

Mason Youth Organization



By-Laws

As Amended
September 13, 2006

Table of Contents

Amendment History 3
Article I ORGANIZATION..... 4
Article II PURPOSE 4
Article III MEMBERSHIP 4
Article IV MEETINGS 4
Article V VOTING 5
Article VI ORDER OF BUSINESS..... 5
Article VII ORGANIZATIONAL STRUCTURE..... 6
Article VIII BOARD OF DIRECTORS..... 7
Article IX EXECUTIVE BOARD..... 8
Article X BOARD OF COMMISSIONERS 11
Article XI COORDINATORS 16
Article XII AMENDMENTS 21
Article XIII DISSOLUTION..... 21
Article XIV EFFECTIVE DATE 21
Article XV PRIVACY STATEMENT 22

Amendment History

Date Amended	Board of Directors	Changes
08/31/04	President – Jay Tepe Vice President – vacant Secretary – Jim Erjavec Treasurer – Mischele Hagood Major League – Doug Hazen Minor League – Matt Suter Tee Ball – Rick Welage Fast Pitch – Jay Sullivan Slow Pitch – Sherri Allen	Re-wrote MYO By-Laws and adopted new By-Laws by a 2/3 majority vote during special MYO meeting held Tue 8/31/04.
10/07/04	President – Rick Welage Vice President – Mike Mumma Secretary – Jim Erjavec Treasurer – Mischele Hagood Rules – Mike Miller Major League – vacant Minor League – Matt Suter Tee Ball – Steve Baumgardner Softball – Sherri Allen	<ul style="list-style-type: none"> • Article I Section 2 – added color seal (logo). • Article IV Section 2 – changed so that regular meetings are open to the public. • Article IX Section 2 – added item “r” regarding registration. • Article IX Section 3i – added voice mail. • Article X Section 3a – grammatical correction. • Article X Section 3k – added voice mail. • Article X Section 4b and Section 7b – grammatical correction. • Article XI Section 7k – punctuation correction. • Article XI Section 7l – added Vice President to e.g.
11/04/04	President – Rick Welage Vice President – Mike Mumma Secretary – Jim Erjavec Treasurer – Mischele Hagood Rules – Mike Miller Major League – Scott DeCarlo Minor League – Matt Suter Tee Ball – Steve Baumgardner Softball – Sherri Allen	<ul style="list-style-type: none"> • Article XI Section 2 – added Coordinator background check. • Added Article XV – Privacy Statement.
08/18/05	President – Rick Welage Vice President – Mike Mumma Secretary – Jim Erjavec Treasurer – Mischele Hagood Rules – Mike Miller Major League – Scott DeCarlo Minor League – Matt Suter Tee Ball – Steve Baumgardner Softball – Sherri Allen	<ul style="list-style-type: none"> • Article III Section 2 – added section 2 regarding player eligibility. • Article VI – updated Order of Business. • Article IX Section 3d – added Deerfield Township. • Article XI Section 10b – added Coordinators and successful background check within 3 years. • Article XI Section 10d – added all coaches required to be certified and an active member within NYSCA.
09/13/06	President – Mike Mumma Vice President – Scott DeCarlo Secretary – Amy Behrman Treasurer – Mischele Hagood Rules – Mike Marotta Major League – Bill Stites Minor League – Tom McCormick Tee Ball – Steve Baumgardner Softball – Sherri Allen	<ul style="list-style-type: none"> • Article VII – added Field Scheduler Coordinator to diagram • Article IX Section 2 – removed item from VP responsibility list regarding field scheduling tasks • Article XI Section 5 – added h. Field Scheduler Coordinator position • Article XI – added Section 13 for Field Scheduler Coordinator with job responsibilities including field scheduling tasks formerly under VP responsibilities

Article I ORGANIZATION

1. The name of the organization shall be "Mason Youth Organization" and referred to in abbreviated form as "MYO".
2. The organization shall have a seal (or logo) which can be any of the following:



Article II PURPOSE

1. The purpose of the organization shall be to develop, organize, and promote amateur baseball and softball activities for the youth of Mason, Ohio giving all participants equal opportunities and quality of necessary equipment.

