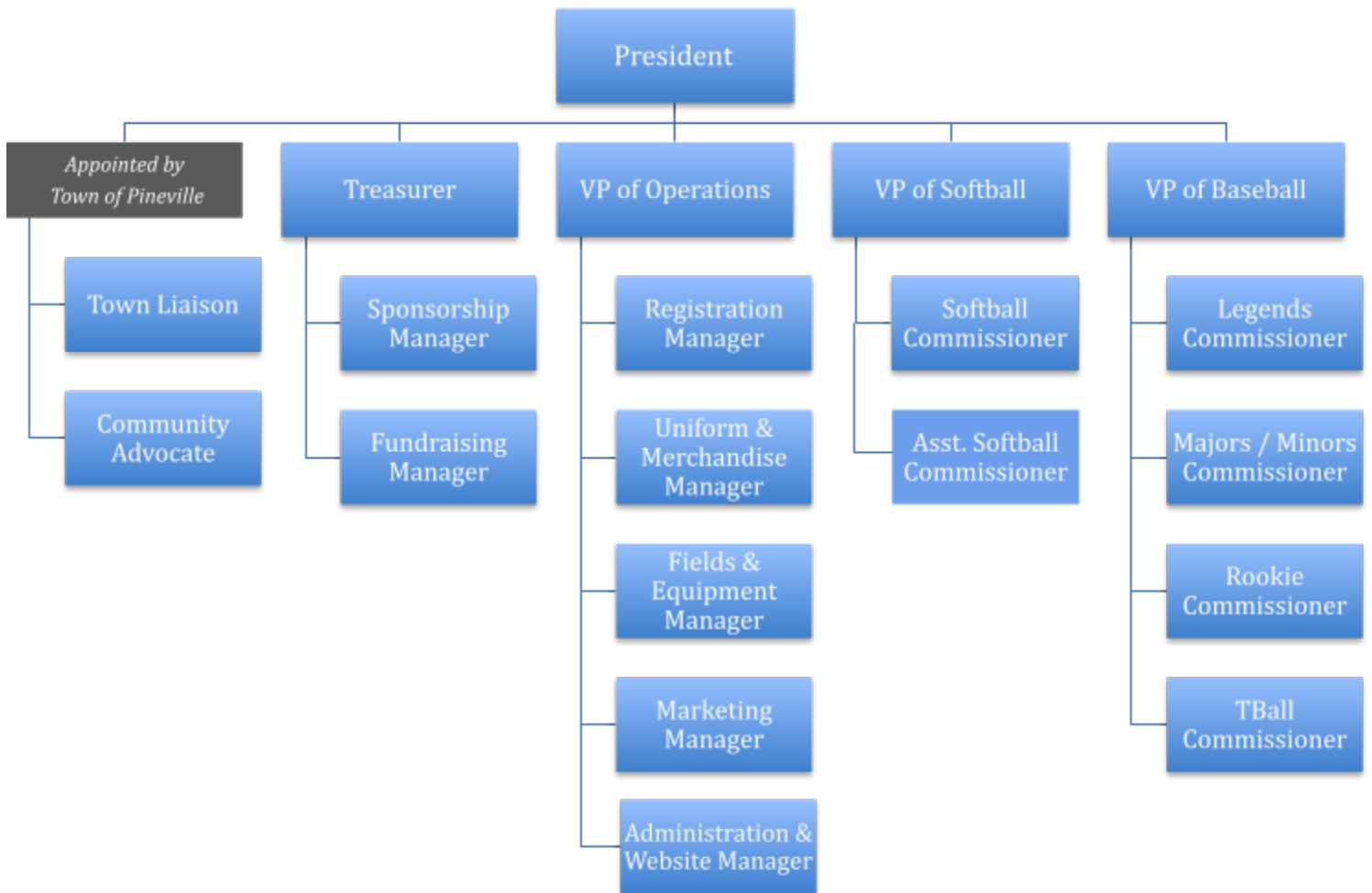


Pineville Community Athletic Association

Constitution and By-Laws of PCAA

Organizational Chart (As of June 2021)



**CONSTITUTION AND BY-LAWS
OF THE PINEVILLE COMMUNITY ATHLETIC ASSOCIATION**

ARTICLE I - NAME

SECTION 1. The name of this association shall be:

Pineville Community Athletic Association (hereinafter referred to as PCAA).

