

# Camarillo PONY Baseball Association

## 2018 CONSTITUTION

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## ARTICLE I. NAME

### ***A. Self***

The name of this organization shall be the Camarillo PONY Baseball Association, hereinafter referred to as the CPBA, a volunteer, non-profit service organization, as licensed by the State of California. The CPBA Board of Directors is comprised of members representing baseball activities. The CPBA Board of Directors, hereinafter termed the Board, establishes and enforces the policies, Constitution, By-Laws, and Special League Rules of CPBA.

### ***B. Associate***

The Constitution allows for an associate member of the CPBA. The conditions and stipulations required for an associate member status are that it be a volunteer, non-profit organization licensed by the State of California and that it meets the requirements of the CPBA Constitution, By-Laws, and Special League Rules.

Associate member organizations may be recognized by CPBA upon their compliance with the guidelines contained herein, their written petition to, and approval by a majority of the Board.

### ***C. Contractor***

Internal volunteers or an outside contracting organization may provide the snack bar and umpiring services. This will be decided and annually approved by the Board.

## ARTICLE II. OBJECTIVE

### ***A. Primary***

The primary objective of the CPBA shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage and reverence.

### ***B. Means of Achievement***

The objective will be achieved by providing a supervised baseball program. The attainment of exceptional skill or the winning of games shall be secondary to the prime goal of molding ethical individuals.

### ***C. Conduct Required***

In consonance with the above stated objectives, it shall be the goal of all members of this organization to conduct themselves in an exemplary manner, to wit:

1. The Players Code of Conduct and those practices exemplary of good sportsmanship shall guide players.
2. All members of CPBA shall be guided by this Constitution, CPBA By-Laws, and most importantly, common sense in conducting themselves in such a manner as to bring credit upon themselves as well as to the program. Conduct that praises good play or demonstrates positive attitudes is encouraged whereas conduct that stresses negative attitudes is unacceptable and should be corrected immediately.

Examples of the latter are:

- a. Publicly finding fault with umpires, managers or any other individual who is attempting, to the best of their ability, to make this program effective. Constructive criticism is acceptable when submitted through the proper channels.
- b. Harassing batters, pitchers or any other participant.
- c. Instructing players to take any action that would be considered unethical or un-sportsmanlike.
- d. As a spectator, addressing players by name or position for the purpose of harassing or coaching said player.

## **ARTICLE III. BOUNDARIES**

### ***A. Regular Season and PONY Sanctioned All-Stars***

During the regular season competition, play-offs, and sanctioned All-Stars, the boundaries of the CPBA, in accordance with PONY Baseball, shall be open. This provides a means for players outside the PVRPD (Pleasant Valley Recreation and Park District) area to participate in CPBA.

## **ARTICLE IV. MEMBERSHIP**

### ***A. Youth***

Any youth who lives within the CPBA boundaries as defined in Article III.A shall be eligible to participate in regular season competition and any youth who lives within these boundaries shall be eligible to participate in post-season tournament play, so long as each youth meets the requirements set forth in the CPBA By-Laws, hereinafter termed By-Laws. A youth living within the CPBA boundaries, and registered with the CPBA, may voluntarily compete during regular season play on an associate organization's team, and a youth living within the boundaries of an associate organization, and registered with that organization, may voluntarily compete during regular season play on a CPBA team as long as the placement on the team is made in accordance with the By-Laws to reduce the common waiting list, to balance teams, or to allow the youth's parents the right to refuse the services of a specified manager.

### ***B. Associate Organizations***

Any organization outside the boundaries of the CPBA as defined in Article III.A may participate in the CPBA program for the current year, provided that it receives approval from the Board and abides by the Constitution, By-Laws, Special League Rules of CPBA.

### ***C. Parents***

Parents or legal guardians of all youth participating in the CPBA program and residing within its boundaries as defined in Article III.A of this document shall be considered active and voting members of the general membership.

**D. Other Adults**

Other adults who show sufficient interest to participate in the CPBA program may be members of the CPBA general membership if approved by the Board.

## **ARTICLE V. GOVERNMENT**

**A. Supervision**

The government of the CPBA is the Board.