Article III MEMBERSHIP

1. Membership in this organization shall be open to all individuals in sympathy with its purpose.
2. To be eligible to participate as a player in MYO, the individual must live within the boundary of the Mason City School District or attend a Mason City school. Exceptions will require majority approval by the Board of Directors.

Article IV MEETINGS

1. Regular meetings of the Board of Directors and Coordinators shall be held on the first Thursday of each month.
2. Regular meetings shall be open to the public.
3. The presence of not less than two-thirds of the Board of Directors ($2/3$ times 9 equals 6) shall constitute a quorum and shall be necessary to conduct the business of this organization.
4. Special meetings may be called by the President with 72 hours notice by email to the Board of Directors and Coordinators.

Article V VOTING

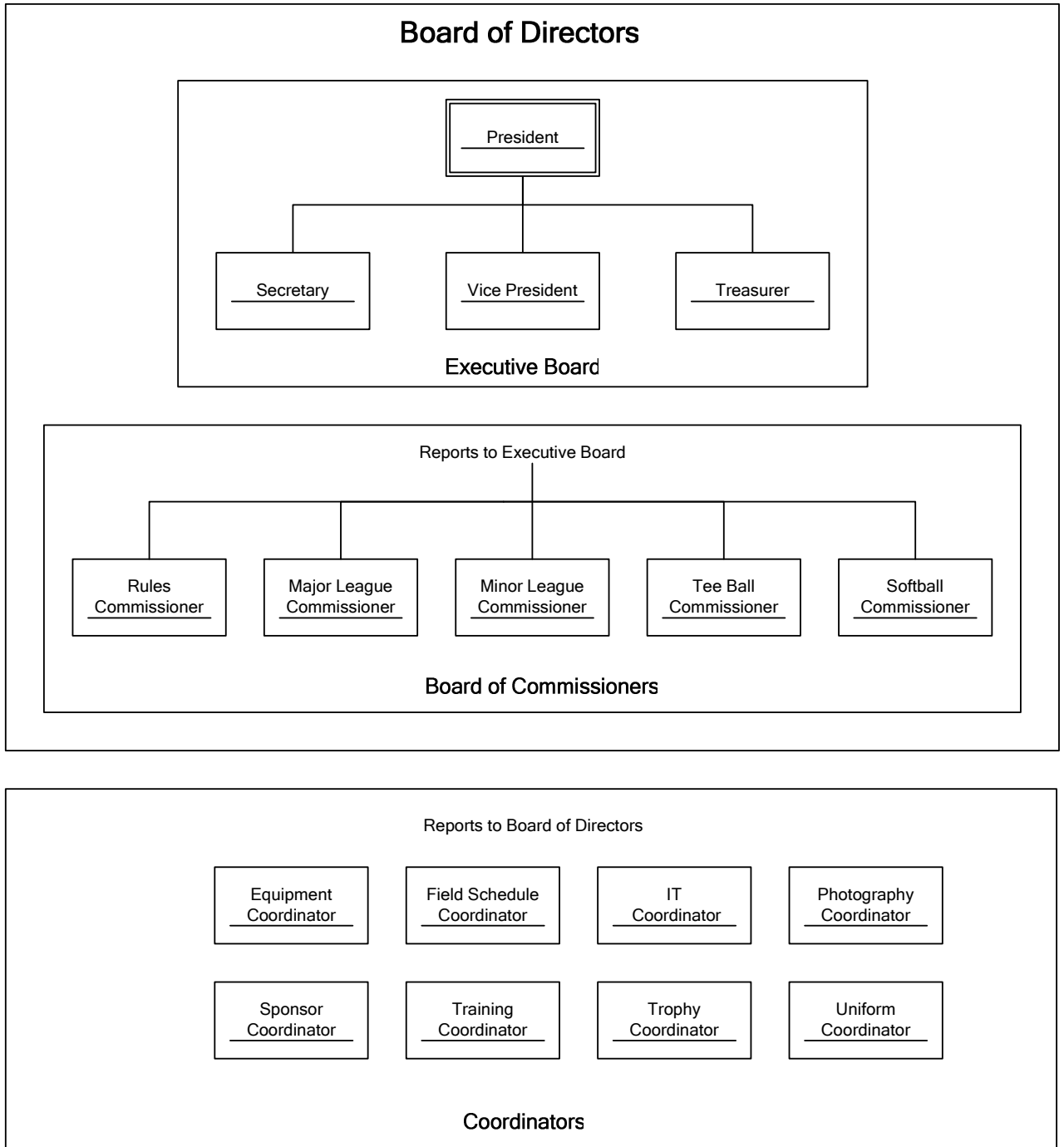
1. At all meetings, except for election of the Board of Directors, all votes shall be by voice. For election of the Board of Directors, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.
2. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of the Board of Directors. At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify to the Chairman the results and be responsible for ensuring that the results are officially recorded and accurately represented in the minutes of that meeting.
3. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.
4. Only the Board of Directors is eligible to vote on items requiring a vote to be taken. The only exception to this is the election of the Board of Directors. In addition to the outgoing Board of Directors voting at the election of the incoming Board of Directors, the general membership (Coordinators included) is eligible to vote if they have attended 50% or more of the regular meetings of the Board of Directors and Coordinators during the past year.
5. The President will only vote on items requiring a vote to be taken when it is necessary to break a tie result. The exceptions to this are any votes requiring a 2/3 majority, the election of the Board of Directors, and the appointment of Coordinators. Under these exceptions, the President will have a single vote of equal weight to the vote of each director of the Board of Directors.

