
6. A Director must be present to vote on any business at any meeting of the Board of Directors. Voting by proxy is not allowed
7. Members of the Board of Directors shall be nominated and elected in accordance with the election procedures in these bylaws.

ARTICLE IV – ELECTIONS OF BOARD OF DIRECTORS

1. Each year during the month of May this corporation shall hold nominations for elections to positions on the Board of Directors. To be eligible for the election a person must be a General Member of the League and must be nominated by a current member of the Board of Directors. Incumbents do not need to be nominated but must notify the Secretary of their desire to be on the ballot. Auxiliary Board membership and Director-on-Duty positions can be self-nominated or volunteered for at any Official Board meeting.
2. At least Thirty (30) days but no more than forty-five (45) days prior to the election, the Secretary shall notify the Board of Directors and the General Membership of the date of the annual Election Meeting. The date of the election shall also be posted on the official corporate website. Up to 10 days before the date of the election the Secretary shall accept nominations by email, sent to the electronic mail address posted on the League Website, for positions on the Board of Directors. The Secretary shall prepare a ballot containing the names of all candidates, and the positions for which they are running, in alphabetical order. Write-in nominations will only be accepted if the person was nominated by a current member of the Board after printing of the ballots. Those positions that have no nominee(s) will be listed by the Secretary, separate from the ballot, as positions that will continue to be held by the incumbent or as remaining available.
3. Elections shall be by secret, paper ballot completed by the members of the Board of Directors in attendance at the Election Meeting. The completed ballots shall be collected by the Secretary at the Election Meeting. As the Secretary collects the ballots, he/she will mark on the list of Board members each Board member as having voted to prevent voting more than once. The President, Administrative V.P., and Secretary shall tally the votes immediately following the election and post the new Board of Directors for the coming year on the official corporate website. The winners shall be decided by a simple majority vote.

4. A recount may be requested by any member of the Corporation up to seven (7) days after the election results are posted. Ballots shall be destroyed thirty (30) days after the elections.
5. Newly-elected members to the Board of Directors will take office as soon as possible as part of an interim period in order to learn the roles, responsibilities, and general operations of the league officers and functions. Their official term shall begin September 1st.
6. Any Director may be removed by an affirmative vote of 2/3rds of the number of Directors present at any Official meeting of the Board of Directors that has sufficient attendance to satisfy quorum requirements. The Director(s) in question shall be notified by the President or the Secretary of the intent to vote to remove the Director 48 hours prior to the vote via electronic mail and telephone so they may present their case to remain in their position prior to the vote.

ARTICLE V – BOARD OF DIRECTORS DUTIES

1. League Directors
 - a. This corporation shall have fifteen (15) Baseball League Directors and five (5) Softball League Directors. Baseball shall have one (1) for Colt/Palomino, two (2) for Shetland, three (3) each for Pony, Bronco, Mustang and Pinto. Softball shall have one (1) each for Filly, Mini-Minor, Minor, Junior, and Senior Softball. League Directors may not manage a team in their own league.
 - b. The League Directors shall conduct tryouts and a draft in accordance with the Hart General Rules.
 - c. Each League Director shall be responsible to accumulate and post the standings within their assigned league.
 - d. Each league director shall be responsible for collecting applications for prospective managers in his/her league. The league director shall provide a list of prospective managers to the Commissioner(s) and Rules Committee for approval.
 - e. Each League Director shall be responsible to the Rules Committee for the conduct of team managers and will insure that all managers observe and follow all rules of this corporation.
 - f. The League Directors shall complete required number of D.O.D. shifts. (See Below)
2. Sponsorship Director – The sponsorship director is responsible for the coordination of any and all activities related to the collection of funds related to sponsorship. These duties are including but not limited to the sale of advertisements and outfield sign space, monitoring and improving the sponsorship program, installing and maintaining banners, and determining team refunds per the Sponsorship agreement schedules. The sponsorship director is responsible for organizing any league fund raisers.
3. Publicity Director - The Publicity Director is responsible for all news releases for the entire news media, with the approval of the Executive Committee. The Publicity Director's responsibilities include the following:
 - a. Must become acquainted with the sports editor of local newspapers and request coverage of all of the corporation's activities.

