

# BYLAWS OF ELK GROVE VILLAGE YOUTH BASEBALL

Revised April 25<sup>th</sup>, 2002

## ARTICLE I - NAME, PURPOSE

### Section I - Name

1.1.1 This will be a not-for-profit organization known as Elk Grove Village Youth Baseball, Inc. (hereafter referred to as EGVYB), chartered by the State of Illinois.

### Section II - Purpose and Objectives

- 1.2.1 The purpose and objectives of EGVYB shall be to firmly implant in the youth of our village the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they may be finer, stronger, and happier children and will grow to be good, clean, and happy adults.
- 1.2.2 The objective will be achieved by providing supervised competitive baseball games and other associated activities. The supervisors will bear in mind that the attainment of exceptional athletic ability or the winning of a game is secondary, and the prime objective is the development of good citizenship in the children.

## ARTICLE II - MEMBERSHIP

### Section I - Youth Membership

- 2.1.1 Any youth residing in Elk Grove Village, or any unincorporated area wholly within Elk Grove Village, meeting the age requirements provided by these bylaws, and being registered with EGVYB, shall be eligible for participation in EGVYB.
- 2.1.2 Youth members shall be grouped into leagues based upon their age as of September 1 of the calendar year of the season. This is an attempt to group the youth members by their school grade.
- 2.1.3 The leagues are defined as follows:

<u>League</u>	<u>Age as of Sept. 1</u>
Pee Wee	5 - 6
Pinto	7 - 8
Mustang	9 - 10
Bronco	11 - 12
Pony	13 - 14

- 2.1.4 Exceptions to Youth Membership can only be approved by the Board. The procedure for requesting such exceptions shall be described in the Manual of Procedures.

### Section II - Youth Suspension

- 2.2.1 A team manager may suspend a youth member. The process of suspension and rights of appeal of the youth member shall be described in the Manual of Procedures.

### Section III - Adult Membership

2.3.1 The adult membership of EGVYB shall consist of the Board of Directors and other appointed positions such as League Presidents, Equipment Manager, Umpire-In-Chief, and Public Relations.

2.3.2 Other adult members will be the respective managers and two (2) designated coaches per team.

2.3.3 Parents or guardians of youth members, shall also be adult members.

## **Section IV - Adult Suspension**

2.4.1 The Board may suspend an adult member or parent of EGVYB youth member. The process of suspension and rights of appeal of the adult member shall be described in the Manual of Procedures.

2.4.2 Any manager or coach found to be in violation of any of the bylaws in Section 1.2 titled "Purpose and Objectives" is subject to immediate removal by the Board of Directors.

## **Section V - Voting Rights**

2.5.1 There will be three (3) votes from each team, and these votes shall be cast at the general and annual meetings. The manager and two (2) designated coaches from each team will cast the votes at the general and annual meetings. If they are not present, any adult members representing a team may cast the votes for that team.

2.5.2 Board members and League Presidents shall have the right to cast a vote at the general and annual meetings, even if they are not a manager or coach.

2.5.3 No individual may cast more than one (1) ballot at the annual election, or at a general meeting; and must be present at the annual election or general meeting to cast a vote.

## **ARTICLE III - BOARD OF DIRECTORS**

### **Section I - Composition**

3.1.1 The government of EGVYB shall be supervised by the Board of Directors, which consists of nine (9) voting members. Once elected, the Board of Directors, shall, among themselves, determine the individual duties of each Board member as described in Section 3.8.

### **Section II - Responsibilities**

3.2.1 The Board and Commissioner will administer the objectives of these bylaws and delegate authority as described herein.

3.2.2 The Board shall set forth all policy for proper operation of the league unless otherwise stated in these bylaws. The Board shall acknowledge all duties and obligations and exercise all power given and set forth in the State of Illinois Not-for-profit Corporation Act in order to fulfill the objectives and purpose of EGVYB.

3.2.3 Once the annual election has taken place, members of the outgoing Board may not vote on any items, which affect policy or appointed positions for the following baseball season.