Article VI ORDER OF BUSINESS

1. Roll Call
2. Approval of the Minutes of the preceding meeting
3. Old and Unfinished Business
4. New Business
5. Reports of Board of Directors
6. Reports of Coordinators
7. Recognition of Guests
8. Adjournment

Article VII ORGANIZATIONAL STRUCTURE

Mason Youth Organization



Article VIII BOARD OF DIRECTORS

1. The business of this organization shall be managed by a Board of Directors consisting of 9 members.
2. The Board of Directors shall serve for a term of 1 year.
3. The Board of Directors to be chosen for the ensuing year shall be elected at the September regular meeting of the Board of Directors and Coordinators.
4. Board of Director Candidates must be nominated at the September regular meeting and receive a majority of votes from those present who are eligible to vote in order to be elected (no proxies).
5. The Board of Directors shall have the control and management of the affairs and business of this organization and has the right to take any action deemed to be in the best interest of the organization.
6. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
7. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
8. The President of the organization by virtue of his office shall be Chairman of the Board of Directors.
9. A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization. Not less than two-thirds majority of the Board of Directors (2/3 times 9 equals 6) shall be required to remove a director from the Board of Directors.
10. The Board of Directors is comprised of the:
 - a. Executive Board and
 - b. Board of Commissioners
11. A director must successfully pass a background check in order to retain their elected position on the Board of Directors.
12. Each director of the Board of Directors shall have one vote and such voting may not be done by proxy.

Article IX EXECUTIVE BOARD

1. The Executive Board are the elected trustees of the Board of Directors and consist of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer

2. The **President** has the following responsibilities:
 - a. Chairman of the Board of Directors.
 - b. Authority as may be reasonably construed as belonging to the chief executive of any organization.
 - c. Preside over all meetings.
 - d. Prepare an agenda and keep meetings focused, productive, and on-time.
 - e. Assure MYO objectives are met and MYO philosophies are upheld.
 - f. Attend external meetings or events representing MYO.
 - g. Secure monthly meeting location.
 - h. Interpret findings from all background checks.
 - i. Provide guidance and consultation to the Board of Directors and Coordinators.
 - j. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games covering all leagues throughout the season.
 - k. Plan, prepare, and conduct MYO Coaches meeting to kick-off the season.
 - l. Manage President's mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - m. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
 - n. Review and approve MYO press releases and announcements and interface with the local media as required.
 - o. Maintain the MYO By-Laws, Board of Director & Coordinator roles and responsibilities, and schedule of activities which define when the various responsibilities need to be completed by whom throughout the year.
 - p. Provide backup responsibility for any of the other directors on the Board of Directors.
 - q. Form a committee and conduct an annual audit of the financial state of the organization.
 - r. Plan, prepare, and oversee all aspects related to registration.

