

NEW YORK STATE DISTRICT ADMINISTRATORS ASSOCIATION

CONSTITUTION and BYLAWS

ARTICLE 1- NAME

This Organization shall be known as the New York State District Administrators Association.

ARTICLE 2- OBJECTIVE

The objectives of the Association shall be:

1. To unify all Little League Districts within the State of New York.
2. To provide an opportunity for free exchange of ideas and opinions.
3. To establish uniform minimum standards for Leagues to meet in order to host State Tournaments.
4. To assist Eastern Region Headquarters in assessing the effects of Little League policy on Little Leagues within the State of New York.
5. To aid in formulating policy and the direction of Little League Baseball Inc. by its participation in search of new ideas, to enhance the Little League Baseball and Softball Programs.
6. To work together in a cooperative effort for the benefit of all Little League Programs throughout the State of New York.

ARTICLE 3- MEETINGS

1. Regular Meetings shall be held at least two (2) times each year – one (1) in the Spring, with the main purpose being to review State Tournaments for that year; and the other in the Fall.
2. Special Meetings may be called by the State Coordinator as deemed necessary, or at the written request of at least a majority of the Members in Good Standing.
 - a) Special Meetings may consider only the subject(s) announced for that meeting.
3. Notice of each meeting shall be e-mailed to every Member at least thirty (30) days in advance of the date of the meeting, and shall include the date, time, and place of the meeting and the subject(s) to be considered. For the Fall meeting, a list of the subjects to be considered at the meeting shall be sent to all Members in Good Standing at least seven (7) days in advance of the meeting. Any item not on this list of subject(s) may also be considered at the meeting at the discretion of the State Coordinator.
4. A majority of the Members in Good Standing must be present at any meeting in order to conduct business of the Association. If a Member in Good Standing cannot be present, he/she may appoint another person as his/her Representative for that meeting. This appointment must be presented in writing to the State Coordinator, prior to the opening of the meeting.
5. Only Members in Good Standing or their duly appointed Representatives may make motions and vote at Association meetings. However, the State Coordinator may invite, admit and recognize guests for presentations, or comments during Association meetings.
6. The Members, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the Association and/or Little League Baseball.

7. Absentee Ballot: For the expressed purpose of accommodating a Member in Good Standing who cannot be in attendance at the bi-annual meetings, an Absentee Ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary on, or before the date of the bi-annual meetings and the election of Members to a position of Officer. The Secretary shall present all Absentee Ballots to the Members on the date of the bi-annual meetings, prior to the conduct of the election process.

8. Rules of Order: **A current edition** of Roberts Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the Constitution or Bylaws of the Association.

ARTICLE 4- MEMBERSHIP

1. Any person who is duly elected by local Little Leagues to serve as District Administrator representing the Leagues of that District shall be considered a Regular Member.

2. Other persons may be elected by the Association Members as Honorary Members. Election as an Honorary Member will require approval of seventy-five per cent of the Regular Members present at a duly held meeting.

3. Should a District Administrator or duly appointed Representative miss the June meeting, a letter will be sent to them notifying them if they miss the Fall meeting their rights (hosting State Games, Voting) will be rescinded. This would mean, they would not be in Good Standing with the Region and could not be re-elected as a District Administrator.

a) In order to be reinstated, they must present their case to the Officers of the New York State District Administrators Association.

ARTICLE 5-DUES

1. Dues for Regular Members (or for their Districts) shall be fixed at the Fall Meeting of the Association and shall be for the calendar year.

2. Any Regular Member (or District) whose dues are not paid for the current year and the preceding year shall be considered as not being a Member in Good Standing.

ARTICLE 6- OFFICERS

1. The officers of the Association shall consist of the State Coordinator, Secretary, Treasurer, and Section Coordinators.

2. The State Coordinator, Secretary and Treasurer may be from any of the Sections within the State. The Section Coordinators must be from the Section from which they represent.

3. Anyone who has been a District Administrator in the past may remain in the Association as an Officer (State Coordinator, Treasurer, Secretary, Section Coordinator) if so nominated and elected.