**B. Officers**

The Board shall consist of the following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Director of Equipment
6. Director of Procedures
7. Director of Facilities
8. Director of Commissioners (ABL)
9. Director of Commissioners (Recreational League)
10. Director of Players (Recreational League)
11. Director of Players (ABL)
12. Director of Player Welfare
13. Director of Public Relations
14. Director of Sponsors and Fundraising
15. Director of Umpires
16. Associate Organization(s) Rep(s) if any
17. Director of Food Services

**C. Officer Eligibility**

Any adult associated and in good standing with the CPBA shall be eligible to hold office on the board. Persons who do not reside within the boundaries of either the Pleasant Valley School District or the Somis Unified School District may hold board positions. However, at no time may more than 3 members live outside of those boundaries.

One prior term of service on the board is required in order to be considered for the office of President. The office of President must be held by a person living within either the Pleasant Valley School District or the Somis Unified School District.

**D. Nomination of Board Members**

Candidates for nomination are to be submitted by current Board members and/or the general CPBA membership to the Board prior to the general meeting held in the second quarter of each calendar year.

**E. Officer Election and Term**

The Board for the coming year shall be elected by a majority vote of the members present at a general meeting held in the second quarter of each calendar year (preferably prior to the end of the season) and shall take office on the first of September. Candidates shall be elected to a specific office on the Board for a two-year term. Elections for offices designated by odd numbers in the above list (see section B

above) shall be held in odd numbered years. Elections for offices designated by even numbers above shall be held in even numbered years. In case no candidate gets a majority of the votes cast, a runoff shall be held between the two candidates receiving the highest number of votes.

#### ***F. Filling of Vacant Officer Positions***

In the event that a board position is vacated, that position may be filled immediately by a majority vote of the board, or all in attendance at a general election, provided the nominee has acknowledged the responsibilities of the position, and that he / she wishes to serve in that role. In order to express his / her acknowledgement of the office's responsibilities, and desire to serve, said nominee must either be in attendance at the meeting, or communicate their desire via phone conversation, text, email, or in writing to a current board member.

#### ***G. Associate Organizations' Officers***

In matters of common interest to the CPBA and any associate member(s), the Board shall consist of those officers identified in Article V.B and representatives from the associate membership. The number of representatives from the associate organization shall be determined by the Board identified in Article V.B to be proportionate to the outside organization's youth participation in the CPBA program the previous year, with the minimum number to be one. Matters of common interest are in the By-Laws.

#### ***H. Officer Limitations***

The Director of Umpires may not manage a team in any league during his or her term. The Director of Food Services, and the Director of Public Relations positions are non-voting board positions.

## **ARTICLE VI. DUTIES OF THE CPBA BOARD OF DIRECTORS**

#### ***A. General***

The Board shall enter into the performance of its duties on the first of September and each member shall continue in office until his or her successor has been duly elected and seated. The Board shall have the power to appoint such committees as it deems necessary and to delegate such power to these committees as the Board deems advisable. The standing committees shall be under the general supervision of the Vice President. The Board shall have the power, by a two-thirds vote of those present at any regular or special meeting, to discipline, suspend, remove, or replace any officer, committee member, or member of the CPBA. The Board shall be empowered to:

1. Establish and enforce policies of the CPBA.
2. Establish budget requirements and control the disbursement of funds.
3. Provide for the collection of revenue to support the program.
4. Provide, in cooperation with any Associate Member(s), PVRPD, and Pleasant Valley School District, PVSD, playing facilities and equipment.
5. Establish standards of player and managerial behavior.
6. Prepare proposed amendments to this Constitution.
7. Adopt By-Laws for each of the constituent leagues in the CPBA, including approval or rejection of proposed changes thereto.

8. Manage the affairs of the CPBA, including such things as organization of the leagues each year and establishment of playing schedules.
9. Manage the property that is assigned to the CPBA by the PVRPD and PVSD.
10. Submit monthly expenditures and forecast of expenditures to the Treasurer.