### **Section III - Qualifications**

3.3.1 All Board members must undergo a criminal background check.

3.3.2 Former Board members are eligible for re-election.

3.3.3 Any adult member who has been placed on probation or suspension by the Board of Directors during the present year shall not be eligible to seek a position on the EGVYB Board of Directors during the forthcoming year.

3.3.4 Due to the fact that all checks presented for payment of EGVYB activities require two (2) signatures, only one (1) member of a family may serve on the Board of Directors at any one (1) time.

- 3.3.5 A convicted felon cannot be a Board member, manager or coach.

## **Section IV - Board Elections**

3.4.1 The annual election of Directors to the EGVYB Board shall take place on or before September 1. Candidates will be selected by the Nominating Committee. In addition, nominations from the floor may be made at the time of the annual meeting; however, any person nominated from the floor must be present at the election in order to qualify as a candidate for the EGVYB. Board of Directors. Newly elected Directors will be officially seated at the September Board of Director's meeting.

3.4.2 Election of the Directors shall be by secret ballot.

## **Section V - Terms of Office**

3.5.1 All Directors shall be elected for a two (2) year term. Terms shall be staggered so that either four or five terms expire each year.

3.5.2 Directors appointed to fill a vacant Directorship, shall serve in that position for the remainder of the year. If there is more than one year left in the term, the second year of the vacancy will be filled by election of a Director to that position, at the annual meeting.

3.5.3 Candidates (four or five, as per section 3.5.1) who receive the most votes shall be elected to a two (2) year term. Should the election of an additional Director be required as the result of a vacancy, the candidate with the next highest vote total shall be elected to fill the remainder of that term. Ties, which directly affect either elections or tenure results, shall be resolved through special run-off elections, which will take place immediately following the regular election.

## **Section VI - Removal From Office**

3.6.1 A Board member is required to attend 10 of the 12 monthly meetings for each of year of the two-year term. Failure to meet this requirement shall be considered grounds for removal from office.

3.6.2 If a Board member gets suspended or put on probation, they are removed from the Board.

3.6.3 A member of the Board of Directors may be removed from office only in accordance with the following procedures:

- a. A petition of particulars signed by at least five (5) Board of Directors members shall be presented to the Commissioner.
- b. The Commissioner will call a special meeting at which 3/4 of the members of the Board of Directors must be present and seven (7) votes are required to effect removal of a Director.

## **Section VII - Vacancies**

3.7.1 If a vacancy occurs prior to the Directors selecting their individual duties, the candidate from the annual election who was not elected, but received the next highest number of votes shall fill it.

3.7.2 If a vacancy occurs after the Directors have selected their individual duties, it shall be filled by a Director appointed as the results of a two-thirds (2/3) vote of the remaining Directors.

3.7.3 If a vacancy occurs after July 1, and prior to the annual election, it may remain unfilled at the discretion of the remaining Directors.

## **Section VIII - Officers and Duties**

3.8.1 Commissioner

- a. Shall administer operation of the organization and presides at all General and Board meetings.
- b. Shall signs all vouchers with Board approval.

- c. Shall appoint all chairmen of standing committees, subject to approval of the Board, and shall be an ex-officio member of all committees.
- d. Shall provide general supervision of all Leagues as directed by the Board.
- e. Shall faithfully fulfill all duties that befall the office.
- f. Shall serve in an advisory capacity the year following his/her term.
- g. The Commissioner must have a minimum of one-year experience as a Director prior to assuming the position of Commissioner.

#### 3.8.2 Assistant Commissioner

- a. Shall preside at all meetings in the absence of the Commissioner.
- b. Shall conduct the annual draft.
- c. Shall organize the general membership meeting.

#### 3.8.3 Secretary

- a. Shall provide minutes of all meetings.
- b. Shall receive a copy of the report of the standing committees.
- c. Shall keep a yearly record of all minutes.
- d. Shall supervise all publications.
- e. Shall submit all insurance claims regarding EGVYB activities to agent.
- f. Shall coordinates the EGVYB Picture Day.
- g. Shall conducts the annual registration.