ARTICLE II - OBJECTIVES

SECTION 1. PCAA is a cooperative, non-profit organization maintained for the purpose of accomplishing the objectives set forth in these By-Laws. It is expressly provided that none of the income or assets of the PCAA shall inure to the personal benefit of any individual member.

SECTION 2. PCAA is a recreational athletic organization with a primary focus on skill development, teamwork, sportsmanship and most importantly having fun. Every child in the community and surrounding area is encouraged to participate within a safe environment that promotes an active and healthy lifestyle.

SECTION 3. Every player is also given an opportunity to participate in more competitive All-Star type programs that provide an advanced level of competition against other athletic associations.

SECTION 4. Cooperation and coordination with the surrounding Pineville community is essential to the success of PCAA. Every effort will be made to maintain a strong relationship with the local community and its representatives.

SECTION 5. PCAA highly encourages parent involvement and all adult members are asked to donate their time and energy as volunteers to help achieve the mandate of the organization. Volunteers must make the safety, protection and welfare of all participating players their first priority.

ARTICLE III - OPERATIONAL POLICIES

SECTION 1. The programs of the PCAA shall be developed through meetings, committees and other development projects.

SECTION 2. Operations within PCAA are guided by each sports governing body. While the policies of a national organization are designed to give structure and accountability to the association's operation, PCAA also has the flexibility to modify its local league rules and regulations as needed.

SECTION 3. Local league rules and guidelines for each sports program are published on the PCAA website and available to all participants.

SECTION 4. The PCAA Board of Directors (BOD) can update, interpret and amend local league rules and guidelines as needed.

SECTION 5. Additional operational procedures related to PCAA agreement with Town of Pineville can be found in **Appendix B**.

ARTICLE IV – MEMBERSHIP

SECTION 1. PCAA is open to all potential players, their parents, guardians and interested adults of the community, regardless of race, creed, or religion. Potential members must meet the requirements established by these By-Laws.

SECTION 2. Membership requirements are as follows:

1. Participating Member- Any registered minor actively participating in a PCAA sanctioned program. The associate's membership term begins on the date of his/her registration and expires 12 months from the date of registration.
2. Active Member- Any parent or adult guardian of a Participating Member.
3. Non-Active Member- Any parent or adult guardian of a participating member who is no longer "in good standing" due to unpaid financial obligations or sanctions by the BOD.
4. Special Member- Any adult coach or volunteer that is approved by the BOD.

SECTION 3. No Compensation of any kind will be given to any member for their active volunteer role within the association unless the member is contracted as a business owner or vendor to perform labor or provide supplies that the association would otherwise be required to purchase from an outside source.

SECTION 4. Fee recommendations are to be established by the current BOD based on projected expenditures. If the BOD votes to increase the fees the recommended changes will be presented to the Town of Pineville Mayor and Council for approval.

SECTION 5. Financial Aid and scholarships will be provided with proper documentation in a similar fashion to the free or reduced lunch program. PCAA will provide a minimum of 10 scholarships per year as needed. Pineville residents will have priority over non-residents. Scholarships will be distributed evenly amongst age groups.

SECTION 6. Monetary refunds are dispersed to members according to policies set by the Treasurer and Registrations Manager.

SECTION 7. Registration for PCAA programs takes place according to policies recommended and set by the Registration Manager.

ARTICLE V - GOVERNMENT

SECTION 1. A Board of Directors (BOD) shall manage PCAA.

