

DJAA BY-LAWS



ARTICLE I RESIGNATIONS

SECTION 1 GENERAL MEMBERSHIP

Any member may resign by submitting a written resignation to the secretary and acceptance by the Board of Directors. No refund of dues (if any) shall be made.

SECTION 2 OFFICERS

Any officer may resign at any time by giving written notice to the President or the Board of Directors. Resignation shall take effect at the date of the receipt of such notice or at any later time specified therein.

SECTION 3 BOARD OF DIRECTORS

Any member of the Board may resign by submitting a written resignation to the President and acceptance by the Board of Directors.

ARTICLE II REMOVALS

SECTION 1 MANAGER, COACH OR GENERAL MEMBER

The Board of Directors shall have the power to remove any coach, manager or general member from the organization if, in the Board's opinion said person is detrimental to any team of DJAA or the City of Downey.

SECTION 2 LEAGUE COMMISSIONER AND ASSISTANT HEAD COMMISSIONER

The Head Commissioner of that sport, with the approval of the Board, shall have the power to remove the Assistant Head Commissioner. He/she may dismiss League Commissioners without Board approval but must report all such actions to the Board. All removals may be appealed to the Board of Directors.

SECTION 3 OFFICERS

Any officer, elected or appointed, who has breached his/her duties may be removed by a majority vote of the Board at any regular or special meeting of the Board of Directors.

SECTION 4 BOARD OF DIRECTORS (Monthly Attendance)

When any member of the Board is absent from three (3) consecutive board meetings without having been properly excused, showing sickness, absence from the city or any other inevitable cause, his/her seat on the Board may be declared vacant by a vote of the majority of the Board.

SECTION 5 HEAD COMMISSIONERS AND COMMITTEE CHAIRMAN

The Board shall have the power to remove any said person from DJAA who is not performing his/her duties as prescribed by the Board. All removals may be appealed to the Board of Directors.

ARTICLE III TENURE OF OFFICE

SECTION 1 ELECTED DIRECTORS

The nine (9) elected directors shall hold office for three (3) years. All elected directors shall hold office until their successors are elected and installed.

SECTION 2
APPOINTED DIRECTORS

Tenure of office of the three (3) appointed directors should be for a period of three (3) years.

ARTICLE IV
VACANCIES

SECTION 1
COMMITTEE CHAIRMAN AND OFFICERS

Any vacancy because of death, resignation, removal disqualification or any other reason shall be filled by the Board.

SECTION 2
BOARD OF DIRECTORS

The remaining directors shall immediately select a new member in case of a vacancy on the Board. He/she shall serve the balance of the term of that director.

ARTICLE V
FUNDS

SECTION 1
DUES

Payment of dues (if required) by all members shall be as prescribed by the Board per sport.

SECTION 2
DELINQUENCY

Any member who fails to pay dues (if required) prior to the first league game of each sport during the sport year shall be considered delinquent. Any member that is delinquent in dues automatically loses eligibility to vote on any proposal or in any election. Should he/she remain delinquent for ten (10) days, the membership may be forfeited by action of the Board.

SECTION 3
DEPOSITS AND RECORDS

All funds, special and general, shall be deposited in local banks. Checks shall be drawn by order of the Board of Directors, signed by a duly authorized person or persons as designated by the Board. Any disbursement in excess of \$100.00 shall require two (2) authorized signatures. Any purchases of \$250.00 or more shall be voted on by the Board of Directors. A phone vote will be acceptable. Financial records will be audited at the close of each fiscal year.

SECTION 4
FISCAL YEAR

The fiscal year of this corporation shall be from the first day of July until the last day of June.

