

Tab 1

Waupun Youth Baseball ByLaws

Article One- Name

This organization shall be known as Waupun Youth Baseball, hereinafter referred to as the organization or WYB.

Article Two- Objective

Section 1

The objective of the organization shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for others, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy members of the Waupun community.

Section 2

To achieve this objective, the organization will provide a supervised program under the direction and policies of the Waupun Youth Baseball Board. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and the positive instruction and molding of the future members of the Waupun Community is of utmost importance. In accordance with Section 501-c-3 of the Federal Internal Revenue Code, the organization shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article Three

Section 1

Eligibility- Any person sincerely interested in active participation to further the objective of this association may apply to become a Member.

Section 2

Classes- There shall be the following classes of Members

- a. Player Members- any player candidate of sound mind and body shall be eligible to compete for participation within the organization. Player Members shall have no rights, duties or obligations in the management or in the property of the organization.
- b. Regular Members- any adult person actively interested in furthering the objectives of the organization may become a Regular Member upon election of majority vote. The secretary shall maintain the roll of membership to qualify voting members and the term that they have agreed to serve. Only Regular Members in good standing are eligible to vote at Monthly Board Meetings. All Officers, Board Members, Committee Members, Managers, Coaches and any other elected or appointed officials must be active regular members in good standing. Note: Regular Members of the association automatically include all current Managers, Coaches, Board Members and Officers of the Board.

- c. As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

Section 3

Other Affiliations

- a. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the organization.
- b. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

Section 4

Suspension or Termination- Membership may be terminated by resignation or action of the Board of Directors as follows.

- a. The Board of Directors, by a two-thirds vote of those present at any formally constructed Board meeting, shall have the authority to discipline/suspend/terminate the membership of any Member of any class, including managers and coaches, when the conduct of such a person is considered detrimental to the best interests of the organization. The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer to such charges.
- b. The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said Manager shall appear, in the capacity of an advisor, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player’s parent/guardian(s) must also be present, if a parent/guardian refuses to appear to assist in the disciplinary action of the Player Member, they shall automatically forfeit said Player Members membership to the organization without reimbursement of monies to enroll in the organization. The Board of Directors shall have full power to suspend or revoke such player’s right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

Article Four- Dues for Regular Members (Not Players)

Section 1

No dues will be collected for Regular Members.

Article Five- General Membership Meetings

Section 1

Definition: A General Membership meeting is any meeting of the membership of the organization that is duly constituted. A minimum of one per year is required.

Section 2

Notice of Meeting: Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in at a regularly convened General Membership Meeting.

Section 3

Quorum: At any General Membership Meeting, the presence in person or representation by absentee ballot of one third of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

Section 4

Voting: Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

Section 5

Absentee Ballot: For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which Board Members will be elected, an absentee vote may be requested. The absentee ballot shall be properly completed, communicated either electronically or in writing and presented to the Secretary for disbursement to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

Section 6

Annual Meeting of the Members: The Annual Meeting of the Members of the organization shall be held on the 3rd Sunday of January at 6:30pm each year for the purpose of, receiving reports, reviewing the ByLaws and for the transaction of such business as may properly come before the meeting.

- a. The Membership shall receive at the Annual Meeting of the Members of the organization a report verified by the President and Treasurer or by the majority of the Directors, showing:
 - i. The condition of the organization, to be presented by the President or his/her designee;
 1. A general summary of funds received and expended by the organization for the season thus far, the amount of funds currently in possession of the organization, and the name of the financial institution in which such funds are maintained; the whole amount of real and personal property owned by the organization, where located and where and how invested.
 2. For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of acquisition, the amount applied, appropriated or expended and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made.

Electoral Meeting of the Members: The Electoral Meeting of the Members of the organization shall be held on the 3rd Sunday of August at 6:30pm each year for the purpose of, electing new Members, electing the Board of Directors and appointing committees.