3. The **Vice President** has the following responsibilities:
 - a. Reports to the President of the organization.
 - b. Become acting president of the organization with all the rights, privileges and powers as if he/she had been the duly elected president in the event of the absence or inability of the elected President to exercise his/her office.
 - c. Provide overall coordination of field scheduling.
 - d. Attend/participate in field allotment meetings with the City of Mason and Deerfield Township.
 - e. Update the MYO rainout voice mail message on a timely basis.
 - f. Represent MYO in all matters pertaining to field development.
 - g. Attend off-season meetings of the Mason Diamond Action Group (MDAG) the organization formed by MYO, Mason Knothole, and Mason Fastpitch.
 - h. Manage Vice President's mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - i. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

4. The **Secretary** has the following responsibilities:
 - a. Reports to the President of the organization.
 - b. Keep the minutes and records of the organization.
 - c. Official custodian of the records and seal of the organization.
 - d. Archive all meaningful electronic documentation to storage media (e.g. CD-ROM or DVD).
 - e. Prepare and email meeting minutes prior to the next regular meeting of the Board of Directors.
 - f. Give and serve all notices to members of this organization.
 - g. Maintain the current list (including contact information) of approved managers and coaches that have passed a background check.
 - h. Maintain current contact information list for the Board of Directors and Coordinators.
 - i. Develop MYO press releases and announcements in coordination with the MYO President and local media.
 - j. Interface with the local media on MYO activities as required.
 - k. Manage Secretary's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - l. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

5. The **Treasurer** has the following responsibilities:
- a. Reports to the President of the organization.
 - b. Care and custody of all monies belonging to the organization and be solely responsible for such monies or securities of the organization.
 - c. Sign checks or drafts of the organization.
 - d. Manage and reconcile bank accounts.
 - e. Keep accurate records for all financial transactions and maintain a general journal (chronological listing of transactions by account) for the organization in Microsoft Excel format.
 - f. Provide current financial reports at the monthly Board of Directors meeting. Minimally, the following should be provided: general journal report and cash flows report.
 - g. Build and provide a planning budget for the new season so that decisions can be made by the Board of Directors for establishing registration fees.
 - h. Manage all deposits and expenses and provide timely payment of invoices.
 - i. Manage organization's post office box and regularly check and process player registrations and supplier invoices.
 - j. Update registration database from in-person and mail-in registrations and coordinate with appropriate Commissioner to make sure player is assigned to a team.
 - k. Manage Treasurer's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - l. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Article X BOARD OF COMMISSIONERS

1. The Board of Commissioners reports to the Executive Board and are elected members of the Board of Directors.
2. The Board of Commissioners consist of:
 - a. Rules Commissioner
 - b. Major League Commissioner
 - c. Minor League Commissioner
 - d. Tee Ball Commissioner
 - e. Softball Commissioner
3. The **Rules Commissioner** has the following responsibilities:
 - a. Provide guidance to all leagues regarding rules interpretation.
 - b. Facilitate rules meeting in November to finalize rule changes for the upcoming season.
 - c. Update MYO rule book based on outcome of November rules meeting.
 - d. Manage printing of rule book and rule matrix placard in sufficient quantity so that the head and assistant coaches for each team receive one.
 - e. Provide umpire coordination for all leagues.
 - f. Establish umpiring crew for the season including recruiting new umpires and contacting prior year umpires.
 - g. Conduct training session(s) for umpiring crew and ensure that umpires fully understand the rules of the league for which they will umpire games. Attempt to bring in a certified umpire to conduct training and reinforce what qualities are necessary to be a good and effective umpire.
 - h. Occasionally observe umpires during games throughout the season and provide necessary and timely feedback to enable continuous umpire performance improvement.
 - i. Provide information to the Equipment Coordinator and Uniform Coordinator so that umpire crew requirements are met.
 - j. Manage scheduling and payment of umpires for all regular season, make-up, and tournament games working closely with Vice President and league Commissioners.
 - k. Manage Rules Commissioner's mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - l. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