ARTICLE VI
OFFICERS DUTIES AND POWERS

SECTION 1 ELECTED OFFICERS

- A. **PRESIDENT:** Shall be the chief executive officer of the corporation. He/She shall have general supervision, direction and control of the business and affairs of DJAA subject to the control of the Board. He/She shall preside at all meetings of the Board and shall be an ex-official member of all standing committees. He/She shall have the general powers and duties as may be prescribed by the Board of Directors or by the By-Laws. He/She shall establish special committees and shall appoint the member of all committees.
- B. **VICE-PRESIDENT:** Shall in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform such other duties as the Board of Directors shall prescribe.
- C. **SECRETARY:** Shall keep or cause to be kept a book of minutes at the principal office or such other place as the Board of Directors may order, of all meetings of the directors with the time and place of holding whether regular or special, and if special how authorized, the notice thereof given and the names of those present at directors meetings and the proceedings thereof. He/She shall give or cause to be given notice of all meetings of the Board of Directors or membership and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the By-Laws. He/She shall compile, maintain and distribute an official roster of manager and coaches of this association.
- D. **TREASURER:** Shall receive, account for and disburse all funds of the corporation in a manner authorized by the Board of Directors. He/She shall be present at all money turn-ins.

SECTION 2 APPOINTED OFFICERS

- A. **AWARDS AND RECORDS DIRECTOR** duties are as follows:
 - 1. Receive final roster copies from Head of Sport Commissioner and enter participation records on player cards or other available data base.
 - 2. Order sport-participation patches.
 - 3. List all players to receive 12, 15, 18 and 21 High Awards and prepare notification letter to award recipients, which will be mailed prior to Awards Assembly.
 - 4. Distribute sport-participation patches and earned Big "3", "6" and "9" participation patches.
 - 5. Receive final standings from Head of Sport Commissioner and order trophies and High Awards.
 - 6. Coordinate Awards Assembly with Recreation Department.
 - 7. Research number of trophies required and prepare cost estimate to the Board of Directors for cost approval.
 - 8. Set up trophies and Special Awards at the awards ceremony.
 - 9. Always maintain an adequate supply of the necessary forms for registration, medical forms, rosters contracts, etc.

10. Maintain player records and rosters for a maximum of eight (8) years or until the player is at least one (1) year past their eighth grade season.

11. Supply data information to the DJAA Treasurer in order to balance league money per sport.

B. HEAD BASKETBALL COMMISSIONER: duties are the same as listed for Head Football Commissioner, below, numbers 1-17.

C. HEAD BASEBALL COMMISSIONER: duties are the same as listed for Head Football Commissioner, below, numbers 1-17.

D. HEAD FOOTBALL COMMISSIONER: duties are as follows:

- 1.** Select/dismiss Assistant Head Commissioner with approval of the Board of Directors.
- 2.** Has the authority to select/dismiss league commissioners. All such actions must be reported to the Board of Directors and reasons for such selection or dismissal.
- 3.** Act as ex-officio member of the Rules Committee for his/her sport. He/she shall give advice and make recommendations for rule changes/deletions/additions.
- 4.** Act as Chairman of Head Commissioner Committee for his/her sport.
- 5.** Serve as Chairman of Pool Committee for his/her sport.
- 6.** Attends official's training for the purpose of relaying information back to the managers in the mandatory coaches meeting. The Head of Referees and/or Parks and Recreation Dept. will conduct the referees training.
- 7.** Assist Recreation department representatives on the availability and scheduling for practice and league games, gyms, diamonds and fields.
- 8.** Organize leagues, divisions and teams. He/she shall compile, distribute and collect all necessary forms in these activities.
- 9.** Select and assign names and colors for newly formed teams. Report such assignment to the Board of Directors and Records Chairman.
- 10.** Schedule, assist in the planning or activities with the Activity Director, and supervise all meetings involving his/her sport including complaint and protest meetings.
- 11.** Assign players to teams according to rules established by player pool rules.
- 12.** Supervise and enforce rules for his/her sport and verifies All Star options with League Commissioners prior to the season starting.
- 13.** Collect sport registration fees and turn same over to Treasurer.
- 14.** Keep records of scores and team standings and distribute such information to Publicity Chairman and League managers.