***B. President***

The President shall preside at all meetings of the CPBA at which he or she is present. Subject to the control of the Board, the President shall be responsible for the general supervision, direction, and control of the business and affairs of CPBA, and shall have general powers and duties of management, except where such duties and powers are specifically vested in another office herein. It shall be the duty and responsibility of the President to call general meetings of the CPBA.

***C. Vice President***

The Vice President shall preside in the absence of the President, shall work with other officers and committee chairpersons, and is an ex-officio member of all standing committees. The Vice President will promote the immediate and future plans, goals, and goodwill of the program to the community. The Vice President shall carry out other duties the President or Board shall assign.

***D. Secretary***

The Secretary shall keep a book of minutes of all meetings, both general and of the Board, to show specifically the names of those present at Board meetings, the number of members present at general meetings, the proceedings of such meetings, and the vote tallies (including how taken and tallied). The Secretary will read and provide, if requested, a copy of the unapproved minutes to each Board member at the next regularly scheduled Board meeting, or earlier if requested. The Secretary shall be the official custodian of the Constitution and Articles of Incorporation of CPBA. The Secretary shall prepare and correspond in the name of the CPBA as requested by the President or Board. Only the President and Secretary may sign correspondence in the name of CPBA without prior approval of the Board. The Secretary shall carry out such other duties and tasks that may be assigned by the President or Board.

***E. Treasurer***

The Treasurer shall prepare the annual budget and shall submit this budget to the Board for approval, and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the CPBA, with such depositories as shall be designated by the Board. The Treasurer shall disburse the funds of the CPBA in such a manner as may be ordered by the Board, and shall render to the President, whenever it is requested by the Board, an account of all transactions as Treasurer and of the financial condition of the CPBA. The Treasurer shall submit a summary financial report at each regular meeting and beginning one month prior to the start of league play shall submit a monthly forecast of expenditures. The Treasurer shall perform such other duties and tasks that may be assigned by the President or Board. Only the President, Vice President, Secretary and Treasurer may sign checks.

***F. Director of Commissioners (2)***

There shall be no more than two Directors of Commissioners who shall be responsible for the organization and conduct of the affairs of the constituent leagues. The Director shall call for the organization and selection of officials to operate the leagues. The Director of Commissioners shall represent the Board in the insistent demand upon league commissioners and managers that their conduct be exemplary and in the best interest of the youth participating, and shall have responsibility for obtaining managers for teams in the several leagues in cooperation with the League Commissioners. Also, with the League Commissioners, the Director of Commissioners shall have jurisdiction in matters of managerial assignment and conduct. The Director of Commissioners shall carry out such other duties and tasks that may be assigned by the President or Board.

### ***G. Director of Procedures***

The Director of Procedures shall be responsible for the preparation of By-Laws, and be a member of the Protest Board. The Director of Procedures shall carry out such other duties and tasks that may be assigned by the President or Board.

1. By-Laws Preparation. The Director of Procedures shall not only be responsible for the preparation of the By-Laws, including changes thereto, but shall also present the By-Laws to the Board for approval, and shall ensure that the By-Laws specifically cover the following:
  - a. Guidelines for parents, commissioners, managers, and coaches
  - b. Assignment of players to teams, replacements, reassignment, and disciplining or transferring of players
  - c. Practice and game schedules, protest policy, rules of play, and playing requirements
  - d. League championship determination, selection of tournament teams, managers, and coaches, post season tournaments, eligibility criteria for players and tournament rules
  - e. Accepting and managing associated organizations
2. Protest Board member. The Director of Procedures shall be responsible for the interpretation of the rules, and shall sit as a member of the Protest Board. See Article VII.A.4.

### ***H. Director of Players (2)***

The Director of Players shall advertise the registration of players sufficiently prior to the season activity, shall supervise the work of the commissioners of the individual leagues in cooperation with the Director of Commissioners, and shall carry out such other duties as may be assigned by the President or the Board. The Director of Players, working with the League Commissioners and the Director of Commissioners, shall specifically do the following:

1. Establish try-out schedules and criteria.
2. Supervise the assignment of players to teams.
3. Assist in formulating agreements for inter-league transfer of players subject to the approval of the League Commissioner(s) involved.
4. Submit to the Board for approval a master plan covering the above sub-paragraphs. This plan should be submitted to the Board prior to the first general meeting of the new calendar year that is normally held in January.