- a. At the Electoral Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall not be less than seven. The names of the persons who have been elected to regular membership in the organization shall be reported by the Secretary and kept for record.
- b. After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall resume the performance of its duties until the 3rd Sunday in October when newly appointed members assume their term.
- c. The Officers of the Board of Directors shall include, at a minimum, the President, Vice President, Treasurer, Secretary, Player Agent, Safety Coordinator, Chief Umpire and Registrar.

Section 7

Special General Membership Meetings: Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of twenty (20) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than thirty (30) days after the request is received in writing by the President or Secretary.

Section 8

Rules of Order for General Membership Meetings: See the Rules of Order Policy, to be followed and maintained during all General Membership Meetings, except where it conflicts with the ByLaws of the organization.

Article Six- Board of Directors

Section 1

Authority: The management of the property and affairs of the organization shall be vested in the Board of Directors.

Section 2

Increase in Number: The number of Board of Directors so fixed at the Electoral Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and appropriate absentee vote.

Section 3

Vacancies: If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

Section 4

Board Meetings, Notice and Quorum: Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- a. The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of two Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- b. Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 24 hours day(s) before the time appointed for the meeting to the last recorded communication of each Director.
- c. A majority of members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- d. Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.
- e.

Section 5

Attendance: Regular attendance by Members to the Board of Director meetings is required, a member not in attendance for three (3) consecutive meetings, will be considered a voluntary step down from duties and that position will be posted as vacant.

Section 6

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The board may adopt such rules and regulations for the conduct of its meetings and the management of the organization, as it may deem proper, provided such rules and regulations do not conflict with the ByLaws. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the organization in accordance with the policy set forth.

Section 7

Rules of Order for Board Meetings: See the Rules of Order Policy, to be followed and maintained during all Board Meetings, except where it conflicts with the ByLaws of the organization.

Article 7- Duties and Powers of the Board

Section 1

Appointments: The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by membership or have been elected to fill a vacancy on the Board.

Section 2

President

- a. Conduct the affairs of the organization and execute the policies established by the Board of Directors.
- b. Present a report of the condition of the organization at the annual meeting.
- c. Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare and growth of the organization.
- d. Be responsible for the conduct of the organization in strict conformity to the policies, principles, code of conduct and handbook as set forth by the Board of Directors.
- e. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the association such contracts and leases they may receive and which have had prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to the organization and report those to the Board of Directors as circumstances warrant.
- g. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.

Section 3

Vice President

- a. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When acting, the Vice President shall have all the powers of that office.
- b. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- c. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 4

Secretary

- a. Be responsible for recording the activities of the organization and maintain appropriate files, mailing lists and necessary records.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c. Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the organization, the Board of Directors and Committees.
- d. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded.

- e. Conduct all correspondence, not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed to another.
- f. Assign online administrative rights to other local volunteers, maintaining and recording volunteer hours throughout the season, communicate unworked hours to Treasurer for billing purposes
- g. Ensure the league news and scores are updated online on a regular basis in conjunction with the player agent
- h. Collect, post and distribute important information on league activities
- i. Serves as primary contact person for the organization optimizing use of the website and email for information distribution.
- j. Notify Members, Directors, Officers and committee members of their election or appointment.
- k. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 5

Treasurer

- a. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all money and securities and deposit it in the depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all money and securities of the organization, including the auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- d. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- e. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting.
- f. Must sit as a member of one committee within the association and maintain appropriate attendance

Section 6

Player Agent

- a. Record all player transactions and maintain an accurate and up to date record thereof.
- b. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- c. Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- d. Prepare the Player Agent's list.

