

**BY-LAWS
OF
WHEATON PARK DISTRICT
YOUTH BASEBALL/SOFTBALL**

**ARTICLE I
NAME**

This organization shall be known as "Wheaton Park District Youth Baseball/Softball" hereinafter referred to as "WPDYBS," and is a program of the Wheaton Park District, a governmental entity authorized in the Statutes of the State of Illinois.

**ARTICLE II
LOCATION**

WPDYBS shall maintain its office and mailing address at the Wheaton Park District, Recreation Department, 1759 S. Blanchard, Wheaton, Illinois 60189.

**ARTICLE III
PURPOSE**

WPDYBS is dedicated to provide opportunities for all Wheaton area youth to play baseball and softball in the respective leagues as defined by the Board of Control.

WPDYBS will serve the community by teaching the ideals of good sportsmanship, honesty, loyalty, courage and team play so that the participants of the program may grow to be happy, healthy and productive citizens.

These objectives will be achieved by providing supervised practices and competitive athletic games. The volunteer supervisory personnel shall bear in mind that while developing individual athletic skills and winning games are an important and desirable part of any competitive sport, they are secondary to instilling the ideals of good sportsmanship, honesty, loyalty, courage and team play.

**ARTICLE IV
GOVERNMENT**

Section 1 Board of Control

(a) Powers

All policy, contractual, financial, disciplinary and any other matters concerning WPDYBS shall be managed by and under the direction of the Board of Control, subject to approved policies and procedures of the Wheaton Park District.

(b) **Positions and Duties**

The following positions, and respective duties, shall comprise the Board of Control:

Commissioner - shall preside as Chairman of the Board of Control and of the Executive Committee and shall serve on the Finance Committee. He/she shall act as coordinator of all leagues and be responsible for handling serious disciplinary matters brought to his/her attention. The Commissioner shall schedule monthly Board of Control meetings. The Commissioner shall act as a liaison for WPDYBS with any outside organization.

Secretary - shall keep minutes of all board meetings; shall notify the Board of Control of special meetings called by the Commissioner; shall notify the Board of Control of any information given him/her by the Commissioner; shall serve on the Finance Committee; and, in the absence of the Commissioner, preside at all Board of Control meetings.

Presidents of Each League - shall be responsible for the operation and coordination of their respective leagues; shall periodically hold and preside at their respective league meetings; shall report important matters discussed and decided during league meetings to the Commissioner; and, will serve on the Finance Committee.

Vice Presidents - shall assist their respective League Presidents in the duties and operation of their respective leagues. They shall be responsible for assigning managers to teams, scheduling make-up games, obtaining substitute players when needed and presiding over League drafts where applicable. They also are responsible for coordinating evaluation days with the Administrator. Vice Presidents and their assistants may not manager or coach a team in their respective league's age division while serving as Vice President or an assistant thereto.

Administrator - shall oversee registration, in conjunction with the Wheaton Park District; shall ascertain that each player participant is properly registered and has been placed in the correct league and age division; shall be responsible for communicating registration lists and information with League Vice Presidents, organizing evaluation day and league drafts; shall, with the assistance of the League Presidents and Vice Presidents, prepare team rosters, practice and game schedules and be responsible for the assignment of new players/late registrants where applicable.

Equipment Manager - shall be responsible for obtaining bids and purchasing equipment including uniforms for all leagues. New equipment shall be purchased only in accordance with the approved budget. The Equipment Manager shall be

responsible to see that all repairs to equipment are made, and, where practical, equipment is repaired rather than replaced. He/she shall maintain such records as are necessary to control all inventory, and shall serve on the Finance Committee.

Tournament Director - shall provide for coordination of all aspects of any tournaments sponsored by WPDYBS, including the recruiting of volunteers and the formation of a tournament committee as deemed necessary by the Tournament Director.