15. Furnish pertinent information as to player registration and team standings to Awards and Records Director.
16. Draft manpower and assign duties with the assistance of the Assistant Head Commissioner and League Commissioner for Association special events as following activities and events beginning with sport year in football.
17. May suspend managers, coaches, paid members from DJAA during their assigned sport with concurrence from the affected League Commissioner and/or the Board President. The suspension will be reviewed at the next regularly scheduled Board of Directors meeting where the suspension will be reviewed for final disposition. Any suspension of an adult member must be accompanied with an Incident Report from either the League Commissioner or Head of sport. Any suspension should be (not mandatory) reviewed by the DJAA President and/or the Parks and Recreation Supervisor prior to initiating the suspension. Affected parties should be invited to the next Board of Directors meeting.

E. **HEAD OF REFEREES** duties are as follows:

1. Will head committee in determining referee manpower. Committee will recommend to the Board of Directors whether referees will be contracted or sub contracted. Cost estimates and number of required referees per sport will also be recommended. The Board, prior to the start of the sport, will make final determination of cost.
2. Will contract, dismiss, instruct, and investigate referee complaints from Head/League Commissioners and take corrective action as required. In addition, will assign crew chiefs and review pay scales with final approval from the Board of Directors.
3. All referee Incident Reports will be submitted to Head of Referees and he/she will review the incidents with the in sport Head Commissioner. If a protest is lodged and a referee is involved, the Head of Referees will be part of the protest committee and have a vote on the outcome.
4. Will submit pay vouchers to the Treasurer and distribute checks to the referees. The Head of Referee should have signature authorization in order to help generate checks.
5. Will schedule and reschedule referees as required.
6. The course of a game, the Head of Referees may request an official time out in order to confer with official and give recommendations as to mechanics/rule interpretations or situations which need to be addressed immediately.
7. The Head of Referee will review any paying rule changes prior to implementation. He/She will also attend and be a member of any rulebook committee.

F. **LEAGUE COMMISSIONERS** duties are as follows:

1. He/she is expected to provide assistance in administering the program in their division.
2. Arrange league meetings with all manager/coaches in assigned division, as indicated on sport calendar, to discuss and distribute the manager packets, sport calendar, playing rules and proper completion of forms.

3. Collect registration fees from all teams in your division, and forward to Head of Sport Commissioner as indicated on sport calendar. Any exchange of money will have a receipt written or received.
4. Distribute forms and rosters as indicated on in-season sport rules.
5. Serve as member of Pool Committee and notify teams in league of players assigned by pool draw or Head Commissioner player placement decision.
6. Assist in the draft of volunteers for special events and fund-raising projects, coordinating with Activities Chairman and committee.
7. Remind all team managers as to their snack shack duties and enforce penalty for missing their duties.
8. May suspend managers, coaches, paid members from his/her division with concurrence from the Head of Sport and/or the Board President. The suspension will be reviewed at the next regularly scheduled board meeting where the suspension will be reviewed for final disposition. Any suspension of an adult member must be accompanied with an Incident report from the League Commissioner.

Attendance of Monthly Board Meetings

When any League Commissioner is absent from three (3) consecutive board meetings without having been properly excused by the Head of Sport, showing sickness, absence from the city or any other inevitable cause, his/her position as League Commissioner may be declared vacant by the Head of Sport, or by a majority vote of the Board.

ARTICLE VII ELECTIONS

SECTION 1 BOARD OF DIRECTORS

Any voting member (who is not on disciplinary probation) of DJAA shall be eligible to hold the office of Director.

- A. Election Committee shall hear candidates and make its report to the Board of Directors.
- B. Candidates will then be submitted to the general membership.
- C. Additional nominations may be made from the floor at the annual meeting held in April.
- D. The names of all persons nominated for Director shall be placed on the official ballot.
- E. Voting shall be by secret ballot.
- F. Candidates having them most number of votes shall be declared as elected. Candidates shall be so elected equal to the number of vacancies to be filled.
- G. In the case of a tie, the last place on such election, the tie shall be decided by a vote of the general membership under direction of the Election committee.
- H. The Directors shall be installed at the regular Board of Directors meeting held in June.

