Board of Director Policies and Procedures
(Section 1)

1A. Mission Statement

Zimmerman Youth Baseball Board of Directors will lead and facilitate a baseball program which serves the youth of the community by:

1. Coaching the fundamentals of baseball at each child's playing ability.
2. Encouraging competitive fun.
3. Teaching the value of good sportsmanship.
4. Emphasizing high character.
5. Encourage, aid and support the acquisition of facilities and means for the playing of baseball.

1B. Board Member Expectations

All Board Members are expected to attend regularly scheduled Board of Directors meetings.

Each Board Member is expected to carry out the responsibilities of the position they have agreed to fill. The responsibilities are summarized in the job descriptions.

Each Board Member is expected to have a clear Background Check on file with Trusted Coaches.

Each Board Member is expected to sign-up to assist in official Board sponsored activities, including but not limited to try-outs, fundraising events, Annual Zimmerman Classic Tournament, Majors Bash, Minors Jamboree and All-Star game. These events require a significant amount of time and effort and Board participation is required.

All Zimmerman Youth Baseball communication, whether at Board meetings, via e-mail or on the phone should be treated as corporation business and should not be shared with the general public unless the Board has agreed to such communication. Blunt and passionate debate is healthy and will lead to sound decisions. Members need to know that their feedback, opinions and ideas will not be used against them and that they can feel at liberty to speak their mind without repercussions. The means, method and tone of official communication to the public will be determined by the Board and should not be assumed by any single Board Member.

1C. Board Meeting Attendance

Regular Board Meetings will be held monthly. The meetings will typically be held the second Sunday of each month at 5:00 pm. Adjustments to the meeting schedule will be made to accommodate holidays, prepare for association events, and avoid conflicts with various team tournaments.

Special Board Meetings may be called as needed. The time and date of these meetings, if they occur, will be communicated as far in advance as possible. As required in the Bylaws of the corporation, a minimum of two business days notice will be provided.

> *If a Board member misses three meetings in a row, or a total of four in the year, the member will automatically be terminated from office. A Board Member who knows in advance that they will not meet the attendance requirement may seek approval from the Board for an exception to this rule. The exception will be granted by a majority vote.*

In order for a terminated Board Member to be reinstated, the individual will need to re-apply to the Board and be voted back on the Board in the same manner as any new candidate for Board membership.

1D Board Credit

It has been determined that a Board Credit will be granted to the member after one year of service. After that one year, the member's player's registration fees will be credited. Board members will receive a credit for the current year's registration as determined by the Board annually. A credit will continue to be granted as long as the member's duties are fulfilled. Upon completion of your term, you can continue to receive your credit for one year; provided you fulfill mentoring obligations for your incoming replacement. If any member fails to fulfill duties at required association events, that member will lose their credit.

1E Budget

A budget will be created and approved by the officers of the Board no later than the regular December Board Meeting. At this meeting the budget will be presented to the entire Board for comments and approval.

Final approval will be sought at the December meeting. If questions or concerns remain open, the final approval of the budget will be moved to the January meeting.

Reporting which compares actual spending to budget spending will be presented to the Board at the regularly scheduled Board Meeting or sent to the Board via email.

1F Credit/Debit Card Use Policy

Issuance. Credit and/or debit card(s) ("cards") may be issued to Zimmerman Youth Baseball Board of Directors ("Board") members for official use during their term of office. Only the President, Vice-President and Treasurer may be issued cards, unless granted an exception by unanimous vote of the Board voting members.

Official Use. Cards may be used by cardholders in their official capacity. Examples of official capacity include, but are not limited to: purchasing supplies, equipment, materials, uniforms, and media, registering for team tournaments and registering for team training. Purchases up to and including $500 can be made without Board approval except for team tournament registrations, which can be made up to and including $1,000, with prior approval of the President, Vice President and Treasurer. Purchases totaling $1,500.00, including single-transaction and cumulative transactions, and above in a single month, must be approved by the Board. If a

pre-approved purchase or purchases exceeds the pre-approved amount, it shall be reported to the President and Treasurer within five (5) calendar days.

Personal Use. Personal use of cards is strictly prohibited. In the event a card is accidentally used for a personal purchase, the purchase shall be reported to the President and Treasurer within five (5) calendar days and the purchase shall be refunded, or the Board shall be reimbursed, within fourteen (14) calendar days. If the Board is not reimbursed within fourteen (14) calendar days, the member's card will be deactivated until the Board is reimbursed or the charge is refunded. If the Board is not reimbursed or refunded within 60 calendar days, the member shall be automatically terminated from office. The Board reserves the right to pursue legal remedies to retrieve funds. In the event two (2) or more accidental personal purchases are made within one calendar year (i.e., 2026, 2027), the member forfeits their ability to carry a card.

Combined Use. Combined purchases of "Official" use and "Personal" use items in single transaction(s) are prohibited. Accidental combined purchases shall be subject to the Personal Use section of this policy.

Personal Use Disputes. Disputes related to whether a purchase is for "Official" use or "Personal" shall be heard by the Board. Should the Board determine that a purchase is "Personal," the Personal Use section of this policy shall apply.

