



Pana Youth Baseball and Softball Organization Bylaws

ARTICLE 1 - NAME

This organization shall be known as "Pana Youth Baseball and Softball Organization", hereinafter referred to as PYBSO.

ARTICLE 2 - OBJECTIVE

SECTION 1

The objective of PYBSO is to teach the children of the community the game of baseball/softball while instilling the virtues of good sportsmanship, perseverance, responsibility, honesty, and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

PYBSO shall develop and maintain a supervised program of competitive baseball and softball, consistent with the rules and regulations stated herein. All Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the fostering of the above virtues is of prime importance.

SECTION 3

No part of the net earnings of this organization shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed. No part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE 3 - MEMBERSHIP

SECTION 1

Eligibility/Categories: Participation in PYBSO shall be open to any resident of Pana or neighboring towns interested in the sport of baseball, softball, or tee-ball, subject to the eligibility and disciplinary regulations mentioned herein. Participation in PYBSO shall be reviewed and adjusted as necessary on a yearly basis and shall consist of the following categories, provided the criteria established for members in good standing are also achieved:

- **Voting Members.** For purposes of voting at any PYBSO organizational meeting, the following will be allowed to make motions and/or cast votes at any member meeting:

PYBSO Board Members, Head Coaches, Assistant Coaches, Umpire Coordinator, Concession Stand Coordinator, Equipment Coordinator

Voting Members must be present to vote. No proxy votes will be accepted. Only one vote will be allowed per Voting Member regardless of multiple positions held within PYBSO. Any position held by two Voting Members as a “co-holder” position will be allowed only one vote. Only Voting Members in good standing are eligible to vote at PYBSO member meetings.

- **Participating Members.** Any adult person actively interested in furthering the objectives of PYBSO.

Members of PYBSO automatically include all parents (as designated on player registration forms) of Player Members, current Board Members, Coaches, Assistant Coaches, Umpires 18 and older, and any other person who is recognized by the Board as a Volunteer in PYBSO.

All persons seeking to be Coaches, Assistant Coaches, Board Members, or Umpires 18 and older for PYBSO will be required to complete a background check through a method decided upon by the organization before they can be on the field with the players at practices or games. Any person seeking to be a Coach, Assistant Coach, Board Member, or Umpire within PYBSO who is found to have a criminal record of violence or a criminal record against children will be deemed unqualified. Any person seeking to be a Board Member within PYBSO who is found to have a criminal record involving theft or deceptive practices will be deemed unqualified. Other offenses will be discussed among the Board Members on a case by case basis taking into account a person’s crime, date since the offense, and overall record since the offense. Review of background checks will take place at a Board Meeting consisting of PYBSO President, Vice President, Secretary, and Treasurer.

- **Player Members.** Any child who lives in the Pana School District who has registered to play in the league by the established cutoff date and whose fee has been paid or whose fee has been waived by PYBSO by the established fee due date. If any fees, including any and all prior fees, are not paid, waived, or resolved prior to team selection or placement for the new season, the child will not be considered a Playing Member and therefore, will not be selected for a team.

The Board Members will consider non Pana School District residents entrance into PYBSO as Player Members on a case-by-case basis taking into account the best interest of PYBSO and the condition that there is no organized offering for playing baseball or softball in their community.

Player Members shall have no rights, duties, or obligations in the management or in the property of PYBSO.

The Board Members have the authority to decide membership in good standing and to waive the age requirements as necessary, taking into account the league charter and the best interest of PYBSO.

- **Sponsor Member.** Any organization which contributes to the betterment, financially or otherwise, of baseball and/or softball in Pana. Sponsor members shall have no rights, duties, or obligations in the management or in the property of PYBSO.

As used hereinafter, the word Member shall mean a Voting Member unless otherwise stated.

SECTION 2

Suspension or Termination: Membership may be terminated by resignation, action of the Board Members, action of full time voting Members adhering to PYBSO's discipline policy, or any of the following:

a. The Board Members, by a 2/3 majority vote of a quorum of the PYBSO Board and full time voting members of any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of PYBSO. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

b. The full time voting Members, by a 2/3 majority vote of a quorum of the PYBSO Members of any duly constituted meeting shall have the authority to terminate the membership of any Board Member when the conduct of such person is considered detrimental to the best interests of PYBSO. The Board Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

c. The Board Members shall, in the case of a player member, give notice to the coach of the team of which the player is a member. Said coach will notify the player and his or her parent/guardian of the pending meeting concerning suspension or termination. The coach and his or her parent/guardian, and player (at his/her parent's discretion) will be requested to attend said meeting. After considering all facts pertinent to the suspension/termination the Board Members will act in the best interest of PYBSO.

d. The Full Voting Membership shall have full power to suspend or revoke any Player Member's right to future participation.

ARTICLE 4 - FEES

SECTION 1

Player Members. A registration fee will be assessed as a parent/guardian's obligation to assure the operational continuity of PYBSO. This fee will be determined by the Board Members at the end of each fiscal year for the next season.