- b. Prepare a news release covering the activities of the league when needed.
 - c. Collect information and compile a monthly newsletter to be distributed to the general membership.
 - d. Oversee the distribution of news releases via the Hart website and other social media outlets associated with the corporation.
 - e. Collect photos to be displayed on the website and other social media outlets associated with the corporation.
4. Auditor – The Auditor shall audit the books and financial records of the League annually, prior to the end of the fiscal year. The Auditor shall present a written reporting of the audit to the Executive Committee within 60 days. An audit is required upon resignation of the Treasurer and can be ordered by the Executive Committee at any other time deemed necessary.
5. Equipment Directors - The Equipment Directors are responsible for the distribution, inventory, and return of all baseball equipment owned by this corporation. This responsibility includes:
- a. Complete an inventory of all equipment no later than the end of each fiscal year.
 - b. Distribution of the equipment before each season, with the assistance of the League Directors.
 - c. Return of all equipment at the end of the season, with the assistance of the League Directors.
 - d. Maintain "in" and "out" records of equipment.
 - e. Prepare, with the Commissioners, a written list of equipment required to support the league for the following year.
 - f. Maintain all equipment in a safe and presentable manner.
 - g. Prepare a request for bid list on all equipment, uniforms, accessories, supplies, and items for resale whenever new vendors are sought, or periodically, at the discretion of the V.P. of Equipment.
6. Chief Umpires - This Corporation shall have three (3) Chief Umpires; two for baseball and one for softball. The Chief Umpires shall be encouraged not to manage or coach in their respective league. The Chief Umpire is responsible for securing sufficient qualified and trained umpires to handle the umpire duties of this corporation, and will further be responsible for holding an annual umpire school prior to the start of each season. Umpire assigners will be selected by the Chief Umpire(s) and shall be members of the Board of Directors.
7. Field Directors – This Corporation shall have two (2) Field Directors. Field Directors are responsible for the appearance and maintenance of the fields. The Field Directors shall be assisted on each field by a Field Manager. Their combined responsibilities include the following: Coordinate field maintenance with Field Managers and submit plans of maintenance to the Vice-president of Facilities with a cost estimate if applicable.
8. Field Managers - This Corporation shall have (10) Field Managers, each assigned to a specific field. Their responsibility is combined with the Field Director.
9. Official League Scorekeeper - The Official League Scorekeeper shall be responsible for all procedures and training governing team scorekeeping. He/She shall sit on the Rules

Committee. The duties of this office include:

- a. Approval and distribution of the official scorebooks for the league.
 - b. Select and schedule all league/tournament scorekeepers.
 - c. Provide training opportunities for team scorekeepers
10. Legal Advisor - This Corporation shall have one or more legal advisors who shall be members in good standing with the California State Bar. Legal Advisors shall be licensed to practice law in the State of California and shall advise the Board of Directors and the Officers on legal matters.
11. Web Administrator - The Web Administrator shall work in conjunction with the Publicity Director to design, develop, and maintain the official Wm. S. Hart website.
12. Canteen Supervisor(s) – The canteen supervisor(s) shall be responsible for the operation of the canteen office.
13. Risk Management Director – The Risk Management Director will manage any duties relating to material security or facilities security as directed by the Executive Committee and Board of Directors. The Risk Management Director will also manage the Wm. S. Hart Badge system and associated background check process.
14. D.O.D. Standard Duties - The schedule of duty officials will be published and distributed on www.arbitorsports.com at least monthly during the season.
- a. Must Have Director Gear (shirt, hat, or jacket) on and be visible and available at all times while on Duty and must carry a phone or walkie-talkie at all times.
 - b. The D.O.D. must remain at the complex until all scheduled games are completed for that day, or during his/her time of scheduled duty. Evening officials will escort canteen staff to their automobiles.
 - c. It is the responsibility of the assigned duty official to obtain a replacement should he/she not be able to cover the assigned shift.
 - d. Ensure that all games are called 15 minutes prior to the scheduled start of the next game.
 - e. **Opening Shifts** – Open all gates and insure that all common locked areas have been unlocked and are accessible including bathrooms and dugouts.
 - f. **Closing Shifts** – Turn off all the lights (except what is needed by clean-up crew), lock all gates, and return all scoreboard controllers to the canteen for safekeeping
 - g. Turn on Lights at dusk (Approx. 10 minutes after sunset)
 - h. Help Canteen in as needed; move items, empty trash, etc.
 - i. Insure that paper products are stocked at the beginning of shift in all restrooms, replace as needed.
 - j. Notify the Canteen Supervisor immediately, if available, and email the Executive Vice President of any unusual incidents occurring during their shift. This should include, but not