#### 3.8.4 Treasurer

- a. Shall sign all checks with the approval of the Board of Directors plus a second signature of any other Board member that is not involved in the purchase.
- b. Shall provide financial statements at all monthly Board meetings and all general meetings.
- c. Shall collect all monies accumulated for deposit.
- d. Shall submit an annual report to the Secretary of State of Illinois and file an income tax report to the Federal Government by February 15.
- e. Shall solicit new sponsors and retain old sponsors.
- f. Shall distribute and keep up to date all obligations to sponsors.
- g. Shall prepare an annual budget, which shall be submitted for Board approval no later than the December meeting.
- h. Shall periodically review the budget making recommendations for Board approval when necessary.
- i. Shall convene the Audit Committee.

#### 3.8.5 Fields

- a. Shall establish and maintain a good working relationship with the Elk Grove Village Park District.
- b. Shall handle all complaints made by managers regarding field conditions and keep a file on such complaints and their outcome.
- c. Shall procure additional fields as needed.
- d. Shall establish a committee to see that all diamonds are playable, lights are turned on when required, and that all equipment is available.

#### 3.8.6 Training and Officiating

- a. Shall conduct training program for umpires and/or managers and coaches.
- b. Shall attend all protest meetings.
- c. Shall appoint an Umpire-in-Chief subject to Board Approval.
- d. Shall appoint Assignment Chairperson (umpire scheduling) subject to Board approval.
- e. Shall direct disbursement of umpire fees.
- f. Shall chair the Rules Committee.

#### 3.8.7 League Coordinator

- a. Shall appoint League Presidents subject to Board approval.
- b. Shall appoint team managers with Board approval.
- c. Shall be responsible for coordinating all league schedules.
- d. Shall serve as liaison between EGVYB Board of Directors and League Presidents.
- e. Shall coordinate Opening Day, All Star Games, and all post-season competition.

#### 3.8.8 Ways and Means

- a. Shall be responsible for all fund raising activities.

#### 3.8.9 Equipment

- a. Shall be responsible for equipment procurement, disbursement and collection.
- b. Shall be responsible for uniform procurement and disbursement.

## **ARTICLE IV - MEETINGS**

### **Section I - Annual Meeting**

- 4.1.1 An annual meeting of the adult membership of EGVYB shall be called on or before September 1 of each year for the election of the Board of Directors.

### **Section II - General Meetings**

- 4.2.1 General meetings will be called at the discretion of the Board of Directors. The format and content of these meetings is to be determined by the Board of Directors in conformity to these bylaws. A minimum of seven (7) days notice is required for all adult members for General Meetings.
- 4.2.2 In June, a required General meeting will be held for the purpose of soliciting and nominating candidates for the Board of Directors, to review rules and procedures for the All-Star and post season tournaments, and to solicit volunteers for committees. At this meeting the treasurer will present a report to the general membership.

### **Section III - Monthly Meetings**

- 4.3.1 Monthly Meeting of Board of Directors: A meeting is to be held each month on a day announced by the Commissioner.
- 4.3.2 Quorum: A majority of Directors must be present in person to constitute a quorum for any one meeting of the Board of Directors of EGVYB. A minimum of five (5) votes needs to be cast to decide an issue.

### **Section IV - Annual Draft**

- 4.4.1 Prior to April of each year, a meeting will be held at which the draft will be conducted to choose the teams for the Mustang, Bronco and Pony Leagues. The procedures for conducting the draft shall be described in the Manual of Procedures.

### **Section V - Special Meetings**

- 4.5.1 The Commissioner may call additional meetings of the Board of Directors or adult membership at any time.

### **Section VI - Parliamentary Authority**

- 4.6.1 Robert's Rules of Order shall govern the proceedings of all meetings except when it conflicts with the bylaws.