- e. Prepare all team rosters, including players claimed, age groups by level and travel ball teams per year.
- f. Note any player changes or trades post original draft, notify the board of those changes.
- g. Ensure the league news and scores are updated online on a regular basis in conjunction with the secretary
- h. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 7

Safety Officer

- a. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of the association.
- b. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- c. Maintain all weather policies and safety equipment, provide education to all organization members regarding updates, changes or needs.
- d. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 8

Registration Director

- a. Set up online registration and ensure the league rosters are uploaded/updated to the BOC, to include regular and fall ball season
- b. Assign online administrative rights to volunteers/coaches/managers
- c. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 9

Concessions Director

- a. Maintains the operation of concession facilities
- b. Organizes the purchase of concessions products and maintains all inventory records for auditory and compliance purposes; not to exclude all food, paper products, cleaning supplies, beverages, etc.
- c. Responsible for the management of the concession sales at league event
- d. Schedules volunteers to work the concession booth during league events
- e. Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
- f. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 10

Chief Umpire

- a. Maintain record of all approved umpires for the upcoming seasons and report to the Secretary for recording purposes
- b. Recruit, train, observe and schedule all umpires
- c. Provide an umpire clinic for all incoming umpires or those that would like to attend to ensure proper training and compliance.
- d. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 11

Fundraising and Apparel Director

- a. Solicits and secures local sponsorships to support league operations
- b. Collects and reviews sponsorship and fundraising opportunities
- c. Organizes and implements approved league fundraising activities
- d. Coordinates participation in fundraising activities
- e. Maintain records of monies secured through sponsorship and fundraising initiatives
- f. Collect, post and distribute important information on league activities including fundraising and sponsor activities.
- g. Heads the Fundraising Committee unless otherwise decided upon with a majority vote of the Board of Directors

Section 12

Equipment Manager

- a. Searches and secures grants or other monetary opportunities that allow for new or improved equipment to be used for the organization and its players
- b. Secure bids on needed supplies and equipment and make recommendations for their purchase to the Board
- c. Maintain all record of issuance of equipment and supplies as well as for the repair, cleaning and storage thereof at the close of the season
- d. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 13

Fields Manager

- a. Responsible for the care and maintenance of the playing fields and grounds
- b. Maintains and observed areas within the playing fields and grounds that require increased maintenance or speciality repair
- c. Bring forward any items, projects or concerns regarding the safety of fields, improvements required as part of general maintenance and those that are required for improved play.
- d. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 14

Juniors Coordinator

- a. Responsible for the coordination of the juniors level age within the organization
- b. Maintains proper record and organizes the teams within the juniors age level as well as those that wish to participate in games/tournaments
- c. Assists in developing and encouraging teamwork throughout the organization levels
- d. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 15

Development Coordinator

- a. Responsible for the development of all players within the organization by collaborating with all managers, coaches and the Board of Directors
- b. Educating, encouraging and providing resources for coaches, players and members
- c. Conduct player and coaches camps for all those of appropriate age as determined by the Board of Directors
- d. Coordinate teamwork throughout all levels of Waupun Baseball for continued growth and character development
- e. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 16

Tournament Director

- a. Responsible for the coordination and implementation of all tournaments held on the organization properties and grounds.
- b. Send the schedule to all the teams in the tournament and assist in any and all questions or concerns regarding the tournaments and its runnings.
- c. Responsible for the procurement and payment (in collaboration with the Treasurer) for all umpires or officials in accordance with association fee agreements.
- d. Ensure all rules, regulations and brackets are posted prior to the start of the tournament each weekend.
- e. Must sit as a member of one committee within the organization and maintain appropriate attendance

Section 17

Volunteer Positions: All other positions within the Board as listed below are to be voluntary and are able to be filled by those currently sitting as members or may be taken upon by those outside of the voting positions with the knowledge that their role does not allow for them to hold voting power during meetings.

Communications Director: Assist in tournament coordination and communication, set up and manage the league's official website in coordination with the Secretary, encourage creation of team websites to managers, coaches and parents.

Concessions Assistant: Coordinate with and assist the Concessions Director in any/all items necessary for the functionality of the concessions. To include but not limited to cleaning schedule, opening and closing the stand, putting away stock and maintaining deposits.