Receipts. Any member making purchase(s) with cards shall obtain a receipt for such transaction(s). Receipts shall be submitted to the Treasurer within fourteen (14) calendar days of purchase. Failure to provide a receipt for an "Official Use" within thirty (30) calendar days will result in the purchase being deemed "Personal" and subject to the Personal Use section of this policy.

Member Liability. Members are responsible for the use of the card issued to them. Purchases made using cards, regardless of who makes the purchase, shall be the responsibility of the holding member and subject to the section(s) above. This includes online purchases using saved card data.

Departure. All cardholders shall return their cards to the President or Treasurer upon leaving office. The member's card shall be deactivated immediately with the bank upon their departure.

1G Financial Reimbursement

Purchases Using Personal Funds. Members of the Zimmerman Youth Baseball Association ("Members"), including but not limited to, Zimmerman Youth Baseball Board of Directors ("Board") members, coaches, and managers, are permitted to make purchases for the Zimmerman Youth Baseball Organization ("Organization") or individual team(s) using personal funds. Purchases made for the Organization shall be pre-approved by the Board.

Receipts. Any member making purchase(s) with personal funds shall obtain receipt(s) for such transactions. Receipts shall be submitted to the Treasurer within thirty (30) calendar days of purchase. Failure to provide a receipt within thirty (30) calendar days will result in the purchase not being reimbursed without Board approval.

Requests for Reimbursement. Members requesting reimbursement shall make said request within thirty (30) calendar days of purchase. Requests shall be submitted in writing to the Treasurer, text

and email are acceptable, and shall include a receipt, a brief description of the purchase and notation of the team(s) or organization the purchase shall be allocated to. Failure to provide a written reimbursement request within thirty (30) calendar days will result in the purchase not being reimbursed without Board approval.

Team Account Balance. Requests for reimbursement for team expenditures using personal funds will be honored up to, but not more than, the balance available in the team's account. At no point will team accounts be allowed to have a negative balance as a result of financial reimbursement.

Property of Zimmerman Youth Baseball. All items purchased and reimbursed by the Organization's general fund shall remain property of the Organization during and after their use. Such items shall only be disposed of or gifted with the approval of the Board. Purchases reimbursed using team accounts shall remain property of the team.

1H Fundraising

Organization Fundraising:

Board-Sponsored Fundraising. The Zimmerman Youth Baseball Board ("Board") shall reserve the right to conduct fundraising events throughout the year. Board-sponsored fundraising shall be conducted organization-wide and available as an opportunity to all members. All proceeds from Board-sponsored fundraising events will be deposited in the Zimmerman Youth Baseball Organization ("Organization") general fund. All Board-sponsored fundraising events shall be approved by the Board and reauthorized on an annual basis.

Team Fundraising:

Objective. The Board supports and encourages individual team(s) to conduct their own fundraising activities subject to the terms of this policy. Fundraising partnerships with local businesses and community members encourages involvement and interaction between the Organization and the community at large. Individual fundraising activities allow teams to customize their baseball experience to allow for events, experiences, training, equipment and supplies that may not be desired by all teams and/or members.

Notification. Teams conducting a fundraising activity shall notify the Fundraising Coordinator prior to beginning the activity.

Deposit of Funds Raised. All proceeds from team fundraising activities shall be submitted to the President, Vice-President, Treasurer or Fundraising Coordinator within five (5) calendar days of the completion of the activity or within five (5) calendar days of receiving the funds. If the proceeds are to be paid to the team at a future date, they should be paid directly to the Organization if possible. If this is not possible, the President, Vice-President, Treasurer or Fundraising Coordinator shall be notified and funds shall be submitted within five (5) calendar days of receipt. The Treasurer will deposit all proceeds in the team account for future use. Funds can be withdrawn by following the *Zimmerman Youth Baseball Financial Reimbursement Policy* or by contacting a Board cardholder.

Immediate Use of Funds. In the event a team needs to use the funds raised by a

fundraising activity immediately following such activity, the team representative shall contact the President, Vice-President, Treasurer or Fundraising Coordinator prior to funds being used. The team representative shall provide the total amount raised from the fundraising activity and the amount of the planned purchase. Any remaining proceeds shall be deposited within five (5) calendar days as required by this policy. For the purposes of this policy, "Immediate Use" is defined as within four (4) calendar days of the completion of the fundraising event.

Gambling and Raffles. Raffles and other "gambling" fundraising events are prohibited from using the Zimmerman Youth Baseball's 501c(3) status or promoting gambling events at any Zimmerman Youth Baseball sponsored event.

Monopolization. Teams are encouraged to conduct as many fundraising activities as possible. Many local and area businesses offer fundraising opportunities throughout the year for different teams and causes. Teams are encouraged to work with local and area businesses in these opportunities. However, monopolization of opportunities by one or several teams is discouraged to allow all teams the opportunity. Should a team feel that they are being prohibited from participating due to a real or perceived monopoly, that team may petition the Board for review with the two teams.