

Warrensburg-Latham Youth League

Constitution / Bylaws

Article 1

Name

1. This organization shall be known as the Warrensburg-Latham Youth League Inc., and shall be herein after referred to as the organization, and shall operate as a not for profit organization.

Article 2

Purpose

1. The purpose of this organization shall be to provide the youth of the Warrensburg-Latham school district with a well-organized youth sports program, emphasizing discipline, respect, teamwork and good sportsmanship in our youth.
2. To establish, promote and maintain a youth league (ages 4-15) which provides training and experience to enhance the youth's opportunities as they advance into the Warrensburg-Latham High School Athletic program.
3. To select qualified people to coach and supervise the youth, while providing training for those coaches selected to ensure consistency in the Warrensburg-Latham youth league program.
4. To ensure that all players signed up with this organization, who regularly attend practices, are properly coached, trained and played in an equitable manner to provide each with an opportunity to excel, complying with the standard of the Central Illinois Youth Conference (CIYC).
5. To ensure that the youth sports program provides training that will enhance the youth's athletic opportunities as they graduate into the Warrensburg Latham youth league program.
6. To ensure proper equipment, physical conditioning, and medical treatment are provided to all players to reduce the likelihood of injuries.

Article 3

Membership

1. Membership in this organization is open to all parents and guardians of children participating in the youth league program and to persons selected as Warrensburg-Latham Youth league coaches and members of the Warrensburg-Latham Youth League board.
2. No person shall represent himself, or herself, as being a representative for this organization, unless so designated by the board.

3. Any member, participant, or attendee, can be expelled, or rejected, for displaying improper conduct, attitude, demeanor or for failing to comply with the organization's constitution/bylaws, as well as the organizations Code of Conduct, or as deemed necessary by the board.
4. In the event of rejection, or expulsion, the involved party, or parties, shall be notified in writing within 7 business days of the reason for such action, and provided an opportunity for a hearing before the board at the next board meeting or at a time deemed necessary by the board.
5. Each member will be afforded the opportunity to nominate and vote, annually for the board positions which will be due to expire.

Article 4

Membership Meetings

1. The organization shall hold 1 membership meeting annually, or as deemed necessary by the board. Notice of membership meetings shall be posted at least 7 days prior to such meeting, when possible.
2. Robert's Rules of Order shall provide procedural guidance during all meetings.

Article 5

Government

1. The governing of this organization shall be by the constitution / bylaws, the organization's Code of Conduct policy, the CIYC rules and standing rules/policies of this organization.
2. The governing authority of this organization shall be vested in its board, which consists of the President, Vice President, Secretary, and Treasurer.
3. The terms of office for each elected position shall be two years. No position can be held by any one individual for more than 2 consecutive terms. The President, Secretary, Board Member 2, and Board Member 3 shall be elected every even year beginning 2024. The Vice President, Treasurer, Board Member 1, and Board Member 4 shall be elected every odd year beginning 2025. Any board vacancy shall be filled by appointment by the remaining board members, for the duration of that term, at which time that position would be open for nominations. Elections will be held at the November board meeting.

Article 6

The Board

1. Members of the board must have been members of this organization for the past organization's seasons prior to being eligible for nomination to the board.
2. Duties and responsibilities of the board collectively:

- A. To ensure that all organizational purposes are adhered to.
- B. At least one board member, or his/her designee, must be in attendance at all organizational functions, to include meetings, fundraisers, games, and practices.
- C. To appoint organization members to serve on committees deemed necessary by the board and to monitor those committee's activity.
- D. The board shall meet quarterly (January, April, July & October), or as deemed necessary by the board.
- E. To ensure that the board members, coaches, players, volunteers and facilities are adequately insured, to include liability coverage. The insurance shall cover the board and equipment year around and the coaches and players during the season. The insurance shall be made to be effective by April 1st each year.
- F. To appoint a fundraising coordinator and concession stand coordinator

3. Individual Board Member Responsibilities

- A. President
 - a. Chair board meetings and set agendas for such meetings
 - b. Represent the board at all CIYC functions
 - c. Responsible for teams involved in the organization's baseball, softball, basketball, and volleyball programs. This includes all communications with that program's coaches, players, and parents
 - d. Responsible for all sports equipment management
 - e. Assist with recruiting coaches and volunteers
 - f. Serve as a point of contact and monitor organization committees
- B. Vice President
 - a. Represent the board, in lieu of President, at all CIYC functions
 - b. Responsible for facility management for all sports teams
 - c. Responsible for ensuring adequate support workers are scheduled for events
 - d. Assist with recruiting coaches and volunteers
 - e. Responsible for the fundraising coordinator and concession stand coordinator positions
- C. Secretary
 - a. Responsible for record keeping
 - b. Responsible for scheduling meeting facilities and player photographs
 - c. Responsible for publicity
 - d. Responsible for securing adequate, board approved insurance for the board members, coaches, players, volunteers and facilities by April 1 each year.
 - e. Assist with recruiting coaches and volunteers
- D. Treasurer
 - a. Responsible for financial bookkeeping within the guidelines provided by the organizations financial policy
 - b. Responsible for ensuring that the organization is meeting all necessary reporting requirements with regard to the State of Illinois and IRS
 - c. Assist with recruiting coaches and volunteers

- d. Responsible for preparing a detailed quarterly report, with detailed listings of the income sources and expenditures. Ensure that the board members receive this report quarterly. The treasurer shall make the checkbook and bank statement available for review, to any board member making such request.

F. Board Members (Up to 5)

- a. Recruiting qualified coaches and equipment manager

4. The board members shall have the ability to, at their discretion; designate certain aspects of their duties to members, provided that the board member maintains oversight of the duties so delegated. The individual board member does assume responsibility for such action of his designee and shall notify the board of such action.

Article 7 Elections

1. Elections shall be held in December, which shall account for the December annual membership meeting.
2. The new board shall take office immediately following the election.
3. Nominations of members for board positions due to expire, shall be submitted in written form to the secretary of this organization at least 10 days prior to the annual meeting.
4. Elections shall be conducted following the annual membership and the results shall be reported to the Secretary of the board. The Secretary shall then so notify the board members.

Article 8 Finances

1. It shall be the policy of the organization to ensure that the funds of the organization are properly safeguarded and expended only for the benefit of the organization, as determined by the board and the members. The organization board shall assume those responsibilities.
2. The Board may establish committees as deemed necessary by the board. The Board shall establish financial policies, with Board oversight, for any such committees whereby organization funds may be expended.
3. All expenditures by the Board shall require a majority of the Boards approval and shall be accompanied by a receipt indicating exactly what was purchased.
4. All checks written by, on behalf of, the organization shall require two executive board members signatures, prior to the checks being issued.

5. If a check is to be issued for reimbursement to a Board member or a relative of a Board member, that Board member is prohibited from being a signer of that check and the purchase must have been approved by a majority of the Board.
6. All deposits to the organization accounts shall include a broken down, detailed listing as to how the deposit was generated.

Article 9 Amendments

1. These by-laws may be amended only by presenting a motion in writing, setting forth the amendments sought to any board meeting. The motion shall be read at that meeting and referred to the Board, who will review the sought-after amendment, and report their recommendation to the succeeding membership meeting, notice of the particular by-laws amendments that will be considered must be made available upon members request. If approved by a two-thirds vote of the membership voting thereon at this succeeding meeting, the amendment shall be considered adopted.

(Modification approved by the Board on 9/30/2022)

By-Laws Written by: Betti Atwood (Secretary)

Signature: *Betti Atwood*