The PCAA Board of Directors consists of:

- President
- Vice President of Operations
- Treasurer
- Registration Manager
- Uniforms & Merchandise Manager
- Fields & Equipment Manager
- Sponsorship Manager
- Fundraising Manager
- Marketing Manager
- Administration & Website Manager (Secretary)
- Town Liaison - (Appointed by Town of Pineville)
- Community Advocate - (Appointed by Town of Pineville)

Current Softball & Baseball Programs (similar structure for additional programs)

- Vice President of Softball
- Commissioner of Softball
- Assistant Commissioner of Softball
- Vice President of Baseball
- Commissioner of Legends Division
- Commissioner of Majors/Minors
- Commissioner of Rookie
- Commissioner of T-Ball

SECTION 2. Each BOD Member:

1. Must be 18 years of age or older and an Active Member or Special Member of PCAA.
2. Must not use their position to the detriment of PCAA or to their own benefit.
3. May be removed from their board position by a vote of the BOD if the board determines that PCAA will be best served with their removal. If the BOD wants to remove an individual appointed by the Town of Pineville, the BOD must vote to bring that request to the Mayor of Pineville and Town Council for approval.
4. Full job descriptions for each position can be found in **Appendix A**.

SECTION 3. The following BOD positions are elected to two (2) year terms. To ensure continuity, BOD terms are staggered into an equal number of "odd" and "even" year cycles:

- President – (even years)
- Vice President of Operations (odd years)
- Registration Manager (even years)
- Treasurer - (odd years)
- Vice President of Softball (even years)
- Vice President of Baseball (odd years)

SECTION 4. The following BOD positions are elected annually to one (1) year terms:

- Fields & Equipment Manager
- Uniforms & Merchandise Manager
- Marketing Manager
- Sponsorship Manager
- Fundraising Manager
- Commissioner of Legends Division
- Commissioner of Majors/Minors
- Commissioner of Rookie
- Commissioner of T-Ball
- Assistant Softball Commissioner
- Administration & Website Manager

SECTION 5. Any BOD position left unfilled after the BOD election process has been completed can be filled by appointment by the BOD. Positions filled by appointment are subject to a vote by the BOD. Duties of any BOD positions that remain unfilled will be distributed amongst existing BOD members. BOD members may hold multiple positions on the board. Only the Town of Pineville can fill openings for the Community Advocate and Town of Pineville Liaison.

SECTION 6. Committee Chairs are appointed by a vote of the BOD. An existing BOD member should nominate committee Chairs.

SECTION 7. Any BOD Member can nominate an Active Member to become an assistant to his/her position. A vote of the BOD is required to approve a BOD assistant. A BOD assistant can be assigned tasks that would normally be completed by the BOD Member. Assistant to town appointed position must also be Town of Pineville residents. The Assistant can attend board meetings but has no voting privileges.

SECTION 8. Any BOD member who does not hold membership in the PCAA shall cease to be a member of the Board of Directors unless approved as a special member under Article IV. Board members appointed by The Town of Pineville do not require membership status.

SECTION 9. All board members shall perform the duties outlined in these By-Laws, along with those assigned during the course of their term and shall deliver to their successors any PCAA documents or materials in their possession to ensure a smooth transition.

ARTICLE VI – MEETINGS

SECTION .1 General Membership Meetings

1. Annual General Membership Meetings happen on the First Sunday of June at 6pm. Additional meetings for general members may be called if needed.
2. Notice and location of general member meetings will be communicated in advance.
3. Each Active Member shall be entitled to one vote on each item brought before the membership for consideration during General Meetings.
4. Absentee and proxy votes will not be accepted for General Membership votes.
5. Any vote held during General Membership Meetings will pass or fail by simple majority of the Active Members in attendance.