be limited to, ejections of managers or players, problems with spectators, violations of Section II, player disciplinary suspensions, etc.

- k. The D.O.D. shall have no other league duties, team responsibilities, or other conflicts during their assigned shift. The scheduled League Duty Official shall not involve themselves in team practices or games during their official duty shift. It is expected that all League Duty Officials schedule themselves during a time when their child is not playing or practicing.
 - l. The D.O.D. will directly handle all disputes, except protests, arising on the field of play, for the entire complex when requested by a parent, umpire, or other volunteer. At no time will the D.O.D. change any judgment decisions made by an umpire on the field of play. For protests, see Section XI of these rules.
 - m. The D.O.D. shall have the authority to end any/all game(s) if they feel that conditions may be hazardous to the safety of the players, spectators, umpires, or League Officials.
 - n. The D.O.D. will be responsible for moving umpires to insure that there is at least one umpire on each field when possible. Directors who fill in and umpire games while on duty will not be paid the umpire fee.
 - o. **Fall Duties and approved Shifts:** Midweek Shifts – Shifts can be taken by Directors/Coaches during practice but must be completed and a sign needs to be posted on the office door that locates the coach during his/her practice. The Director shift takes first priority and the director must be able to leave his practice and attend to league duties if needed. Weekend Shifts – No shifts can be taken while the Director is coaching a game.
 - p. **Shifts:** Length of shifts will be determined by the Executive Board.
 - q. **Game Cancellations** - Upon cancellation of any game(s) the D.O.D. shall immediately notify the respective Commissioner(s) by phone or email for rescheduling.
15. Members-at-Large - The Board of Directors shall have no active Members-at-Large as each Board member shall be appointed or elected to a specific position. Members-at-Large shall be "Honorary Members" who have served the League in Previous years or have contributed to the organization in an honorary manner. Members-at-Large shall be those individuals who can offer their expertise to the League (e.g. Past Presidents). Members-at-Large shall have no vote on the Board of Directors.
16. Required Number of Director Shifts: All Directors must comply with the ***“Director in Good Standing Rule”*** which states that any director must complete the minimum number of shifts required per season and must be able to complete his or her job duties **without exception.**

Fall

- Executive Board 2 Shifts (Can be a combination of work shifts)
- Assigned Director 3 Shifts (Can be a combination of work shifts)
- Unassigned Director 4 Shifts (DOD's only)

Spring

- Executive Board 4 Shifts (Can be a combination of work shifts)
- Assigned Director 8 Shifts (Can be a combination of work shifts)
- Unassigned Director 10 Shifts (DOD's only)

17. Work Shifts: A shift will be granted to any director who within his/her job duties is required to be at the complex completing a task that is specific to his/her job description that requires him/her to be there for a minimum of 3.5 hours. No more than 1 work shift can be taken in the same day. (Example – A league director that runs tryouts all day will now get credit for 1 shift)
18. Director Removal: All removals from the Board for failure to comply with the ***“Director in Good Standing Rule”*** shall be discussed and voted on by the Executive Board during the Executive Board monthly meeting at which time a decision will be made as to the disposition of the director in question. The League President or Secretary shall notify the Board of Directors of any and all removals at the next possible meeting.