### ***I. Director of Equipment***

The Director of Equipment shall have complete responsibility for all baseball equipment owned by the CPBA, shall determine the equipment requirements, obtain the bids for submission to the Board for purchases, and shall inventory and store the equipment during the off-season. The Director of Equipment shall oversee the proper maintenance and repair of the CPBA baseball equipment. The Director of Equipment will coordinate with the League Commissioner of each league to provide, distribute, and collect the equipment necessary to function in that league, and shall carry out such other duties as may be assigned by the President or the Board.

### ***J. Director of Facilities***

The Director of Facilities, in conjunction with PVRPD and PVSD, will be responsible for the playing facilities used by the CPBA. In cooperation with the commissioner of the individual leagues, the Director of Facilities will organize these representatives to ensure that playing fields are properly marked, cared for, kept safe and clean.

### ***K. Director of Player Welfare***

The Director of Player Welfare shall be responsible for the supervision of the scholarship and grant programs and shall carry out other duties as assigned by the President and the Board. The Director of Player Welfare, working with the Director of Players, shall specifically do the following:

1. Approve all requests for scholarships.
2. Assign all snack bar duties and other assignments of scholarship parents and/or guardians in cooperation with the Head Team Parent, Director of Facilities and Director of Food Services.
3. Coordinate the registration and billing for all players eligible for grant monies and/or time payment plans.

### ***L. Director of Public Relations***

The Director of Public Relations shall be responsible for communication with the general public. The Director of Public Relations shall be the Administrator of the CPBA Website. The Director of Public Relations shall coordinate the content of the Website with the President, or the Board. The Director of Public Relations shall be responsible for any articles/reports to the local newspaper. The Director of Public Relations shall carry out other such duties assigned by the President and/or the Board.

### ***M. Director of Umpires***

The Director of Umpires shall train and supervise the umpiring staff and be the Chairperson of the Protest Board. They shall be responsible to ensure that the following are accomplished:

1. Umpires are obtained for all games scheduled by the CPBA.
2. Oversee and approve a training program conducted by an approved umpiring organization or other designee, a course on the proper technique and prescribed mechanics of umpiring, and a study course on the Official Rules of Baseball. This includes a written test that must be passed with an 80% or better grade and approved by the Director of Umpires.
3. Any reasonable request for improvement of the umpiring staff will, with the cooperation of the Director of Commissioners and managers, be taken into consideration.
4. Preparation and submittal to the Board for approval of a master plan for training, scheduling and paying umpires for regular season play and tournament play. This plan should be submitted to the Board prior to the first general meeting of the new calendar year that is normally held in January.
5. Protest Board Chairperson. The Director of Umpires shall sit as Chairperson of the Protest Board. See Article III.D of the By-Laws

### ***N. Director of Sponsors and Fundraising***

The Director of Sponsors and Fundraising shall be responsible for the recruitment of major, league, and team sponsors, major fund raising event(s) held in behalf of CPBA and shall carry out other duties assigned by the President and/or the Board. This shall include but not limited to the planning and supervision of the fund raising event(s), selection and distribution of awards and the management of the funds collected.

### ***O. Director of Food Services***

The Director of Food Services will be responsible for the food and snack providing facilities within the Camarillo PONY Baseball organization located at both complexes. In addition to maintaining and reporting on the budget of the facilities, the Director will serve as the Board liaison with the various county and state health organizations with regards to those facilities being operated by CPBA. The Director will maintain the necessary permits, manage all staffing, ordering of goods, and keeping of facilities and devices up to code. In addition, the Director will work with the scheduling committee in order to secure

coverage during all scheduled events to provide food services to the CPBA participants. The Director shall also carry out such other duties as may be assigned by the President, or the Board of Directors.

## **ARTICLE VII. COMMITTEES AND THEIR RESPONSIBILITIES**

### ***A. Standing Committees***

Standing committees shall be the following or combinations thereof and shall be appointed by the Board as required to fulfill the objectives and goals of the CPBA. The Chairperson of each standing committee shall have such other powers and perform such other duties as may be prescribed by the Board.