4. The **Major League Commissioner** has the following responsibilities:
- a. Administration of baseball leagues for boys ages 9 to 18. All responsibilities that follow are applicable to these leagues.
 - b. Facilitate placement of teams into external league (e.g. Mason Knothole, Pisgah Knothole, etc.) as appropriate and represent MYO at external league meetings.
 - c. Recruit head coaches and assistant coaches based on the number of teams.
 - d. Maintain email distribution list of coaches (head and assistant) by league and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
 - e. Share best practices with coaches in terms of team organization, coaching, and player development.
 - f. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with Rules Commissioner and President on rules interpretation as necessary.
 - g. Organize teams determining: number of players per team, number of teams per division, and number of divisions per league.
 - h. Assign players to teams based on player assignment rules defined within the MYO rule book.
 - i. Work with Vice President on field scheduling requirements.
 - j. Create coaches information sheet with email addresses, phone #s, and other pertinent information to be shared with Board of Directors, Coordinators, and Coaches.
 - k. Assign teams to divisions randomly.
 - l. Assign sponsors and uniform colors to teams working closely with the Sponsor and Uniform Coordinators.
 - m. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - n. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - o. Communicate make-up game requirements to Vice President.
 - p. Communicate schedule changes to Coaches and make sure updated schedules are posted to MYO website in timely manner.
 - q. Maintain league standings by division and make sure updated standings are posted to MYO website in timely manner.
 - r. Manage Major League Commissioner's mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - s. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

5. The Minor League Commissioner has the following responsibilities:
- a. Administration of baseball leagues for boys ages 7 and 8. All responsibilities that follow are applicable to these leagues.
 - b. Recruit head coaches and assistant coaches based on the number of teams.
 - c. Maintain email distribution list of coaches (head and assistant) by league and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
 - d. Share best practices with coaches in terms of team organization, coaching, and player development.
 - e. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with Rules Commissioner and President on rules interpretation as necessary.
 - f. Organize teams determining: number of players per team, number of teams per division, and number of divisions per league.
 - g. Assign players to teams based on player assignment rules defined within the MYO rule book.
 - h. Work with Vice President on field scheduling requirements.
 - i. Create coaches information sheet with email addresses, phone #s, and other pertinent information to be shared with Board of Directors, Coordinators, and Coaches.
 - j. Assign teams to divisions randomly.
 - k. Assign sponsors and uniform colors to teams working closely with the Sponsor and Uniform Coordinators.
 - l. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - m. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - n. Communicate make-up game requirements to Vice President.
 - o. Communicate schedule changes to Coaches and make sure updated schedules are posted to MYO website in timely manner.
 - p. Maintain league standings by division and make sure updated standings are posted to MYO website in timely manner.
 - q. Manage Minor League Commissioner's mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - r. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

6. The **Tee Ball Commissioner** has the following responsibilities:
- a. Administration of tee ball (baseball) leagues for boys ages 5 and 6. All responsibilities that follow are applicable to these leagues.
 - b. Recruit head coaches and assistant coaches based on the number of teams.
 - c. Maintain email distribution list of coaches (head and assistant) by league and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
 - d. Share best practices with coaches in terms of team organization, coaching, and player development.
 - e. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with Rules Commissioner and President on rules interpretation as necessary.
 - f. Organize teams determining: number of players per team, number of teams per division, and number of divisions per league.
 - g. Assign players to teams based on player assignment rules defined within the MYO rule book.
 - h. Work with Vice President on field scheduling requirements.
 - i. Create coaches information sheet with email addresses, phone #s, and other pertinent information to be shared with Board of Directors, Coordinators, and Coaches.
 - j. Assign teams to divisions randomly.
 - k. Assign sponsors and uniform colors to teams working closely with the Sponsor and Uniform Coordinators.
 - l. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - m. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - n. Communicate make-up game requirements to Vice President.
 - o. Communicate schedule changes to Coaches and make sure updated schedules are posted to MYO website in timely manner.
 - p. Maintain league standings by division and make sure updated standings are posted to MYO website in timely manner.
 - q. Manage Tee Ball Commissioner's mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - r. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