Ways and Means - shall be responsible for the operation and coordination of all fund-raising activities, including solicitation of sponsor fees, coordinate with the Picture Day Coordinator and Equipment Manager for the delivery of team t-shirts and team plaques to all sponsors; and shall serve on the Finance Committee.

Umpire Director/Umpire Scheduler - shall recruit all umpires and administer the umpire training program. He/she shall be responsible for assigning umpires for all scheduled preseason, regular season, make-up, playoff, championship and all-star games for the respective leagues. He/she also shall be responsible for collecting, verifying the accuracy of and submitting umpire cards to the Wheaton Youth Umpire Association for payment; and, will serve on the Finance Committee.

Picture Day Coordinator - shall arrange for a contract, subject to Board of Control approval, with a photographic company; shall obtain a site, recruit volunteers and coordinate the days events for Picture Day; shall provide all advance information necessary to WPDYBS families and volunteers regarding Picture Day; shall arrange for delivery of all picture packages to managers for delivery; and, shall coordinate with the Ways and Means Coordinator and the League Presidents for the delivery of team plaques to sponsors and managers, respectively.

Volunteer Coordinator - shall develop a plan every year, for Board of Control approval, and coordinate implementation of same, for use of parent and community volunteers, other than individuals currently serving as managers or coaches, umpires or on the Board of Control, to assist with various aspects of the WPDYBS program.

Member(s) at Large – may be appointed by the Commissioner for such duties as the Commissioner, in consultation with the Executive Committee, shall name. The Commissioner shall submit his/her appointments for member at large, if any, to the Board of Control for their approval.

Wheaton Park District Representatives - shall be appointed by the Wheaton Park District Director of Recreation and shall act as liaisons between the Wheaton Park District, and its official policies and procedures, and WPDYBS.

(c) **Selection, Term of Office and Vacancies**

The nominating committee, as provided for in Section 3(b), shall submit a Board of Control slate to the sitting Board of Control for review at its August meeting. The slate shall be approved, as presented, or as modified by the Board, at its September meeting. The term of office for each Board of Control position shall be one year and shall commence with the October meeting.

The Board of Control shall appoint a replacement for any Board position vacated during the year and the person so appointed shall serve until the end of the year.

(d) **Assistants to Board of Control Members**

Each member of the Board of Control may name an assistant to aid him/her in the fulfillment of assigned duties. All assistants are subject to approval and consent of the Board of Control. Assistants shall not be voting members of the Board or eligible to serve on any standing committee, but shall have the right to attend and participate in discussions at Board or Committee meetings.

Section 2 **Executive Committee**

The Executive Committee shall consist of the Commissioner, Presidents of each league and a Wheaton Park District representative. The Commissioner may call meetings of the Executive Committee at such times and places as he/she deems appropriate. The Executive Committee shall function as a communications and planning group and shall have no authority to act on behalf of the WPDYBS other than as specifically authorized by the Board of Control.

Section 3 **Standing Committees**

(a) **Finance Committee**

The Finance Committee shall consist of the Commissioner, Equipment Manager, Presidents of each League, Ways and Means Director, Secretary, Umpire Director and the Park District Representative who shall serve as Chairman of the Committee. The Finance Committee will meet at such times and places as the Chairman designates.

The Finance Committee shall prepare a detailed budget for the coming year as well as plans and recommendations for obtaining the funds needed to meet the expected ongoing expenditures. The Finance Committee also shall prepare a recommendation for capital expenditures for the coming year.

The Finance Committee shall, at the scheduled August or September Board of Control meeting, submit the proposed budget, funding plan and capital expenditure recommendations for approval by the Board of Control.

(b) Nominating Committee

The Commissioner shall appoint, at the scheduled June meeting each year, a Nominating Committee consisting of a Board of Control representative from each of the Baseball and Softball Leagues and a Wheaton Park District representative who shall serve as Chairman of the Nominating Committee. The Committee will meet at such times and places as the Chairman designates.