The standing committees are:

1. Publicity and Communication Committee
2. Scheduling Committee
3. Constitution, By-Laws, and Special League Rules Committee
4. Protest Board
5. Post-Season and Tournament Committee
6. Issues Committee

### ***B. Other Committees***

The Board has the authority to appoint such other standing or ad hoc committees as it deems necessary to conduct the affairs of the CPBA.

## **ARTICLE VIII. MEETINGS**

### ***A. Election General Meeting***

The Board shall schedule a general meeting during the second quarter of each calendar year to elect officers for the next year and to receive recommendations from the general membership for consideration by the newly elected Board. Other general meetings may be called at any time that the Board specifies.

### ***B. Planning General Meeting***

The Board shall schedule a general meeting during the first quarter of each calendar year to present plans for the coming year.

### ***C. Regular Meetings***

The Board shall establish its own schedule of meetings as necessary to conduct CPBA business. This schedule will normally include at least one meeting per month, giving 72-hour notice to all Board members prior to such meetings.

### ***D. Quorum***

A majority of the members of the Board shall constitute a quorum at any meeting, and a majority vote of those present shall govern, except when otherwise provided.

### ***E. Closed Session Meetings***

While the Board of Directors is fully committed to complete transparency in all aspects of the Association's day to day operations, from time to time it may become necessary for the Board, or a Committee of the Board, (with the full knowledge and authority of the President) to conduct meetings and business that is outside of the Public domain. Such a meeting shall be identified as a Closed Session Meeting. Only the President is authorized, under this Constitution, to determine what such business should be conducted in Closed Session, and whether a Closed Session is necessary for the subject matter at hand. Any Board Member may petition the President to hold a Closed Session on any matter he or she deems appropriate, and the President, in his or her responsibility, shall not unreasonably deny such a request. Any Board Member may attend a Closed Session meeting authorized by the President. However, the President may, in his or her discretion, exclude a Board Member(s), or the family of the Board Member, from attending when the subject matter of the Closed Session Meeting deals directly with the conduct, performance, duties, or other matter concerning that Board Member, or the family of that Board Member.

Subject to any exclusion of a Board Member(s) in any Closed Session Meeting, in the event that a Closed Session is held, the entire Board, less any Board Member(s) so excluded, shall be permitted to read and review the minutes of said Closed Session Meeting in the presence of the President. It is the responsibility of each Board Member to seek out these minutes with the President for his or her own information and consideration. This dissemination shall not be delayed by the President, nor be provided after any vote by the Board on any matter wherein such information may affect a Member's vote or consideration. It is the responsibility of the Secretary to provide said minutes to the President prior to any such vote so that any Board Member may have access to said minutes. In the event that a vote is taken by the Board on any matter where access to such information from the Closed Session was not properly provided to a Board Member, and the Member's vote, cast in the alternative and so noted by the Board Member to the President, and having the effect of altering the outcome of the item being voted on, the President shall call for a new vote after such information is properly disseminated. Such dissemination shall only be made in written form, and may NOT be sent over email or other electronic means. Upon the proper reading of these Minutes, as described above, the Board Member shall return them to the President for his or her confidential retention as part of the Association's total recordation of its operations. As such, all information, and the proceedings of all Closed Sessions shall remain completely confidential and known only to the appropriate members of the Board of Directors.

In the event that any unscheduled or impromptu Closed Session Meeting is held, the minutes of this meeting shall be immediately recorded by the President or Secretary. Upon conducting such a meeting, the President shall cause a formal Closed Session Meeting to be called at the next full meeting of the Board of Directors so that said minutes can be read to the entire Board, subject to any Board Member exclusion(s) as indicated above.

### ***F. Absences***

In that regular attendance of all Board members is desirable and necessary for the efficient conduct of business, the following rules pertaining to absences shall apply:

1. A single absence is considered automatically excused.
2. The second consecutive absence may be excused by the President, preferably ahead of time. If the President cannot be reached, notification of any other Board member will be accepted.
3. The third consecutive absence may be excused only by the Board, upon request and justification by the absent Board member.