## **ARTICLE V - APPOINTED POSITIONS**

### **Section I - League Presidents**

- 5.1.1 Shall interpret rules of play and any exceptions to the playing rules with the assistance of the Umpire-in-Chief.
- 5.1.2 Shall represents their league on the Rules Committee.
- 5.1.3 Shall conducts meetings with managers as needed.
- 5.1.4 Shall reschedule rainouts and unfinished games, and coordinate rescheduling of umpires required for make up games with the Training and Officiating Director.
- 5.1.5 Shall live up to the objectives of EGVYB.
- 5.1.6 Shall be appointed annually.

## **Section II - Managers**

- 5.2.1 Shall select coaches with the approval of the Board of Directors.
- 5.2.2 Shall be responsible for team equipment and submits a written inventory to the League president at close of season.
- 5.2.3 Shall maintain a close relationship with the sponsor of their team.
- 5.2.4 Shall instruct and coach all members of their team in baseball fundamentals.
- 5.2.5 Shall attend annual manager's meeting held by the Umpire-in-Chief, or send a coach in his behalf.
- 5.2.6 Shall live up to the objectives of EGVYB.
- 5.2.7 Shall be appointed annually.
- 5.2.8 As part of the approval process, managers may be asked to appear before a screening committee consisting of three (3) Board members and the respective League President. The term after such approval is effective until the managers and coaches receive approval for the following season.

## **Section III - Coaches**

- 5.3.1 Shall assume responsibility in manager's absence.
- 5.3.2 Shall cast a vote in the annual election.
- 5.3.3 Shall attend annual manager's meeting held by the Umpire-in-Chief in lieu of manager.
- 5.3.4 Shall live up to the objectives of EGVYB.
- 5.3.5 Shall be appointed annually.
- 5.3.6 As part of the approval process, coaches may be asked to appear before a screening committee consisting of three (3) Board members and the respective League President. The term after such approval is effective until the managers and coaches receive approval for the following season.

## **Section IV - President of Travel Program**

- 5.4.1 Shall be the representative of the Travel Program to the EGVYB.
- 5.4.2 Shall appoint team managers and coaches with Board of Directors' approval.
- 5.4.3 Shall live up to the objectives of EGVYB.
- 5.4.4 Shall be appointed annually, with their term starting on July 1 of each year.

## **ARTICLE VI - COMMITTEES**

### **Section I - Composition and Duties**

- 6.1.1 Standing committees shall be composed of members of this organization and shall assume duties as are assigned by the Commissioner as well as those in the bylaws.
- 6.1.2 Each committee shall have at least one member who is also a member of the Board of Directors.
- 6.1.3 Each committee shall consist of at least three (3) members.

## **Section II - Appointments**

6.2.1 Standing committees will be appointed by the Commissioner and may be created and dissolved as necessary by the Commissioner.

## **Section III - Committee Reports**

6.3.1 Each committee will keep a diary of its activities. All committee chairpersons shall, prior to their term expiration, deliver said diary, along with all property in their possession belonging to EGVYB, to their successor.

## **Section IV - Ways and Means**

6.4.1 The Committee on Ways and Means shall organize and be responsible for fund raising projects.

## **Section V - Bylaws**

6.5.1 Recommend to the Board of Directors proposed bylaws and amendments for approval.

6.5.2 Submit proposed amendments to the voting body of this organization in accordance with the provision for amendments in these bylaws.

## **Section VI - Nominating**

6.6.1 Shall be appointed by the Commissioner two (2) months prior to the annual election.

6.6.2 Must be chaired by a Board member who is not up for reelection.

6.6.3 Shall prepare a list of candidates for election to the Board of Directors.

6.6.4 Shall contact candidates to determine whether they will accept the nomination.

6.6.5 Shall present the finalized list of candidates to the Board of Directors no later than the Board meeting immediately preceding the annual election.

6.6.6 Shall conduct the election at the annual election meeting.

## **Section VII - Audit**

6.7.1 Shall review expenditures made by EGVYB.

6.7.2 Shall prepare an audit report for the Board of Directors, to be presented to the Board of Directors at their September meeting.