SECTION 2. Board of Directors' Meetings

1. Meetings of the BOD are scheduled at the discretion of the President based on the need to effectively operate PCAA. Quarterly meetings are recommended and the BOD should be given ample notice of meetings.
2. A board meeting can also be scheduled at the request of three (3) current board members. Once requested, the President must schedule the meeting and provide the required notice to BOD members.
3. Each board member (except the President) has one (1) vote on all issues brought before the board regardless of the number of BOD positions held. BOD absentee/proxy votes are allowed if provided in writing.
4. The President will only cast a vote if required to break a tie.
5. Any board member must recuse himself or herself from voting on issues that could financially or otherwise benefit the board member or their family.
6. BOD meetings require a quorum to hold any vote on PCAA business. A quorum is defined as 66% plus 1 of the BOD.
7. In special circumstances, the BOD may be required to hold votes via electronic communications. In these cases, a quorum is defined as 90% of the BOD.
8. A simple majority within a quorum is required to carry any BOD vote.
9. Any active member may attend a BOD meeting by submitting a written request. It is the responsibility of the President to notify all BOD members should an Active Member request to attend a BOD meeting.

ARTICLE VII – ELECTION OF BOARD OF DIRECTORS

SECTION 1. BOD elections will take place during the Annual General Meeting.

SECTION 2. Each Active Member shall be entitled to one vote in the election of each member of the BOD. BOD elections will be held by secret ballot.

SECTION 3. Absentee and proxy votes will not be accepted.

SECTION 4. BOD members are elected by a simple majority vote of the Active Members in attendance.

SECTION 5. Each General Member shall be entitled to make one nomination per open seat for BOD Elections.

SECTION 6. Nominations must be made in person at the General Membership Meeting

1. Nominees must be Active or Special Members of the General Membership.
2. Nominees must be present and accept the nomination in person.
3. Joint or “co” nominations are not allowed.

ARTICLE VIII – COMMITTEES

SECTION 1. Various committees may need to be convened annually to facilitate the operation of PCAA.

SECTION 2. Committees will be convened when volunteers are available and the BOD deems them necessary for the successful operation of PCAA.

ARTICLE IX – DISSOLUTION

SECTION 1. In the event of the dissolution of PCAA, the assets of PCAA shall be turned over to a third party group that will continue to offer youth sports with the approval of Pineville Town Council. If no third party group exists or an agreement cannot be reached, all funds will be turned over to the Town of Pineville with the stipulation that the funds be used for youth athletics, playgrounds and/or parks in the Town of Pineville.

ARTICLE X – AMENDMENTS

SECTION 1. These By-Laws may be amended at any Annual General Meeting.

ARTICLE XI - PARLIAMENTARY AUTHORITY

SECTION 1. Except as otherwise provided in these By-Laws any question of parliamentary order arising in the course of the conduct of any meeting of the PCAA shall be resolved pursuant to the latest revised edition of "Robert's Rules of Order".

ARTICLE XII – MISCELLANEOUS

SECTION 1. Any question as to the meaning / interpretation of these By-Laws or any written PCAA Policy shall be determined via a vote of the BOD.

APPENDIX A – PCAA BOARD OF DIRECTORS RESPONSIBILITIES

President

1. Proudly represent PCAA within the community
2. Regularly email, communicate and engage with PCAA membership
3. Provide overall guidance for Board of Directors and recruit volunteers
4. Schedule and preside over BOD Meetings and Annual General Meeting
5. Arbitrate disputes within organization
6. Ensure transparency, accountability and good governance
7. Ensure prudent use of all PCAA controlled assets and facilities
8. Ensure all activities and transactions comply with non-profit mandate
9. Ensure all by-laws are followed including conflict of interest policy
10. Review all financial transactions
11. Assume duties of Treasurer when required
12. Ensure all volunteers have updated background checks and review them
13. Secure additional field time as needed by organization
14. Interface with sanctioning bodies as needed
15. Plan and implement the organization's long term strategic goals and vision
16. Other duties and responsibilities assigned by BOD

