

Heavener Ball-Park Association

By-Laws

ARTICLE I

NAME & PURPOSE

Section 1: The name of this association shall be known as the Heavener Ball-Park Association.

Section 2: The purpose of this association is to provide an organized, healthy, and safe environment for the use of the ball parks. The association will handle all matters related to the Ball-Park and the baseball, softball, and basketball programs. The association shall strive to do all matters incident to accomplish the above purpose.

ARTICLE II

MEMBERSHIP

Section 1: Membership of the association shall consist of the all coaches of teams of the Association using the Heavener ball-park complex for practice and games.

ARTICLE III

ELECTION OF OFFICERS/TRUSTEES

Section 1: The Heavener Ball-Park Association shall be governed by a Board of Trustees, which will be comprised of five members. Trustees shall consist of the President, Vice-President, Treasurer/Secretary, and two at-large Trustees elected during the annual business meeting.

Section 2: Election or re-election shall be determined by majority vote of the membership during the annual business meeting. Nomination for each position shall be written or oral from the floor. No person shall hold more than one office at a time. Trustees shall be at least eighteen (18) years old and serve for the year in which elected.

Section 3: A vacancy that may occur on the Board of Trustees shall be filled by appointment by the President, with confirmation by a majority of the remaining Trustees, until the next annual business meeting. If a majority confirmation cannot be achieved, then the vacancy will be filled by election during a special called membership meeting.

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ARTICLE IV

OFFICER'S DUTIES

Section 1: The President shall preside at all meetings of the association, and supervise the day-to-day business and activities of the association. The President shall nominate members to special function committees when necessary. The President may call for special meetings with proper notice given to all concerned parties. The President shall act as the association's purchasing agent and authorize expenditures up to the amount of \$500.00. All expenditures above this amount will require a majority vote of the trustees before executing the expenditure of funds.

Section 2: The Vice-President shall preside at all meetings during the absence of the President and assist the President in the performance of his duties. Should the office of President become vacant, the Vice-President shall become President and carry out those duties for the remainder of the term.

Section 3: The Treasurer/Secretary will attend all meetings of the association with the following duties:

a. Treasure shall:

- 1) Collect and record all donations and other money submitted to or collected by the association.**
- 2) Deposit all funds in the name of the association in a timely manner, and conduct the banking business of the association.**
- 3) Submit a year-end financial statement to the members of the association at the annual business meeting. Such financial statement shall include fund beginning balance, details of revenues received, details of expenditures made, and end of the year fund balance.**
- 4) Ensure that checks written for expenses over \$500.00 have a minimum of two authorized signatures.**

b. Secretary shall:

- 1) Keep accurate minutes of meetings of the association, and read those minutes during the next meeting so they may be approved.**
- 2) Be the custodian of all records and documents of the association. Records shall be passed on to each succeeding secretary to be maintained in good condition.**

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- 3) Be the custodian of all records and documents of the association. Records shall be passed on to each succeeding secretary to be maintained in good condition.**
- 4) Handle the general correspondence of the association and maintain a correspondence files, distribute all mail received by the association and direct the giving of notice of all association meetings.**
- 5) Maintain and keep an up to date membership roll of the association and make the same available in a reasonable amount of time.**
- 6) Carry out all duties incidental to the office of secretary and such other duties as may be assigned by the President and/or Trustees.**

Section 4: Trustees at Large shall attend all meetings of the association and perform additional duties as any be assigned by the President and/or Trustees.

ARTICLE V

MEETINGS

Section 1: The fiscal year of the association shall be from July through June of the next year. An annual business meeting will be held at 7:00 p.m. on the 1st Tuesday of August each year in the Heavener City Hall Conference Room. The purpose of the meeting is to elect new officers, determine trustees for the up coming season, receive the annual financial statement, conduct any other business of concern to the membership that may arise.

Section 2: During the month of February, there shall be scheduled a workday for the ball fields. The purpose of the meeting is to prepare facilities for the up coming season. Additionally, sign up for practice times for each team will be accomplished, and possibly conduct any other business of concern to the membership that may arise.

Section 3: Trustee progress meeting will be held at 7:00 p.m. on the 1st Tuesday of the months of March, and each year in the Heavener City Hall Conference Room. The purpose of these progress meeting are to review financial updates, and conduct any other business of concern to the membership that may arise.

Section 4: Special meetings may be called at the discretion of the President and/or by request of three Trustees. All Trustees shall be notified of special meetings, and an agenda posted forty-eight (48) hours in advance of the meeting time.

Section 5: All meetings of the Association are considered a public meeting and will be conducted under the open meeting act of the state of Oklahoma.

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ARTICLE VI

PROCEDURES AND RULES

Section 1: Key Control, Fields, and Equipment:

- a) **Coaches will be given keys to the equipment room.**
- b) **Coaches (and parents that help) are expected to take care of ALL equipment.**
- c) **Coaches are required to work their field and maintain it during the season.**
- d) **Coaches are responsible to ensure the assigned field is cleaned of trash after each practice and game.**
- e) **Coaches should submit to the Trustees any request for additional equipment that may be needed.**
- f) **ANY changes made to the fields or permanent structures must be approved by the Association Committee.**
- g) **Field lighting should only be used when necessary (ie, games, tournaments, etc.) Lighting electrical coast are paid by the city and no charge is assessed at the present time. Judicious and conservative use of field lights will endure that no cost is assessed.**

Section 2: Tournaments: (For Association Members)

- a) **ALL tournaments must be coordinated through the President or Vice-President.**
- b) **Any Association member or team can host one (1) tournament per season without cost.**
- c) **When any team hosts a tournament whether (T-Ball, Coach-Pitch, PeeWee, Midgets) all money from the game or the concession goes to the association.**
- d) **Money can be used to pay umpires during tournament play.**
- e) **Tournament hosts are responsible for ensuring fields are cleaned up after the tournament (ie, trash picked up from common areas, fields, and dugouts).**

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- f) The only time the concession would not be for the association is if the tournament is before or after the season and the concession stand is not stocked.

Section 3: Practice Times:

- a) Practice times will be set at the beginning of each season, during the February scheduled workday for the ball fields. A team will sign-up for a specific time frame and on a specific field.
- b) Even if another field is vacant, stay on the assigned field and for only the duration assigned.
- c) When games start on your field, all practice times are over-ridden.

Section 4: Fees:

- a) All teams are required to pay a fee to the association, which will cover umpires for home games, insurance, and the running of the concession stand during home games. This fee will be determined by the Board of Trustees.
- b) Non-association members or teams will require a fee of \$250.00 per tournament to the association plus a \$100 refundable deposit.

ARTICLE VIII

AMENDMENTS TO BY-LAWS

Section 1: All By-Laws shall be subject to alteration or repeal, and new By-Laws may be made, by a two-thirds (2/3) vote of the members of the Heavener Ball-Park Association that are attending the annual meeting. The recommendation for a proposed change can be made by the Trustees or members of the association. Such proposal(s) shall be made in written form and delivered to the current President 30 days before the annual meeting to be properly posted and placed on the agenda.

These By-Laws were approved on the 5th day of August, 2008 by the general membership.

 /S/ Tim Davis
President

