

CLINTONVILLE YOUTH LEAGUE BASEBALL BY-LAWS

ARTICLE 1: NAME

The name of this organization, located in Clintonville, WI, shall be Clintonville Youth League, Inc.

ARTICLE 2: PURPOSE

The purpose of this organization shall be to maintain and run a youth baseball program in the city of Clintonville, WI. It shall be the purpose of the league to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.

ARTICLE 3: MEMBERSHIP

The membership of this organization shall consist of the officers of the league, who shall be known as The Executive Committee as well as members who qualify for membership under the following guidelines:

1. The membership, which includes the Executive Committee and other members, shall be known as The Board of Directors.
2. Any individual interested in continuous active participation which positively affects the purpose of Clintonville Youth League Baseball, Inc., may be nominated by any member to become a member.
3. Approval as a member is attained by majority vote of the current membership at any regular meeting of the organization.
4. A person found unworthy of membership, may be expelled by recommendation of more than fifty (50%) of The Board of Directors (which recommendation is not made until after the member has a chance to address or be heard about the issue), an on approval of the recommendation by at least two-thirds (2/3) of the member attending a regular meeting.
5. Voting to expel a member or elect an individual to membership shall be held by secret ballot.
6. All new members shall be given a copy of the league by-laws and playing rules.

ARTICLE 4: DUES

The policy the organization shall be to charge no dues for membership.

ARTICLE 5: OFFICERS

The officers will be the President, Vice President-Baseball Operations, Vice President-Information and the Vice President-Finance. These officers shall be known as The Executive Committee.

ARTICLE 6: ELECTION AND TERM OF OFFICE

The President, Vice-President of Baseball Operations, Vice President-Information and Vice President-Finance shall be elected at the year-end meeting (August/September of current year) for a term of not less than two years. These positions will become effective on the first day of October, following the elections.

1. The President may appoint all committee and coordinator positions based on the existing membership.
2. Vacancies of the membership arising between elections shall be filled by a vote of the remainder of The Board of Directors.

ARTICLE 7: FISCAL YEAR

The fiscal year of the organization shall end on the 30th day of September.

ARTICLE 8: LEAGUE SUCCESSION

Succession of the organization shall be as follows:

1. President
2. Vice President-Baseball Operations
3. Vice President-Information
4. Vice President-Finance

ARTICLE 9: DUTIES OF THE PRESIDENT

The President shall:

1. Preside at all league meetings and assume full responsibility for the operation of the league.
2. Appoint all committees and supervise the activities of the league.
3. Solicit league wide sponsors and donations.
4. See that the league adheres to the rules, regulations and policies of other leagues of which it is affiliated.
5. Be the final arbiter of league protests and disputes.
6. Periodically review with the Vice President-Finance the leagues finances, and be one of two members that can sign checks.
7. Procure end of year trophies for the organization
8. Be responsible for league scheduling; supervising and coordinating the transfer of players; presiding at player selection meetings; keeping up to date records of team rosters; and making sure players are eligible to play in the league.
9. Send copies of league schedule and coordinate events with the Park and Recreation Director as needed.

ARTICLE 10: DUTIES OF THE VICE PRESIDENT-BASEBALL OPERATIONS

The Vice President-Baseball Operations shall:

1. Be ready to assume temporarily the office and duties of the President in the case of absence or incapacity of that officer. He/she must also be prepared, in the event of resignation or permanent incapacity of the President, to assume the role of President. When the Vice President-Baseball Operations is acting as President, he/she has all the powers, duties, privileges and responsibilities of that office.
2. Oversee the duties of the age group coordinators, umpire coordinator and equipment coordinator and uniform coordinator.
3. Select coaches/assistant coaches at all age groups and make sure all new coaches have proper background checks performed.

4. Maintain team and league standings, including playoff seeding league wide championship night.
5. Oversee league tryouts and camps; preside at all player selection meetings.
6. Distribute keys to personnel as needed.
7. Run league wide pre-season coaches meeting and make sure all coaches are familiar with league and park rules.
8. Coordinate league wide work day, including the set-up and take down of batting cage nets.
9. Assist President with league scheduling as needed.