VP of Operations

1. Proudly represent PCAA within the community
2. Oversee operation of fields, facilities, equipment, supplies and storage
3. Oversee concessions operation & liaison with volunteers or vendor
4. Oversee purchase of all sports equipment and game supplies
5. Communicate budget needs with Treasurer and BOD as a whole
6. Ensure proper daily maintenance of fields, facilities and storage
7. Serve as PCAA liaison with contractors and landscaping crews
8. Coordinate equipment repairs as needed with Fields & Facilities Manager
9. Ensure safety and playability needs are met on all fields
10. Organize spring and fall volunteer work days
11. Assume duties of the President when required
12. Other duties and responsibilities assigned by BOD

Treasurer

1. Proudly represent PCAA within the community
2. Collect, fully review and manage all financial transactions
3. Disperse payments to vendors, contractors and members as required
4. Monitor and notify board of delinquent member accounts
5. Maintain detailed financial records via professional accounting software
6. Send BOD quarterly financial reports and summaries as needed
7. Present annual forward looking budget forecast at General Meeting
8. Coordinate with accountant to complete PCAA annual tax return
9. Maintain the organization's tax exempt status
10. Ensure long-term financial stability and solvency of PCAA
11. Other duties and responsibilities assigned by BOD

Sponsorship Manager

1. Proudly represent PCAA within the community
2. Maintain sponsorship database / history
3. Review, modify and develop sponsorship packages each season
4. Contact and renew existing sponsors before each season
5. Contact new prospective sponsors before each season
6. Invoice sponsors and ensure payment through Treasurer
7. Work with Uniform Manager to assign team sponsorships
8. Work with Website Manager to add sponsor logos to website
9. Work with VP of Operations / Field Manager to hang sponsor signs
10. Order and deliver sponsor plaques at end of each season
11. Other duties and responsibilities assigned by BOD

Fundraising Manager

1. Proudly represent PCAA within the community
2. Plan, organize and help lead fundraising activities
3. Other duties and responsibilities assigned by BOD

Registration Manager

1. Proudly represent PCAA within the community
2. Organize registration efforts prior to each season
3. Coordinate online registration with Website Manager
4. Verify birth certificates and residency documents as they are uploaded
5. Collect registration fees and ensure payment
6. Facilitate financial assistance / scholarships for families in need
7. Distribute registration reports to BOD during registration period
8. Oversee and maintain registration records within online registration system.
9. Submit online registration records to sanctioning bodies / national affiliates.
10. Other duties and responsibilities assigned by BOD

Uniform & Merchandise Manager

1. Proudly represent PCAA within the community
2. Build uniform database and order uniforms when registration ends
3. Coordinate rec and all-star uniform orders
4. Order trophies for end of season tournaments
5. Operate PCAA online team store
6. Coordinate merchandise offerings with vendor
7. Assist Registration Manager as needed pre-season
8. Other duties and responsibilities assigned by BOD

Fields & Equipment Manager

1. Proudly represent PCAA within the community
2. Support VP of Operations as needed
3. Ensure safety and playability needs met on all fields
4. Ensure volunteer coaches properly drag and rake fields after use
5. Regular inventory of equipment and supplies including balls / chalk
6. Request purchase of equipment and supplies thru VP Operations
7. Coordinate equipment repairs as needed with VP of Operations
8. Help lead spring and fall volunteer work days
9. Other duties and responsibilities assigned by BOD

Marketing Manager

1. Proudly represent PCAA within the community
2. Create regular content or “posts” for PCAA website and Facebook page
3. Create marketing campaigns within community to promote PCAA
4. Create marketing campaigns on Facebook to promote PCAA
5. Maintain PCAA league history page (Rec & All-Stars) on website / Facebook
6. Other duties and responsibilities assigned by BOD