7. The **Softball Commissioner** has the following responsibilities:
- a. Administration of softball (slow and fast pitch) leagues for girls ages 5 to 18. All responsibilities that follow are applicable to these leagues.
 - b. Facilitate placement of teams into external league (e.g. SOGFSA – Southwestern Ohio Girls Fast Pitch Softball Association) as appropriate and represent MYO at external league meetings.
 - c. Recruit head coaches and assistant coaches based on the number of teams.
 - d. Maintain email distribution list of coaches (head and assistant) by league and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
 - e. Share best practices with coaches in terms of team organization, coaching, and player development.
 - f. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with Rules Commissioner and President on rules interpretation as necessary.
 - g. Organize teams determining: number of players per team, number of teams per division, and number of divisions per league.
 - h. Assign players to teams based on player assignment rules defined within the MYO rule book.
 - i. Work with Vice President on field scheduling requirements.
 - j. Create coaches information sheet with email addresses, phone #s, and other pertinent information to be shared with Board of Directors, Coordinators, and Coaches.
 - k. Assign teams to divisions randomly.
 - l. Assign sponsors and uniform colors to teams working closely with the Sponsor and Uniform Coordinators.
 - m. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - n. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - o. Communicate make-up game requirements to Vice President.
 - p. Communicate schedule changes to Coaches and make sure updated schedules are posted to MYO website in timely manner.
 - q. Maintain league standings by division and make sure updated standings are posted to MYO website in timely manner.
 - r. Manage Softball Commissioner’s mailbox within MYO voice mail and email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - s. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Article XI COORDINATORS

1. Coordinators report to the Board of Directors but are not elected positions and do not have Board of Director equivalent voting rights.
2. All Coordinators of this organization shall be appointed by a vote of the majority of the Board of Directors and shall serve for a period of 1 year or less if terminated by the action of the Board of Directors. A Coordinator must successfully pass a background check in order to retain their appointed position.
3. Vacancies in a Coordinator role shall be filled by a vote of the majority of the Board of Directors for the balance of the year.
4. In the event that a Coordinator role is not able to be filled by a volunteer not currently serving as director on the MYO Board of Directors, the role can be filled by one of the Board of Directors. However, a Board of Director is encouraged to not be responsible for more than one full-time Coordinator role in addition to their primary role on the Board of Directors.
5. The Coordinators consist of:
 - a. Equipment Coordinator
 - b. IT Coordinator
 - c. Photography Coordinator
 - d. Sponsor Coordinator
 - e. Training Coordinator
 - f. Trophy Coordinator
 - g. Uniform Coordinator
 - h. Field Schedule Coordinator

6. The Equipment Coordinator has the following responsibilities:
- a. Manage all Equipment needs for the organization.
 - b. Maintain storage location used to store all MYO equipment.
 - c. Store and maintain all player and umpire equipment.
 - d. Liaison to local storage facility.
 - a. Handle Equipment vendor selection as needed and report details of vendor proposals to Board of Directors.
 - e. Make recommendation to the Board of Directors on Equipment vendor.
 - f. Provide an annual budget for the purchase of new equipment.
 - g. Determine the amount of equipment required based on information from league Commissioners concerning number of teams and players per team.
 - h. Ensure that all equipment complies with known safety requirements.
 - i. Ensure that league specific equipment is available to the appropriate teams.
 - j. Procure new/replacement equipment prior to coach distribution.
 - k. Distribute the equipment to coaches prior to the start of the season.
 - l. Arrange for and ensure equipment return at the end of the season.
 - m. Coordinate with Commissioners in the event of delinquent equipment return or missing equipment.
 - n. Inventory the equipment and itemize new/replacement equipment needs in preparation for next year.
 - o. Be available throughout the season to replace defective, damaged, or lost equipment.
 - p. Manage Equipment Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - q. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

7. The **IT Coordinator** has the following responsibilities:
- b. Manage all Information Technology needs for the organization.
 - c. Handle Internet Services Provider (ISP) vendor selection and report details of vendor proposals to Board of Directors.
 - d. Make recommendation to the Board of Directors on ISP vendor.
 - e. Manage relationship with ISP for web site hosting and email administration.
 - f. Maintain the organization's website and ensure that information contained within the site is accurate and updated regularly and that the site has an aesthetic appeal with navigation that makes it easy to find information.
 - g. Post game schedules, standings, and other dynamic content to the website at least twice per week or on demand as requested by the Board of Directors.
 - h. Coordinate Internet online registration (e.g. player, coaches, umpires, sponsors, etc.) with appropriate vendor.
 - i. Facilitate and train Commissioners on mechanism for data retrieval from online registration database.
 - j. Handle Telephony vendor selection as needed and report details of vendor proposals to Board of Directors.
 - k. Make recommendation to the Board of Directors on Telephony vendor.
 - l. Manage relationship with Telephony vendor for MYO voicemail boxes (e.g. general # with multiple mail boxes – President, Vice President, Commissioners, and rain-out #).
 - m. Coordinate Internet online post-season league and coaches evaluations and provide consolidated report to Board of Directors.
 - n. Manage IT Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - o. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