ARTICLE VI - OFFICERS

1. The Officers of this corporation shall consist of the following:
 - President
 - Executive Vice-president
 - Vice-president of Equipment
 - Vice-president of Facilities
 - Administrative Vice-president
 - Vice-president of Canteen Operations
 - Vice-president of Auxiliary Board
 - Treasurer
 - Secretary
 - Baseball Commissioner (2)
 - Softball Commissioner
 - Registrar
2. Executive Committee - The Officers of this corporation are members of the Board of Directors and shall form the Executive Committee. The Executive Committee shall be responsible to review bids for major league purchases and award contracts for such purchases; shall conduct various committee meetings and report to the Board of Directors on such meetings. The Executive Committee shall prepare, along with the President, agenda items for scheduled board meetings and shall have the authority to act upon any matter in the best interest of the Corporation. This committee shall make a full report of any action taken to the Board of Directors at the next regularly scheduled meeting.

3. Election of Officers:

- a. All officers shall be elected annually by the Board of Directors. The election shall take place during the August meeting of the Board of Directors. The election procedures shall be the same as that for members of the Board of Directors. Except the votes shall be counted by three members of Board of Directors who are not part of the Executive Committee.
- b. A vacancy on the executive board shall be filled by the President within 48 hours by an interim officer. The President shall notify the Board of Directors by electronic mail of the appointment. At the next meeting of the Board of Directors, a majority of the Board of Directors shall elect a member of the corporation to fill the vacancy for the remainder of the term. A vacancy in the office of President shall automatically be filled by the Executive Vice-president.
- c. Any officer may be removed by an affirmative vote of 2/3rds of the number of Directors present at any Official meeting of the Board of Directors that has sufficient attendance to satisfy quorum requirements. The officer(s) in question shall be notified by the President or the Secretary of the intent to vote to remove the officer 48 hours prior to the vote via electronic mail and telephone so they may present their case to remain in their position prior to the vote.

The duties of the corporation's officers shall be as follows:

1. President - The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the business affairs of the corporation. The President shall preside over, schedule, prepare for, and head the Board of Directors and Executive Committee meetings. The President shall prepare an agenda for every Board of Directors meeting. The agenda shall be sent via electronic mail to each member of the Board of Directors 72 hours before the scheduled meeting. The President shall have the power to sign league checks, and legal documents and contracts, including annual tax filings, on behalf of the corporation. The President and Treasurer shall jointly prepare annual income tax forms for approval by the Board of Directors at the January board meeting. The income tax forms shall be filed in accordance with the current Tax Laws of each year.
2. Executive Vice-President - In the absence of the President, the Executive Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all restrictions placed upon the President. The Executive Vice-President shall preside as chairman of the Baseball and Softball Rules Committee. The Executive Vice-President shall have the power to sign league checks.
3. Vice-president of Equipment - The Vice-president of Equipment shall supervise the activities of the Equipment and Store Directors, and will insure that their duties are being performed properly and in a timely manner. The Vice-president of Equipment is responsible for the Hart Store; for procurement, distribution, collection, and storage of all League equipment; and for uniforms, accessories, supplies, and items for resale.
4. Vice-president of Facilities - The Vice-president of Facilities shall coordinate and supervise the activities of the Field Directors and Field Managers and will insure that their duties are

being performed properly and in a timely manner. The Vice-president of Facilities is responsible for the overall maintenance and upkeep of the Hart Complex facilities, maintenance equipment, tools, and supplies.