The Nominating Committee shall prepare a slate of Board of Control Members for the coming year. The slate shall be submitted to the sitting Board of Control for review at its August meeting.

(c) Ad Hoc Committees

The Commissioner may, from time to time, appoint ad hoc committees for such purposes and on such terms as he/she believes is in the best interest of the program.

ARTICLE V
MEETING

Meetings of the Board of Control shall be held monthly. The Commissioner shall supply the Board of Control with a schedule of meeting dates, times and locations at the scheduled September meeting.

Special meetings may be called by the Commissioner, at such times or places as he/she decides, or, upon request of no fewer than five members of the Board of Control.

A majority of members of the Board of Control shall constitute a quorum to conduct business at any meeting and a majority vote of those present shall govern on all matters before the Board, except as specifically provided in the By-laws.

Roberts Rules of Order shall govern the proceedings of all meetings, including the Board of Control and all standing or ad hoc committees, except as specifically provided in the By-laws.

Meetings of the Board of Control are open to the general public. Any Wheaton Park District resident or other invited guest may speak at such meetings when recognized to do so by the Commissioner.

ARTICLE VI
FINANCIAL POLICY

The Board of Control shall decide all matters pertaining to the finances of WPDYBS, subject to approved policies and procedures of the Wheaton Park District.

The Board of Control, at its September meeting, shall receive and review the report of the Finance Committee, and approve, with or without modification, the annual budget and capital expenditure plans.

Any subsequent proposed expenditure not included in the approved budget must be approved by the Board of Control before incurred.

All monies of WPDYBS shall be kept on deposit with the Wheaton Park District.

The fiscal year for WPDYBS shall be January 1 to December 31.

The Board of Control shall provide for ongoing and capital expenditures in such a manner as to give no individual team or league an advantage over another in any facet of the program. The Board of Control shall discourage the contribution of funds to particular individuals, teams or leagues but shall solicit same for the common treasury of WPDYBS.

Article VI entitled "Financial Policy" is amended to, in particular, allow for all travel baseball and softball teams to independently raise funds through sponsorships and/or other fundraising efforts and activities in order to finance and otherwise offset the costs and expenses associated with their respective travel teams. Every effort should be made by these travel teams to NOT solicit or otherwise fundraise from existing and/or long standing Wheaton Park District in-house baseball and softball sponsors. A permitted exception will be if a sponsor's child moves from an in-house to a travel program. Amended and Approved by the WPDYBS Board on December 14, 2006.

ARTICLE VII
MISCELLANEOUS

Section 1 **Policies and Procedures**

The Board of Control may, from time to time, adopt, amend or revoke Policies and Procedures for the benefit and management of WPDYBS. Such Policies and Procedures may be approved, amended or revoked on majority vote of the Board of Control at a scheduled Board of Control meeting, provided the Board of Control has received the proposed adoption, amendment or revocation in writing at least fifteen days prior to approval of the same.

Section 2 **Dissolution**

WPDYBS may be dissolved as an organization on the vote of three-fourths of the Board of Control, and with the approval of the Wheaton Park District Board. Upon such dissolution, all financial and physical assets of WPDYBS shall remain the property of the Wheaton Park District.

Section 3 **Amendments**

These By-laws may be amended or repealed by a two-thirds majority vote of the Board of Control at a scheduled meeting, provided the Board of Control has received the proposed amendment or revocation in writing at least fifteen days prior to approval of the same.

Section 4 **Release of Program Information**

All players participants, volunteer manager and coach, and Board of Control member lists are for WPDYBS use only and are not to be released to any outside interests or groups, or to be used for personal, political or commercial reference without the express authorization of the Board of Control, or when requested under the Freedom of Information Act or other applicable federal or state law.

Adopted January 1999

Amended December 2001

Amended December 2006

Amended November 2008 (Approved November 13, 2008)

Amended October 2010 (Approved October 14, 2010)