Fundraising/Apparel Assistant: Collaborate with the Fundraising/Apparel Director to assist in all/any items that require and need completion for any/any fundraising and solicitation opportunities within the organization

Photo Assistant: Find and schedule the photographer for seasonal league/organization pictures, be present on the day of picture takes and retakes to assist the selected company in coordination of all pictures.

All Star Coordinator: Work with the player agent to assist in coordinating the all star games for each age level for the end of the year game. Coordinate trophies and awards with the Tournament Director to ensure all levels obtain agreed upon items for the game.

Article 8 Executive Committee

Section 1

The Board of Directors may appoint an Executive Committee, which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be President of the Organization.

Section 2

The Executive Committee shall advise with and assist the Officers of the Organization in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

Section 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of majority present at any meeting at which there is a quorum shall be the act of the Committee.

Article 9 Other Committees

Section 1

Fundraising Committee: The Board of Directors may appoint a Fundraising Committee consisting of not less than three (3) nor more than five (5) directors. The Fundraising Director shall be the official member/head of said committee. The Committee shall investigate ways and means of financing the organization including team sponsorships and record submissions. It shall be responsible for taking up collections at games, if such collections are authorized by the organization and shall turn over said collections to the Treasurer or in a designated secured area after each game. The Committee shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the committee.

Section 2

Compliance Committee: The Board of Directors may appoint a Compliance Committee consisting of not less than three (3) not more than five (5) directors. The Compliance Committee shall be the official disciplinary and regulatory committee for the organization. The Committee

shall review all financial records prior to the Annual Meeting as well as meeting when necessary to meet the needs of compliance with disciplinary or code of conduct issues that arise. This committee may not contain the Treasurer or President.

Section 3

Fall Ball Committee: The Board of Directors may appoint a Fall Ball Committee consisting of not less than three (3) nor more than five (5) directors. The Fall Ball Committee shall schedule, uphold and maintain all Fall Ball rules and regulations which may be adopted from the organization rules and regulations. The Committee will meet at a minimum quarterly to ensure continued planning, implementation and compliance is achieved prior to the start of fall season. This Committee must contain the Registrar for all recordings of players within the BOC documentation.

Article 10 Affiliation

Section 1

Local Rules, Policies/Procedures and/or ByLaws: The local rules, policies/procedures and/or bylaws of this association shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season.

Article 11 Financial and Accounting

Section 1

Authority: The Board of Directors shall decide all matters pertaining to the finances of the organization and it shall place all income including auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2

Contributions: The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the organization, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the organization.

Section 3

Solicitations: The Board shall solicit funds to be deposited in the organization funds and for no other purpose. We need to look at this if we want to allow for funds to return to the travel ball teams at any point regarding the bat raffles,etc.

Section 4

Disbursement of Funds: The Board shall not permit the disbursement of organization funds for other than the conduct of organization activities in accordance with the rules, regulations and bylaws. All disbursements shall be made by check or card with receipts kept for auditory and regulatory purposes; all disbursements or reimbursements that are greater than \$500 must have the approval of the Board prior to the disbursement or reimbursement being issued.

Section 5

Compensation: No Director, Officer or Member of the organization shall receive, directly or indirectly any salary, compensation or emolument from the organization for services rendered as Director, Officer or Member. If we are going to continue to pay Kristen we need to address this section as we currently go against our own bylaws when paying her.

Section 6

Deposits: All monies received, including fundraising/auxiliary funds, shall be deposited to the credit of the organization in/at National Exchange Bank and Trust of Waupun.

Section 7

Fiscal Year: The fiscal year of the organization shall begin on January 1st and shall end on December 31st

Section 8

Distribution of Property upon Dissolution: Upon dissolution of the organization and after all outstanding debts and claims have been satisfied, the members shall direct the remaining property of the organization to another local association of the Board of Directors choosing and are entitled to exemption under Section 501-c-3.

Article 12 Amendments

These ByLaws may be amended, repealed or altered in whole or in part by the majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting.

Amended on July 20th 2025, adopted by the Board of Directors on

President:_____

Vice President:_____