5. Administrative Vice-president - The Administrative Vice-President shall coordinate and oversee Director shift scheduling, assist in the coordination of Canteen Supervisor and Auxiliary Board staffing, and coordinate all League activities (Tryouts, Opening Day, Picture Day, etc.) with other Board members.
6. Vice-president of Canteen Operations - The Vice-president of canteen operations shall oversee the operations of the canteen including supply ordering, vendor establishment and maintenance, canteen facility maintenance, and liaison with the Vice-president of Auxiliary Board.
7. Vice-president of Auxiliary Board – The Vice-president of Auxiliary Board will represent the Auxiliary Board membership at Executive Committee meetings and will coordinate Auxiliary Board duties with the Vice-president of Canteen Operations. Further duties are outlined in Article VIII of these Bylaws.
8. Baseball & Softball Commissioners - The Commissioners shall coordinate and supervise their respective leagues. They shall coordinate any parent/player problems with the League Director(s) for the respective league and report problems to the Board of Directors. They will prepare playing schedules for their leagues. They will supervise the activities and duties of the League Directors, Chief Umpires, and scorekeeper for their respective leagues. The Commissioner shall prepare reports of protests, player/manager ejections, or any other incidents to be brought before the Rules Committee. Commissioners must defer to the other Commissioners regarding issues within League divisions that their own children play.
9. Secretary - The Secretary shall be custodian of the Articles of Incorporation, the Bylaws, and all agreements, and shall have said articles, bylaws and agreements at all meetings of the membership and Board of Directors. All records pertaining to the operation of the league, all player records, insurance policies, claims, birth certificates, waivers, releases and all other league records shall be kept by the Secretary, or as directed by the President. The Secretary shall prepare for and oversee the annual election of the Board of Directors and be familiar with the election procedures outlined in Robert's Rules of Order. The Secretary shall record and keep records on the meeting minutes as provided in these bylaws.
10. Treasurer - The Treasurer shall maintain adequate and correct accounts of the properties and business transactions of the corporation, including the accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any sort derived by the corporation from any of its activities. Upon demand by any member, the Treasurer, by appointment, shall allow such member to inspect any and all of the books of accounts within a reasonable amount of time as determined by the Treasurer not to exceed 30 days. The Treasurer shall keep on file competitive bids on purchases (where applicable), and will match invoices for purchases against bids and as information provided allows. The Treasurer shall promptly deposit all moneys and other valuables in the name of and to the

credit of the corporation with such depositories as shall be designated by the Board of Directors. He/She shall render to the President of the board, whenever requested, an account of all of its transactions and of the financial condition of the corporation, and shall have such powers and perform such other duties as may be prescribed by the Board of Directors or these bylaws. The General Account of the corporation shall require the signatures of one of the following officers: President, Executive Vice-president, Treasurer, or Administrative Vice-president for withdrawals while the Volunteer Account shall require two. All disbursements must have an approved invoice or similar documentation acceptable to the Treasurer. The Treasurer shall be bonded. The Treasurer shall submit the annual Balance Sheet and Statement of Profit & Loss for the taxable fiscal year to the outside CPA for the preparation of the annual income tax returns which are to be approved by the President and the Treasurer and signed by the President or the Treasurer.

11. Registrar – The Registrar shall coordinate and oversee player registration, assist in the coordination of tournaments and Club Leagues, approve all mass emails to Hart families through the registration system, and coordinate mass emails to managers. They are also tasked with supporting the Commissioners by compiling required reports/forms/tryout sheets/etc, as required, and by maintaining current copies of drafts for league records. The Registrar will manage scholarship families and coordinate their required shifts with the Canteen Supervisors. The Registrar will assist the Treasurer in managing the volunteer fees and generate required reports for reimbursement through the Canteen Supervisors.