SECTION 2 OFFICERS

On the night of the annual election of directors, the directors shall meet after such election and organize by electing a President, a Vice-President, a Secretary and a Treasurer, who must be members of the elected Board of Directors.

SECTION 3 VOTING

- A. Class I of the general membership is active members shall be entitled to one vote.
- B. Class II of the general membership as honorary members shall not have the right to vote.
- C. No individual on the Board of Directors shall have more than one vote in any matter of DJAA.

ARTICLE VIII COMMITTEES

SECTION 1

Ex-officio members of all standing committees are the President and a Recreation Department representative.

SECTION 2

Standing committees are headed by Board Members of the DJAA and are as follows:

- A. **HEAD COMMISSIONER COMMITTEE:** which consists of the Head of Sport Commissioner (s) is responsible for administration of the sports and shall hear any complaints pertaining to the implementation of sport playing rules.
- B. **NOMINATION AND ELECTION COMMITTEE:** consists of three (3) Board members as appointed by the President and announced to the membership at the regular general meeting in January and is responsible for hearing candidates for the Board of Directors seats and submitting the names of candidates to the Board of Directors. The committee shall supervise the election at the annual general meeting and receive and count the ballots and determine the validity of each ballot.
- C. **UNIFORM AND EQUIPMENT COMMITTEE:** consists of one (1) Board member as Chairman and may use other Class I members from the general membership. Only the Equipment Board member will have a key to the equipment room. Responsibilities are as follows:
 - 1. Inventory of uniforms and equipment at the end of the specific sport and all equipment at least once a year.
 - 2. Submittal of requests to Board for new or additional uniforms and equipment.
 - 3. Receipt from Head Commissioners of uniform and equipment requirements for upcoming sports.
 - 4. Accepting bids from various retail or wholesale sporting goods dealers on needed equipment.
 - 5. Presentation of bids to Board of Directors for approval and to award bids.
 - 6. Receipt and inventory of new equipment and uniforms and having necessary patches applied.
 - 7. Requesting Board approval to discard or donate damaged equipment and uniforms to other agencies.

8. Issuing and collecting equipment and uniforms from managers and presenting a delinquent list to the Board of Directors for disciplinary action.
 9. Insuring there are game balls at the fields/lock boxes during baseball season.
- D. **PUBLICITY COMMITTEE:** consists of one (1) Board member plus any other Class I member and is responsible for publicizing DJAA as an overall program, not playing favorites to certain teams, leagues or divisions.
1. Placing DJAA information on games and special events in the local paper. All publicity must be presented to the Board of Directors **prior to release** to the media along with the cost expenditures (if any). He/She may also make requests to the City of Downey for usage of the message board by the Civic Theater.
 2. Receipt of noteworthy information from managers and coaches and Board members, which will promote the ideals to DJAA.
 3. Maintain proper rapport with news agencies in order to provide an outlet for DJAA news.
 4. Keep all managers and coaches and Board members aware of all items, which would be harmful to the ideals of DJAA requesting approval from Board of Directors before giving news of questionable nature to news agencies.
 5. Will generate sign-up flyers to the schools and will take bids from the printers for reproduction costs. The flyers/bids will go to the Board of Directors for approval prior to print and reproductions. After reproduction is complete, he/she will distribute the material to the appropriate schools and/or other locations.
 6. At the request of the current Head of Sport or President, he/she may be requested to make all managers and League commissioners cognizant of special events such as Candy Drives, Snack Shack duties, or Award Ceremonies. He/she will be responsible for all external and internal information.
 7. The in sport Head Commissioner may request that he/she to fax/mail/email league standings to the local newspapers for Press Release.
 8. He/she will answer and return all phone calls/emails and fax messages pertaining to DJAA sign ups. All non sign up calls/emails will be forwarded to the appropriate person.
 9. Will maintain the official DJAA web site with all information posted conforming to the majority of the Board of Directors.
- E. **ACTIVITIES COMMITTEE:** consists of at least two (2) Board members as co-chairman and as many Class I members as necessary plus Head Commissioner of current sport as the special events occur. Activities is responsible for preparation of information regarding the special events and notifying the general membership. Head of Publicity will also assist.
1. Responsible for coordination of Opening-Day ceremonies.
 2. Responsible for coordination of Annual Pancake Breakfast at the start of baseball.
 3. Responsible for stocking the snack shack, which includes shopping.