4. Suspension or Termination: Members may be disciplined, suspended or terminated by a two-thirds vote of those present, of any **Board Member** of any class, when the conduct of such person is considered detrimental to the best interests of the Association or Little League.

a) The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

ARTICLE 7- DUTIES OF THE OFFICERS

State Coordinator

1. Schedule and preside at meetings of the Association.

2. Initiate actions needed to accomplish the objectives of the Association.

3. Act as Coordinator for all New York State Tournaments.

4. The State Coordinator shall prepare a budget for the next year and present it to the Association for approval.

Secretary

1. Solicit from Members topics to be considered at Association meetings.
2. Send notice of Association meetings to all Members at least 30 days in advance of the date of the meeting.
3. Record and distribute minutes of Association meetings.
4. Maintain a current list of Members in Good Standing, along with others from each District, that the District Administrator of that District may wish included.

Treasurer

1. Receive dues from Regular Members, **as well as donations and deposit into a depository approved by the Members.**
2. Pay Association bills as approved by the Members. **All disbursements must be by check and must have dual signatures.**
3. **Present quarterly Financial Report (with copies of current Bank Statements signed by the Treasurer) of the Association to be e-mailed with copies of checks included with the minutes of the Fall meeting.**
4. Present a brief financial report (with Bank Statements) at each Association meeting.
5. Following the Fall meeting the Treasurer will post a year-end report on the New York State District Administrators Association Web Site.
6. **Establish and maintain an EIN tax number and file any tax forms with State Coordinator to the IRS and New York State Department of Taxation.**

Section Coordinators

1. Shall be responsible for securing Host Sites for State Tournaments to be held in their Districts, and submitting this information to the State Coordinator.

ARTICLE 8- TERM OF OFFICE

1. The State Coordinator, Secretary and Treasurer shall be elected for 3-year terms.
 - a) The State Coordinator and Secretary shall be elected in **2012, 2015, 2018, etc.**
 - b) The Treasurer shall be elected in **2013, 2016, 2019, etc.**
 - c) Section Coordinators shall be elected for 3-year terms. Coordinators of Sections 1 thru 6 shall be elected in years **2011, 2014, 2017, etc.**
 - d) There is no limit to the number of terms to which a person may be elected for the same office.

ARTICLE 9- ELECTIONS

1. A nominating committee will be appointed at the June Association meeting.
2. Elections shall be held at the Fall meeting for the offices of State Coordinator, Secretary and Treasurer.

3. All Nominees will be voted on by a secret ballot at the Fall Association meeting. In the event a Nominee does not receive a majority of votes cast for any of these Offices, the Secretary shall conduct a run-off election.

4. Section Coordinators shall be elected at their Fall meeting by the Districts in their Sections. Results should be available to Members at the Fall meeting.

ARTICLE 10- COMMITTEES

1. Finance Committee: The Board shall appoint a Finance Committee consisting of not less than three (3) nor more than five (5) members for a term of one (1) year.

a) The Treasurer shall be an ex-officio member of the Committee

b) The Committee shall investigate ways and means of financing the Association.

2. Auditing Committee: The Board shall appoint an Auditing Committee consisting of three (3) Members. The State Coordinator, Treasurer, or Signatory of checks are not eligible.

a) The Committee will review the Association's books and records annually, prior to the Fall Meeting and attach a statement of their findings to the annual financial statement of the State Coordinator and Treasurer; or may, if directed by the Members, secure the services of a Certified Public Accountant to accomplish such review.

ARTICLE 11- POST SEASON

1. New York State Championship Games may not be hosted by a District, which has been determined not in Good Standing as an Association Member.

2. New York State Championship Games may not be hosted by a League that does not have an ASAP approved plan in effect.

3. Guidelines for hosting New York State Championship Games will be determined by Association Members.

ARTICLE 12- AMENDMENTS

1. The Constitution may be amended, repealed or altered in whole or in part by a majority vote of the Members in good standing at a duly constituted meeting of the Association, provided notice of the proposed change is included with the notice of the meeting.

The Original Constitution was revised and approved by a majority of the Members in Good Standing on:

23rd Day of September 2000.

Secretary: Paul E. Nash

The Constitution (Revision 1) was revised and approved by a majority of the Members in good standing on:

11th Day of June, 2005

Secretary: Joan Bosinius

The Constitution (Revision 2) was revised and approved by a majority of the Members in good standing on:

7th Day of June, 2008

Secretary: Thomas Gillett

The Constitution (Revision 3) was revised and approved by a majority of the Members in good standing on:

11th Day of June, 2011

Secretary: Don Jordan