ARTICLE VII – COMMITTEES

1. The committees of this corporation shall be:
 - a. The Executive Committee - The Executive Committee shall consist of the President, Executive Vice-president, Secretary, Treasurer, Vice-president of Facilities, Vice-president of Equipment, Administrative Vice-president, Baseball Commissioners, Softball Commissioner, Vice-President of Canteen Operations, and Registrar. The Executive Committee shall have the authority to act upon league matters and apportion necessary funds to operate the league business. This committee shall make a full report of any action taken to the Board of Directors at the next regularly scheduled meeting.
 - b. The League Rules Committee – The League Rules Committee shall consist of the Executive Vice-President (Chairman), Baseball Commissioners, Softball Commissioner, Chief Umpires, Official Score Keeper and League Directors. This committee shall be responsible for all matters relating to rules of play, League member ejections/discipline, handling of in-game protests, and any other player or game related problems. The League Rules Committee shall be responsible for approving all league and tournament managers. All decisions made by the League Rules Committee shall be final.
 - c. The President, with the approval of the Executive Committee, may appoint any other committee(s) deemed necessary.
 - d. League Legal Advisors, or other Board Members, may be asked to attend committee meetings as deemed necessary by the chairman of these committees.

ARTICLE VIII - AUXILIARY BOARD

1. The Vice-president of Auxiliary Board will be a member of the Executive Committee and will be a liaison between the Auxiliary Board and the V.P. of Canteen Operations.
2. An Auxiliary Board will be formed under the direction of the Vice-president of Auxiliary Board and the Board of Directors. The Auxiliary Board will have the primary responsibility for the operation of the canteen, picture day (Spring only), coordinating tryout booth personnel, draft personnel, and coordination of information for team mom packets (Spring only).
3. Auxiliary Board Standard Duties: Tryouts (Full Day equals 1 Shift), League Drafts, Canteen BMIC (Board-Member-In-Charge) and Cook. Auxiliary Board Members who assist in tryouts and drafts shall receive credit for Work Shifts not to exceed 1 per day and must work a minimum of 3 hours on that day. Shifts will be assigned and authorized by the Vice-president of Auxiliary Board.
4. Auxiliary Board Members while on duty should have Auxiliary Board shirt or a Director Shirt on while on duty.
5. The BMIC works in the Canteen and runs the daily distribution of food through the canteen, supervises and assists the parent volunteers who are serving food and/or working the windows, and helps move items from/to storage if needed. The Cook handles hot food preparation.
6. The Auxiliary Board facilitates Hart Picture Day along with the league photographer.
7. The Auxiliary Board members are also members of the Wm. S. Hart Board of Directors and shall have the same voting rights as other Directors during the Hart Board of Directors meetings.
8. All Duties and Approved Shifts are 3 hours long (Shift hours subject to change as needed).
9. Cause for removal from board - No shifts performed for (2) months straight (unless the Board Member has prior approval from the Canteen V.P. or the Vice-president of Auxiliary Board which would grant him/her an excused absence from his/her duties).

ARTICLE IX – REGISTRATIONS

1. All registration fees shall be determined by the Board of Directors.
2. The Treasurer shall be responsible for the recording and depositing of daily receipts.
3. Fees are to be paid by cash, check, or debit/credit card at the time of registration. Partial payments are accepted at the discretion of the President or Registrar.
4. There will be a \$25.00 processing fee charged on all checks returned from the bank for any

reason.

5. Scholarships: Requests for scholarships shall be made to the Registrar by email. A committee consisting of the Registrar, Executive VP, and President shall review requests. The President will make final approval. Partial payments or scheduled payments will be arranged whenever possible. Volunteer work in the canteen is mandatory of the scholarship recipients. Proof of hardship will be required.
6. Refunds - No refunds of registration or other fees will be made after the player is assigned to a team without approval of the President, Commissioner, and Registrar.
7. All registration refund requests must be submitted in writing or email to the Registrar. All refunds must be approved by the President, Commissioner, and Registrar. There will be a \$25.00 processing fee per family on all refunds to cover the League administrative costs.
8. A "volunteer fee" shall be added to the registration fees of each family at the discretion of the Board of Directors. Families can elect to donate this fee to the league or receive a full refund by working a four hour shift to be determined by the league. Managers shall receive their refund at the end of the season upon return of League equipment. Refunds will be made payable to the individual whose name appears on the family's registration.
9. Members of the Board of Directors may earn a refund of all or part of their league registration fee(s) by completing the required number of shifts, and/or other criteria, as determined by the Board of Directors.