4. Responsible for making both the picture and snack shack schedules and report back to the Board of Directors who missed their rotation.
5. Will assist Awards and Records in setting up the Awards ceremony.
6. Responsible for always having Incident reports, game schedules, rulebooks, phone listing in the snack shack.

Activities Committee member shall work with Sports Supervisor in creating proper rapport with the Parks and Recreation department and request tables, chairs and park areas as required for special events. Committee shall be responsible for the acquisition of foods and other supplies for all special events, keeping record of all moneys received and spent in connection with each special event.

- F. **POLICIES AND RULES COMMITTEE:** consists of one (1) Board member and two (2) Class I general members and is responsible for recommendation to the Board of Directors for any changes, deletions or additions to any policy or rule of DJAA. This committee shall receive any suggestions from any Class I member regarding such changes, deletions or additions to rules. The Head of Referees should be included in all discussions of rules in order to disseminate that information to the referees and provide input.
- G. **POOL COMMITTEE:** shall consist of the In-season Head Commissioner and the League Commissioner of each division and is responsible for:
 1. Eligibility of all participating players.
 2. Assignment and reassignment of player to teams according to general rules and pool rules.
 3. Supervision of the mechanics of operating the player pool draw.
 4. Realignment of teams within leagues and divisions.
 5. Merging of divisions or leagues if any such division or league has less than four (4) teams.
 6. Supervise and conduct all player placements.
 7. Reporting of information to Board of Directors regarding all decisions rendered by the committee.
 8. Reporting of any violation of player pool rules to the Board of Directors in writing.
- H. **GRIEVANCE COMMITTEE:** consists of the Board of Director. Conduct of managers, coaches, parents and players, and must report in writing to the Board of Directors. An incident report may be used to lodge questions or complaints.

NOTE: Party or parties can appeal Grievance Committee decisions by directing their complaint in writing to the Board of Directors.

ARTICLE IX AMENDMENTS

SECTION 1
BY-MEMBERSHIP

New By-Laws may be adopted or these By-Laws may be replaced or amended at the annual meeting or at any other meeting of the voting membership called for that purpose, by a two-thirds (2/3) majority vote of the membership present and voting.

SECTION 2
BY PETITION

New By-Laws may be proposed at any general meeting through a petition signed by at least two-thirds (2/3) majority vote of the voting membership present and voting. Proposals will be presented to the Board of Directors to establish a voting date.

SECTION 3
POWER OF DIRECTORS

Subject to the rights of the voting membership to adopt, replace or amend these By-Laws, the Board of Directors may adopt, replace or amend any of the By-Laws at any meeting by a majority vote.

ARTICLE X
AUTHORITY OF THE PARK & RECREATION DEPARTMENT REGARDING DJAA BOARD
DISCIPLINARY ACTIONS

SECTION 1

The grievant may, after a board decision against him or her, may appeal the decision to the Recreation Department of the City of Downey for the following violations:

- A. Moral Conduct
- B. Unsportsmanlike Conduct
- C. Flagrant violations of sport rules

SECTION 2

The final decision of the Board will stand on rules affecting sport play, officials' decisions and eligibility or any other decision, which affects the playing of a sport or the rules of the sport.

If a rule is not specifically addressed within the current rulebook, the Board of Directors has the final authority to interpret/rule on those matters. All rulings will be submitted to the rules committee for incorporation of any new revision rulebook.

Matters such as more conduct, unsportsmanlike conduct, or flagrant violation of sport rules may still be appealed at the Recreation Department of the City of Downey.