ARTICLE 11: DUTIES OF VICE PRESIDENT-INFORMATION

The Vice President-information shall:

1. Be third in succession, should the President or Vice President-Baseball Operations not be able to fulfill their duties.
2. Oversee league wide registration at registration day
3. Record minutes of all league meetings; distribute and keep league records of such minutes
4. Distributing league-wide informational fliers to local schools
5. Maintain a list of all local newspapers with contact names, addresses and phone numbers.
6. Give newspapers notice of all meetings, events, and thank you notes as needed.
7. Send out Thank You cards as needed
8. Oversee the duties of the concession coordinator and volunteer coordinator
9. Maintain supply of game summary sheets for coaches in equipment shed; give Webmaster and newspapers a brief weekly game summary and standings

ARTICLE 12: DUTIES OF VICE PRESIDENT-FINANCE

The Vice President-Finance shall:

1. Be fourth in succession, should the President, Vice President-Baseball Operations and Vice President-Information not be able to fulfill their duties.
2. Prepare financial statements for the league meetings.
3. Act as league wide accounts payable and accounts receivable officer; pays bills in a timely fashion; pays umpires during season; pays league-wide tournament entry fees; get needed funds to Concession Coordinator for purchase of goods for concession stand.
4. Check Post Office Box-monthly in off-season, every few days during the season.
5. Balance league check book, track investment balances (if applicable)
6. Make all bank deposits
7. Be one of two league personnel with check signing ability
8. Fills out application for temporary Class B liquor license for tournaments (May)
9. Responsible for providing City of Clintonville master roster and make the City wide league payment to the Parks and Recreation Director by June 1 of each year.
10. Makes sure insurance is paid and up to date.
11. File Form 990-EZ with IRS if gross receipts are greater than \$25,000 (March)
12. Set up online payment system for registration and apparel (if applicable)
13. Collect any league fees at camps and registration day as needed.
14. Get start up cash for tournaments, camps, registration and concession stand as needed
15. File IRS Form 1023 with State of WI that maintains the league's 501(c)(3) non-profit status as needed
16. Pay umpires for their services in a timely fashion

ARTICLE 13: DUTIES OF TOURNAMENT DIRECTOR

The Tournament Director shall:

1. This position can be a shared or combined position.
2. Tournament Director shall report directly to the President, and give weekly progress updates.
3. Start publicizing Clintonville tournaments the first week of January; sending out emails and invitations to previous teams/coaches and recruiting new teams and cities.
4. Setting up tournament schedule, field crew and working with umpire coordinator to secure umpires for tournaments; update tournament rules as needed.
5. Be the final arbiter in all disputes and rule interpretations for each tournament
6. Be available for both weekend tournaments
7. Send welcome letter to attending teams; letter should include up to date rules, city and league information and park directions
8. Procure tournament trophies and medals; be present for trophy and medal presentations.
9. Keep up to date pitching statistics and records for tournaments.

ARTICLE 14: DUTIES OF UNIFORM COORDINATOR

The Uniform Coordinator shall:

1. Report directly to the Vice President-Baseball Operations
2. Hand out all team uniforms at a specified date/time and collect all league wide uniforms at a specified date/time
3. Responsible for the purchasing of all uniforms, including hats, belts, socks, pants; all league wide apparel and all tournament team apparel
4. Collect all uniforms from coaches after the season is completed
5. Completing year-end uniform inventory sheet

ARTICLE 15: DUTIES OF UMPIRE COORDINATOR

The Umpire Coordinator shall:

1. Report directly to the Vice President-Baseball Operations
2. Schedule umpires for all league-wide games as needed; work in conjunction with Tournament Director to schedule umpires for league tournaments.
3. Set up umpire training as needed
4. Recruit new umpires and keep a log book of all existing umpires with current addresses, phone numbers and email addresses.

ARTICLE 16: DUTIES OF EQUIPMENT COORDINATOR

The Equipment Coordinator shall:

1. Report directly to the Vice President-Baseball Operations
2. Distribute and collect all equipment to coaches as needed
3. Deliver needed equipment to camps and tryouts
4. Make sure shed, batting cages and pitching machines are properly maintained throughout the season.
5. Distribute new game baseballs to coaches as needed.
6. Complete equipment inventory list at end of the season.

ARTICLE 17: DUTIES FOR AGE GROUP COORDINATORS

The Age Group Coordinators shall:

1. Report directly to the Vice President-Baseball Operations
2. Make sure all coaches at their respective age groups know and understand the rules of their respective league.
3. In the case of the Pony League and Babe Ruth Coordinator, they shall be responsible for attending various other league meetings; informing organization about league and rule changes.

4. Arbitrate any disputes at each respective age group

ARTICLE 18: DUTIES OF VOLUNTEER COORDINATOR

The Volunteer Coordinator shall:

1. Report directly to the Vice President-Information
2. Make sure there is enough volunteers to fulfill league wide obligations for games and tournaments. Make sure log book is completed at year end for work deposit refunds; 50/50 raffle; and donations.
3. Work in conjunction with concession coordinator to ensure operation of the concession stand.