Administration & Website Manager

1. Proudly represent PCAA within the community
2. Maintain website operations and functionality
3. Assist Registration Manager with online registration set-up
4. Maintain minutes of all BOD Meetings and Annual General Meeting
5. Save digital copy of minutes to Google Drive for accessibility
6. Maintain copies of BOD documents on Google Drive
7. Maintain e-mail accounts for BOD through Gmail enterprise
8. Process insurance policy payments and insurance claims as needed
9. Other duties and responsibilities assigned by BOD

VP of Softball

1. Proudly represent PCAA within the community
2. Help recruit coaches and form team leadership
3. Organize evaluations and draft to start each season
4. Coordinate with Char-Meck Softball to build game schedule for each team
5. Oversee weekly schedule and arbitrate disputes within division
6. Monitor umpire performance and interface with ump provider as needed
7. Oversee selection and operation of All-Star and Challenge teams
8. Communicate budget needs with Treasurer and BOD as a whole
9. Other duties and responsibilities assigned by BOD

Softball Commissioner & Assistant Softball Commissioner

1. Proudly represent PCAA within the community
2. Recruit coaches and form team leadership
3. Help organize evaluations and draft to start each season
4. Coordinate with Char-Meck Softball to build game schedule for each team
5. Secure umpires to cover all scheduled home games
6. Ensure catcher's gear, practice balls and game balls distributed
7. Ensure coaches are maintaining equipment, facilities and fields
8. Collect catcher's gear, PCAA bats, balls, pitch counters etc. at end of season
9. Other duties and responsibilities assigned by BOD

VP of Baseball

1. Proudly represent PCAA within the community
2. Assist all baseball commissioners with coach recruitment and approvals
3. Organize pre-season coach meetings and coach clinics
4. Ensure commissioners have updated local rules and posted on website / dugouts
5. Oversee evaluations, drafts and team formations to ensure balance
6. Oversee field usage by all division and consult with VP of Softball
7. Oversee weekly schedules and monitor games
8. Arbitrate conflicts between coaches, assistant coaches and parents as needed
9. Monitor umpire performance and interface with ump provider as needed
10. Oversee selection and operation of All-Star and Tournament Teams
11. Communicate budget needs with Treasurer and BOD as a whole
12. Assist President with sanctioning body interactions
13. Strategize and implement long-term player development goals
14. Other duties and responsibilities assigned by BOD

Legends Division Commissioner

1. Proudly represent PCAA within the community
2. Recruit coaches and form team leadership
3. Maintain local rules for division and post current version on website
4. Organize evaluations and draft to start each season
5. Build practice and game schedule for each team
6. Coordinate cross-association games for this division
7. Secure umpires to cover all scheduled home games
8. Ensure catcher's gear, counters, practice balls and game balls distributed
9. Ensure coaches are maintaining equipment, facilities and fields
10. Encourage coaches to focus on player development goals
11. Oversee weekly schedule and arbitrate disputes within division
12. Collect catcher's gear, PCAA bats, balls, pitch counters etc. at end of season
13. Other duties and responsibilities assigned by BOD

Majors / Minors Commissioner

1. Proudly represent PCAA within the community
2. Recruit coaches and form team leadership
3. Maintain local rules for division and post current version on website & dugouts
4. Work with VP of Baseball to organize evaluations and draft each season
5. Build practice and game schedule for each team
6. Coordinate cross-association games for this division
7. Secure umpires to cover all scheduled home games
8. Ensure catcher's gear, counters, team bats practice balls and game balls distributed
9. Ensure coaches are maintaining equipment, facilities and fields
10. Encourage coaches to focus on player development goals
11. Oversee weekly schedule and arbitrate disputes within division
12. Coordinate end of season tournament for this division
13. Collect catcher's gear, PCAA bats, balls, pitch counters etc. at end of season
14. Other duties and responsibilities assigned by BOD