8. The **Photography Coordinator** has the following responsibilities:
 - a. Manage all photography needs for the organization.
 - b. Handle photography vendor selection and report details of vendor proposals to Board of Directors.
 - c. Make recommendation to the Board of Directors on photography vendor.
 - d. Liaison to the vendor, Commissioners, and Coaches for coordinating team and individual player pictures for all leagues.
 - e. Communicate photography schedule to Commissioners and Coaches and arrange for make-up sessions.
 - f. Distribute pictures to Coaches who will then in turn be responsible for distributing to Parents on their team.
 - g. Be the point of contact for any photography issues and work with the vendor to resolve issues in a timely manner.
 - h. Manage Photography Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - i. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

9. The **Sponsor Coordinator** has the following responsibilities:
 - a. Manage all sponsor needs for the organization.
 - b. Contact prior year sponsors to request sponsorship renewal for the upcoming season via mass mailing, emails, and/or phone.
 - c. Be the point of contact for all new sponsors including unsolicited ones.
 - d. Obtain and store electronic format of sponsor's logo and wording.
 - e. Communicate sponsor information to the Uniform Coordinator.
 - f. Maintain information regarding sponsor's request of color, player to be sponsored or coach to be sponsored and communicate this information to appropriate Commissioner to be factored into division, coach, player, and uniform color assignments.
 - g. Coordinate with the Treasurer to ensure that all sponsors have paid in full.
 - h. Coordinate with the Photography Coordinator to distribute sponsor team photograph plaques to the sponsor.
 - i. Manage Sponsor Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - j. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

10. The **Training Coordinator** has the following responsibilities:

- a. Manage all training needs for the organization.
- b. Coordinate with appropriate vendor to perform background checks on all Board of Directors, Coordinators, and Coaches. A successful background check is required every 3 years.
- c. Present background check results to the President.
- d. Plan and work with Mason Parks and Recreation to conduct NYSCA (National Youth Sports Coaches Association) training for all new coaches. All coaches are required to be certified by and an active member within NYSCA.
- e. Ensure NYSCA training provides specialized classes for Tee Ball, Baseball, and Softball.
- f. Ensure NYSCA training classes are offered multiple times to give coaches ample opportunity to attend.
- g. Track NYSCA training class attendance results and provide attendance reports by league to Board of Directors.
- h. Manage Training Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- i. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

11. The **Trophy Coordinator** has the following responsibilities:

- a. Manage all trophy needs for the organization.
- b. Handle trophy vendor selection as needed and report details of vendor proposals to Board of Directors.
- c. Make recommendation to the Board of Directors on trophy vendor.
- d. Liaison to the vendor, Commissioners, and Coaches for coordinating team and tournament trophies for all leagues.
- e. Distribute trophies to Commissioners who will then in turn be responsible for distributing to Coaches.
- f. Be the point of contact for any trophy issues and work with the vendor to resolve issues in a timely manner.
- g. Manage Trophy Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- h. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

12. The **Uniform Coordinator** has the following responsibilities:
- a. Manage all uniform needs for the organization.
 - b. Handle uniform vendor selection as needed and report details of vendor proposals to Board of Directors.
 - c. Make recommendation to the Board of Directors on uniform vendor.
 - d. Liaison to the vendor, Commissioners, and Coaches for coordinating uniforms for all leagues.
 - e. Must ensure that information for leagues by team (e.g. uniform counts, sizes, colors, sponsor logos, etc.) is communicated accurately to vendor.
 - f. Work with vendor to have uniforms packaged per team and available to be picked up by coaches.
 - g. Be the point of contact for any uniform issues and work with the vendor to resolve issues in a timely manner.
 - h. Manage Uniform Coordinator's mailbox within MYO email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - i. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
13. The **Field Scheduler Coordinator** has the following responsibilities:
- a. Reports to the Vice President of the organization.
 - b. Creates and updates the practice and game schedules and field assignments for all leagues in the organization (preferably in Microsoft Excel format).