ARTICLE 19: DUTIES OF CONCESSION COORDINATOR

The Concession Coordinator shall:

1. Report directly to the Vice President-Information
2. Make sure that concession stand is set up for the season; taken down after season's end; taken down and set up before and after the girls' softball tournament.
3. Operation of the concession stand, including the ordering of food and beverages for the regular season and tournaments.
4. Outlining volunteer worker procedures.
5. Inventory of all food and stand items
6. Periodically review pricing of food items and beverages to ensure proper profit margin

ARTICLE 20: DUTIES OF WEBMASTER

The Webmaster shall:

1. Report directly to the President
2. Maintain and update the league website as necessary.

3. Updating and maintaining the on-line league registration process; setting up various email accounts as needed.
4. Register domain name as needed

ARTICLE 21: DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall be responsible for all property of the organization and will supervise and direct its active operation.

1. A meeting of The Board of Directors may be called at any time by the President, any Vice President or a majority of the Board of Directors.
2. The presence of more than fifty percent (50%) of the Board of Directors shall constitute a quorum to transact business. No vote shall be taken until 15 minutes after the announced meeting time.
3. All members of the Board of Directors must be notified of a meeting by the President at least 48 hours prior to the intended time of the meeting. Notice may be written, e-mail, text or by telephone.
4. In the event of an emergency, with less than 48 hours' notice given, a quorum representing more than 50 percent (50%) of the Board of Directors shall be required.
5. Regular meetings shall be held monthly from January to May of each year, with special meetings established as needed throughout the year by the Board of Directors.
6. There shall be a year-end meeting in August/September to conclude all year end business and establish new membership and Executive Committee.
7. There will be no voting by proxy

ARTICLE 22: COACHES, PLAYERS AND SPECTATORS

Coaches, players and spectators shall promote and maintain good sportsmanship at all times, including at all league practices, games and any additional league functions. Coaches, players and spectators shall comply with any additional rules set down by the Board of Directors. Coaches, players and spectators shall treat any and all league officials and umpires with courtesy and respect.

ARTICLE 23: DISCIPLINARY GUIDELINES

Enforcement of playing rules shall be the sole responsibility of the umpire(s) who have been assigned the game. Enforcement of additional league conduct rules shall be the joint responsibility of the Age Group Coordinators, umpires assigned to that game, any Board member present at the game and any other league official who have been given authority by the Board. For any incidents involving a player, the Age Group Coordinators shall consult with the Vice President-Baseball Operations.

Violations of conduct rules for coaches, players and spectators include (but are not limited to) the following:

1. Fighting
2. Foul Language
3. Derogatory remarks made to umpires, coaches or League officials
4. Improper decorum in the dugouts or on the fields
5. Cheating or fraud of any kind
6. Destruction of League or City property
7. Alcohol, tobacco or drug use
8. Malicious conduct of any kind

Thus, if a coach, player or spectator is ejected from a game or league function for any of the aforementioned violations, he/she must leave the playing field immediately and the park with 10 minute of ejection. (A coach or fan can only return to the park to pick up a player once the game is completed) Failure to act accordingly will result in game forfeiture and suspension from the league for the rest of the season. Additionally, the league may pursue criminal trespass charges if the police are required to remove someone from the park.

In addition to game ejection; the coach, player or spectator will receive the following suspension and penalty;

1. 1st offense: Suspension from the next team game
2. 2nd offense: Suspension for one calendar week, and the suspension of one game of the child of the coach, parent or spectator involved
3. 3rd offense: Suspension for the remainder of the season

4. 4th offense: Lifetime expulsion from all league games and activities

If the suspension occurs in the last game of the season, the proscribed suspension will be effective for the following season or the next season that the violator participates in.

These penalties shall be automatic, and do not require a ruling by a league official or a vote by the Board of Directors. These penalties may be appealed directly to the league President. After investigating circumstances surrounding the misconduct, the league President may overrule the suspension or continue with the necessary penalty. The President's decision can then be appealed to the Board of Directors, where a majority vote must be obtained to alter the ruling.

ARTICLE 24: AMENDMENTS

These By-Laws may be amended by a vote of at least two-thirds (2/3) of the members present and voting at any regular meeting.

ARTICLE 25: NON-DISCRIMINATORY PRACTICES

The league shall not practice or permit discrimination on the basis of sex, age, race, national origin, religion, physical handicap or disability.