6.7.3 Shall consist of Adult Members, who are not also members of the Board of Directors. The one exception will be the Treasurer, who shall be a member of, but will not chair this committee.

## **Section VIII - Protest**

6.8.1 Shall consist of three Board members, one of whom must be the Director of Training and Officiating.

6.8.2 Shall resolve all protests following the guidelines described in the Manual of Procedures.

## **Section IX - Rules**

6.9.1 Shall review all of the playing rules for each league and recommend changes to the Board for their approval.

6.9.2 Shall be chaired by the Board member for training and officiating.



- 6.9.3 Shall include, but not be limited to, the League Presidents of each league.
- 6.9.4 Shall convene immediately after the playing season to recommend rule changes for the following season.

## **ARTICLE VII - MISCELLANEOUS**

### **Section I - Travel Program**

- 7.1.1 There will be three types of travel teams whose administration will be governed by the Travel Program:
- a. Full Time travel teams practice and play year-round, independently of the regular program.
  - b. Part Time travel teams will consist of players who also participate in the regular program.
  - c. Tournament travel teams participate in tournaments after the regular program season is over.
- 7.1.2 The number and types of travel teams will be recommended by the Travel Board and approved by the Board of EGVYB each year.
- 7.1.3 The Travel Program President will submit a list of interested candidates for Travel team managers, and recommend candidates that he/she feels is most qualified. The Board of EGVYB must approve the managers each year.
- 7.1.4 The Travel Board reports directly to the EGVYB Board of Directors, through the President of the Travel Program.
- 7.1.5 The EGVYB Board of Directors must approve the Travel Program bylaws on a yearly basis, by August 1 of each year.

### **Section II - All Star Games**

- 7.2.1 All Star Games will be held annually during the Fourth of July Elk Grove Village festivities.
- 7.2.2 The method for conducting the all star games shall be addressed in the Manual of Procedures.

### **Section III - Post Season**

- 7.3.1 A post season tournament will be held at the end of the season.
- 7.3.2 The method for conducting the post season tournament shall be addressed in the Manual of Procedures.

### **Section IV - Additional Governing Documents**

- 7.4.1 All playing rules will be defined in a document titled the "Official Rules of Elk Grove Village Youth Baseball".
- 7.4.2 All procedures for administering EGVYB shall be specified in a Manual of Procedures.

## **ARTICLE VIII - AMENDMENTS**

### **Section I - Initiation of Amendment or Repeal Procedure**

- 8.1.1 An appeal to amend or repeal any section of these bylaws must be submitted in writing to the Bylaws Committee. Within fifteen (15) days, the Board of Directors must vote on the submitted proposed change.

### **Section II - Notification and Voting**

- 8.2.1 Any section of these bylaws may be amended or repealed by a two-thirds (2/3) vote of the Board of Directors present at any duly constituted meeting provided that written notice of such proposed change over the signature of the Secretary shall be mailed to each member of the Board of Directors seven (7) days prior to such meeting at which such proposed changes shall be submitted to a vote.

### **Section III - Ratification**

- 8.3.1 Upon approval of the Board of Directors, the proposed change is to be put to the adult membership for ratification by the majority vote of those in attendance at the next General meeting.

### **Section IV - Emergency Amendments**

- 8.4.1 The Board shall be granted the authority to enact emergency temporary adjustments to the Bylaws during the year with a two-thirds (2/3) majority vote of the Board of Directors. These adjustments shall be temporary in nature and must be brought to general membership to become permanent with a majority vote at that year's annual general membership meeting. If the vote fails, the temporary bylaw shall be dropped and all bylaw wording will revert back to the old respective bylaw. All such adjustments will be evaluated with the objectives of EGVYB in mind.

## **ARTICLE IX - DISSOLUTION**

### **Section I - Dissolution**

- 9.1.1 Upon dissolution of EGVYB, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of EGVYB, dispose of all the assets of EGVYB in such manner, or to such organizations or organization of Elk Grove Village organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at time qualify as an exempt organization or organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of EGVYB, is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated for such purposes.