Rookie Commissioner

1. Proudly represent PCAA within the community
2. Recruit coaches and form team leadership
3. Maintain local rules for division and post current version on website & dugouts
4. Work with VP of Baseball to organize evaluations and draft each season
5. Build practice and game schedule for each team
6. Secure umpires to cover all scheduled home games
7. Ensure catcher's gear, team bats, practice balls and game balls distributed
8. Ensure coaches are maintaining equipment, facilities and fields
9. Encourage coaches to focus on player development goals
10. Oversee weekly schedule and arbitrate disputes within division
11. Coordinate end of season tournaments for this division
12. Collect catcher's gear, PCAA bats, practice balls etc. at end of season
13. Other duties and responsibilities assigned by BOD

T-Ball Commissioner

1. Proudly represent PCAA within the community
2. Recruit coaches and form team leadership
3. Maintain local rules for division and post current version on website
4. Build practice and game schedule for each team
5. Ensure team bats, practice balls and game balls distributed
6. Ensure coaches are maintaining T-Ball shed, equipment and fields
7. Oversee weekly schedule and arbitrate disputes within division
8. Encourage coaches to focus on player development goals
9. Coordinate end of season tournament for this division
10. Collect catcher's gear, PCAA bats, practice balls etc. at end of season
11. Other duties and responsibilities assigned by BOD

Town Liaison (*Town Appointed*)

1. Proudly represent PCAA within the community
2. Function as a direct liaison for Town of Pineville
3. Provide guidance for Jack Hughes field usage and bookings
4. Serve supporting role for fundraising initiatives including Spring Fling
5. Other duties and responsibilities assigned by BOD

Community Advocate (*Town Appointed*)

1. Proudly represent PCAA within the community
2. Attend (or find replacement) for Town of Pineville Council meetings
3. Update BOD on questions, comments or concerns raised in Council meetings
4. Function as a community advocate with deep roots in Pineville
5. Provide historical context and “Pineville perspective” on all issues
6. Supporting role for fundraising initiatives including Spring Fling
7. Other duties and responsibilities assigned by

APPENDIX B

OUTLINE OF RELATIONSHIP WITH TOWN OF PINEVILLE

PCAA RUNS RECREATION ATHLETICS

Administration

- The Town of Pineville will provide a Volunteer program/Code of Conduct with policies and procedures that all PCAA volunteers must fall under.
- Town of Pineville staff will help assist PCAA with any information that is needed for grant information.

Facilities

- The Town of Pineville agrees to provide fields for PCAA at Pineville Elementary School and pay for construction costs.
- The Town of Pineville agrees to give PCAA \$10,000 annually to offset their cost which will be renewed on an annual basis by Pineville Town Council.
- PCAA will be in charge of all facility maintenance including but not limited to: prepare all fields for recreation play, turf maintenance, mowing, edging, seeding, fertilization and aeration, drainage repairs, maintenance or repairs to fences, seating, walkways, lights, storage buildings and restrooms.
- The Town of Pineville has the right to rent the facilities at Pineville Elementary after or before the Spring and Fall seasons.
- The Town of Pineville agrees to make the fields available to PCAA coaching staff when not otherwise in use for drop-in coaching sessions during the season.
- The Town of Pineville agrees to allow PCAA use of concession facilities during recreation play.
- PCAA agrees to clean all concession facilities at the end of each use.

Registration

- PCAA agrees to register participants for each activity and fairly assign each participant to the appropriate team.
- PCAA will make available to the Town of Pineville all registration and data relating to fees.

Resident vs. Non-Resident Fees

- All Town of Pineville residents will receive a 25% registration discount.

Scheduling / League Administration

- PCAA agrees to recruit and assign all volunteer coaches to each team for recreation play.
- PCAA agrees to obtain background checks on all coaches and provide verification of such to the Town of Pineville before the start of each season.
- PCAA agrees to provide umpires/referees and scorekeepers for all games for recreation play.
- PCAA agrees to provide uniforms for participants.
- PCAA agrees to provide team equipment for each sport.
- PCAA agrees to submit all practice, game and tournament schedules to the Town of Pineville before practices begin or distributing to teams.