ARTICLE X - BASEBALL AND SOFTBALL TEAMS

1. Rules of Play - The General League Rules, except as they are inconsistent with provisions of these bylaws, shall govern and control all of the baseball and softball teams under the jurisdiction of this corporation.
2. Uniforms - The uniforms worn by the players of each team shall be selected by the Vice-President of Equipment and approved by the Board of Directors.
3. Player Selection System - The player selection system to be used by individual leagues shall be in accordance with the General League Rules.
4. Manager Selection System - The manager selection system to be used by individual leagues and tournament teams shall be in accordance with the General League Rules.
5. Tournament Play - Tournament play shall be in accordance with Pony Baseball tournament regulations. (This does not apply to teams entered in non-sanctioned tournaments or to softball teams.) The tournament teams, managers, and coaches shall be selected in the manner prescribed by the League Rules Committee as specified in the General League Rules.

ARTICLE XI - TAX PREPARATION

1. Non-profit Corporation Federal and State Tax returns shall be filed annually by the League President and/or Treasurer.

2. All required tax return forms shall be submitted to the President or Treasurer for approval, signature, and filing. Use or change of Third Party CPA firm for State and Federal filings must be approved by the Board of Directors.

ARTICLE XII – DISBURSEMENTS

1. All disbursements must be approved by the Treasurer or Controller (other than petty cash items of less than \$100.00).
2. Purchases or requests for disbursements shall be in writing and include item, quantity, description, cost, and vendor. Purchases or requests for disbursements shall also include the requester's name and who it was approved by. All purchases must be either a budgeted expense item or approved by the Board of Directors, the Executive Committee, League President, or other authorized League Executive. Purchases of over \$1500.00 must include a minimum of three (3) competitive bids, unless waived by the Board of Directors. All bids must follow the established League "Bid Criteria". Bids must be in writing, delivered to the Treasurer, and reviewed by the Executive Committee which will award the purchase contract.

ARTICLE XIII - EMERGENCY RESERVE FUND

1. The Wm. S. Hart Baseball and Softball organization shall maintain an emergency reserve fund of at least ten percent (10%) of the annual budget, to be reviewed annually by the Executive Board. The emergency reserve fund is a minimum cash reserve requirement, not a part of the annual budget. These funds shall be used in the event of unforeseen emergencies only and shall require a two-thirds (2/3) majority of the entire board of directors to be used. A written plan detailing the replenishment of the emergency reserve funds shall be implemented as soon as practical, but no later than the next annual budget meeting.

ARTICLE XIV – AMENDMENTS

1. These bylaws may be amended at any Official meeting of the Board of Directors that satisfies the quorum requirements outlined in these Bylaws (Article III.4.B.). Notice of the proposed amendments and the intent to vote thereon must be sent via electronic mail to all members of the Board of Directors thirty (30) days prior to the meeting in which the vote for approval will occur.

ARTICLE XV - RULES OF PROCEDURE NOT PROVIDED HEREIN

1. Rules of procedure not otherwise provided for in these bylaws shall be governed by Roberts' Rules of Order, Revised.

ARTICLE XVI – SIGNATURES

The Undersigned certify that:

1. They are the President and Secretary, respectfully, of the William S. Hart Baseball and Softball League.
2. The foregoing Bylaws have been approved by the Board of Directors

President: Arnold Durazo Signature: _____

Secretary: Paul Silveri Signature: _____

Executed this 19th day of January, 2015, in Santa Clarita, CA.