4. After three consecutive absences, the Board shall take whatever action it deems advisable as empowered in Article VI-A.
5. A pattern of inconsistent attendance may be made a matter for Board action, whether or not absences are consecutive.

## **ARTICLE IX. ORGANIZATION POLICY**

### ***A. Community Service Group***

The PVRPD has, upon annual request, officially recognized CPBA as a Community Service Group. CPBA shall present to PVRPD annual reports and other information as required.

### ***B. Status***

The organization shall maintain a non-profit and legally limited status through annual submission to the State of California.

## **ARTICLE X. FINANCIAL POLICY**

### ***A. Authorization***

The Board shall decide all matters pertaining to the finances of the CPBA, consistent with this Constitution, the Articles of Incorporation and other applicable limitations. The Board shall direct the major expenditures of CPBA funds.

### ***B. Contributions***

The Board shall not permit the contribution of funds or other gifts to individuals or its teams and shall not solicit it for the common treasury of CPBA. The above regulations are to discourage favoritism among teams and to endeavor to equalize the benefits of the CPBA.

### ***C. Member Fees***

The Board may, if necessary, require registration fees or membership dues to be collected in order to support the budget requirements of this program. The Board may also collect additional fees from members who do not fulfill their required parental responsibilities as identified in the By-Laws, such as snack bar duties.

### ***D. Obligations***

The Board shall maintain sound financial responsibility and shall incur no obligations except those payable from the funds on hand.

### ***E. Fiscal Period***

The fiscal operating period shall be September 1 to August 31. Preliminary budget and end of year financial statements are submitted to the Board in October and September, respectively.

## **ARTICLE XI. REFERRALS**

The Board, or its designated representative, shall sit and make final determination on any matter of disagreement, misconduct, or questions that are referred to the body by any member or the Board.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

### ***A. Robert's Rules***

Robert's Rules of Order shall govern the proceedings of all general meetings, except where it conflicts with this Constitution or the By-Laws.

### ***B. Other Rules***

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the CPBA as it may deem proper and necessary.

## **ARTICLE XIII. METHOD OF AMENDING THIS CONSTITUTION**

### ***A. Procedure***

The Board by an affirmative vote of a majority of its members may adopt proposed amendments to this Constitution. These amendments shall be submitted to a meeting of the general membership for ratification. Prior to the meeting, the Board may, if it deems expedient, place the proposed amendment in force and operate under such proposed amendment. However, if the amendment is defeated in general meeting, such operation must cease immediately and may not be renewed for one year or until the amendment shall have been reconsidered and ratified by a later general meeting.

### ***B. Limitation***

No amendment to this Constitution shall be made which places it in substantive conflict with the Articles of Incorporation without concurrent amendment/submission of those Articles.

## **ARTICLE XIV. BY-LAWS**

### ***A. Preparation***

The Director of Procedures, with the advice of the Constitution and By-Laws Committee, Director of Commissioners, League Commissioners, the Board and other interested parties as deemed advisable, shall prepare a set of By-Laws defining the rules and regulations for the operation of each of the constituent leagues. These By-Laws shall be submitted to the Board for adoption and, upon adoption, shall become an attachment to this Constitution.

***B. Review***

The By-Laws shall be reviewed annually and the Constitution and By-Laws Committee shall submit proposed changes to the Director of Procedures, for review and submission to the Board.

***C. Distribution***

These By-Laws, with proposed changes, shall be adopted and distributed annually to all Board members, team managers, and league commissioners, not less than one month prior to the first scheduled game. In addition, copies of these By-Laws shall be made available to the general membership upon request.

***D. Method of Amending***

The affirmative vote of a majority of the Board shall be required to adopt or change By-Laws.

## APPROVAL AND AUTHORIZATION

We, Johnny Lovato, President, and Kyle Kimbrell, Director of Procedures, of the Camarillo PONY Baseball Association, do hereby approve and authorize for league play the preceding Constitution and the following By-Laws.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Johnny Lovato, President

\_\_\_\_\_  
Kyle Kimbrell, Director of Procedures