Article XII AMENDMENTS

1. These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds majority of the Board of Directors (2/3 times 9 equals 6).

Article XIII DISSOLUTION

1. Upon dissolution of this organization, the Board of Directors is directed to pay all outstanding debts and subsequently donate all remaining assets to a non-profit organization chosen by majority agreement of the Board of Directors.

Article XIV EFFECTIVE DATE

1. These By-Laws of the Mason Youth Organization shall become effective on September 1, 2004.

Article XV PRIVACY STATEMENT

1. **Our Commitment to Privacy** – Mason Youth Organization (MYO) respects the privacy of visitors to its Web site. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our home page and at every point where Personally Identifiable Information (PII) may be requested. To protect online privacy, MYO has implemented the following policy:
2. **About the Information We Collect** – It is our policy to collect and store only the necessary information to help the organization achieve its purpose (refer to the MYO By-Laws for the organization's Purpose statement).
3. **Casual Web Site Visitors and General Users** – We do not collect any PII from users browsing our Web site. When you use the public areas of our Web site you are doing so anonymously. We do collect aggregate use information, such as the number of hits (visits) per page, but we don't collect any PII. If you contact members of MYO via e-mail, we will use return e-mail addresses to answer the e-mail we receive.
4. **Registrants, Coaches and Sponsors** – If while visiting our Web site you register to participate as a coach or sponsor or register your child to participate in one of our leagues, you will be asked to provide certain PII. In all cases this information is submitted voluntarily. In most cases, the organization asks clients to provide their name, address, telephone, and e-mail. We never use this information in ways unrelated to the purpose of our organization or share it with outside parties except to the extent necessary to complete your registration.
5. **Credit Card Account Information** – If you choose to register on-line you may be asked for credit card information. You will also have the option to pay via mailing a personal check. For additional security, credit card information is not stored on our web site. Instead, we utilize an outside registration service (AFFICIENT, owner of SignmeupSports) to maintain this information. Moreover, AFFICIENT utilizes secure transaction methods (SSL encryption for data transfer, firewalls, and password-restricted access to data) when collecting credit card information over the Internet to help make sure your information is safe. Please read SignmeupSports' Privacy Policy before providing your information when registering (also found at <http://www.signmeupsports.com/>).
6. **Cookies** – Cookies are small bits of code that are sent to your computer when you logon to a Web site that allows us to identify you when you return to the site. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Most browsers are initially set to accept cookies. If you prefer, you can set your browser to refuse cookies.
7. **Privacy and the Links on Our Web Site, Links IN** – We welcome links to any part of our Web site from other non-profit organizations and others who wish to help extend our purpose into the non-profit sector. We ask that you contact us to let us know of your intentions to link to our site, and indicate the purpose of the link. No link may present or display a product or activity in a way that states or implies the organization's endorsement. MYO does not endorse any commercial organizations or products. To be approved to use in-links to www.masonryouth.org, please contact us by e-mailing a request to our IT Coordinator at it@masonryouth.org with copy to our President at president@masonryouth.org.
8. **Privacy and the Links on Our Web Site, Links OUT** – The Mason Youth Organization's web site may feature links to our on-line registration service provider, corporate sponsors and other non-profit organization web sites. We do not routinely "out-link" to private, commercial or other similar web sites. However, on a case-by-case basis, we will consider requests from such groups or persons to out-link to their web site. MYO will grant such requests only where it is determined that such links will clearly support our purpose and where we have concluded that such links will not in any way jeopardize our reputation, independence, objectivity or purpose. When accessing out-links be sure to read the privacy policies related to those sites. Especially before providing PII as security and privacy policies on the associated pages may

differ from this policy. From time to time, MYO may decide to out-link to other web sites. The same criteria described above will apply. Such links may be short or long-term, at the discretion of the organization.

9. **Complaint Procedure** – If you suspect that we have handled your PII in a manner that doesn't comply with this privacy statement, please contact us by e-mailing an explanation to our IT Coordinator at it@masonryouth.org with copy to our President at president@masonryouth.org.