SECTION 2

Player Members' parents or guardians who fail to pay their fixed dues within thirty (30) days of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

ARTICLE 5 - ORGANIZATION MEETINGS

SECTION 1

Definition. An organization meeting is any meeting of the Members of the league (including Special Meetings). A minimum of one per year is required.

SECTION 2

Notice of Meetings. Notice of each organization meeting of the Members must be published in the local newspaper, shall be emailed, posted on the organization's website, or otherwise made aware to the general public at least seven (7) days in advance thereof setting forth the place, time, and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Board Members, from time to time, at a regularly convened Board meeting. Members of the organization present at published meetings shall constitute a quorum.

SECTION 3

Voting. Members shall be entitled to make motions and vote at any non-board meeting. Board Members shall be entitled to vote at any organization meeting. Members may invite, admit, and recognize guests for presentations or comments during general membership meetings. All Board Members, Coaches, Umpires, and other elected or appointed officials must be active Members in good standing.

SECTION 4

Rules of Order. Robert's Rules of Order shall govern the proceeding of all general membership meetings, except where they conflict with the bylaws of PYBSO.

SECTION 5

Annual Meeting. The annual organization meeting of the Members of PYBSO shall be held in the Fall of each year. The purpose of the meeting shall be for the election of Board Members, selection of coordinators, reviewing the bylaws, appointing committees, receiving reports, and for the transaction of such business as may properly come before the meeting. The official agenda for the meeting shall be set by the Board Members.

- 1) The Annual Meeting of the Members of PYBSO shall be provided a report verified by the President and Treasurer or by a majority of the Board Members showing:
 - a) The condition of PYBSO, to be presented by the President or his/her designate
 - b) A general summary of funds received and expended by PYBSO for the previous year, the amount of funds currently in possession of PYBSO, and the name of the financial institution in which such funds are maintained
- 2) At the Annual Meeting, the Members shall determine the number of Board Members to be elected for the ensuing year and shall elect such number of Board Members. The number of Board Members elected shall be not less than six (6). Two Members shall be permitted to serve in one Board Member position. In this case, they shall vote as one Member.
- 3) After the election, the Board Members shall assume the performance of their duties immediately. The Board's term of office shall continue until its successors are elected (or terminated, see Article 3, Section 2) and qualified under this section.
 - a) The voting Officers of the Board shall include, at a minimum:

- (1) President
- (2) Vice President
- (3) Treasurer
- (4) Secretary
- (5) Baseball Coordinator
- (6) Softball Coordinator

SECTION 6

Special Meetings. Special meetings of the Members may be called by any Board Member or upon the request of 5 or more members of the organization.

SECTION 7

PYBSO Meetings. All PYBSO meetings including board meetings, special meetings, team/player selection/draft meetings, or meetings where player personal information is discussed must be held in a public town office/building/facility or at an agreed upon other location where alcohol consumption does not occur and the location provides a confidential environment to protect the personal information of players and PYBSO members.

ARTICLE 6 - BOARD MEMBERS

SECTION 1

Authority. The management of the property and affairs of PYBSO shall be vested in the Board Members.

SECTION 2

At the annual Member meeting, Board Members can be nominated by current Board Members or by any Member then voted on by all Members. An individual can choose to be nominated for a Board Member position, in which case a vote will be taken by all Members to decide the outcome. No person or persons shall be nominated as a candidate for any office or committee nor selected chairman without being present to accept the nomination. No Board Members shall be immediate family members unless serving as "co-holders" for a position (see Article 3, Section 1, Voting Members).

SECTION 3

Vacancies. If any vacancy occurs in the Board Members (by death, resignation, or otherwise) it may be filled by a 2/3 majority vote of the Members at any regular meeting or at any Special Meeting.

SECTION 4

Quorum. A quorum is the minimum number of Board Members necessary to conduct a Board Meeting. The minimum number of Board Members to constitute a quorum of the board is the majority of voting Board Members as authorized under Article 5 Section 5.3 (a). A quorum constitutes four (4) Board Members.

SECTION 5

Board Meetings and Notice. Regular meetings of the Board Members shall commence following the Annual Meeting and on such days thereafter as shall be determined by the Board. These meetings will be held for the purpose of planning and discussion of PYBSO business and those plans shall be voted on by Members at a Member Meeting. They shall at a minimum address the following as necessary:

- Minutes of the last meeting

- Treasurer's Reports
- Coordinators' Reports
- Committee Reports
- Old business
- New business
- Schedule next board meeting

Only Board Members may make motions and vote at Board Meetings. However, the Board Members may invite, admit, and recognize guests for presentations or comments during Board meetings.

Notice of each meeting shall be given by the Secretary electronically via email, posted on the organization's website, or published in the local newspaper, to each Board Member at least seven (7) days before the time appointed for the meeting.

A quorum of the members of the Board Members shall be necessary for the transaction of business.

The President or the Secretary may, whenever any of them deems it advisable, or the Secretary shall, at the request in writing of three (3) Board Members, issue a call for a special meeting of the Board. In case of Special Meetings, such notice shall include the purpose of the meeting and no matters not so stated may not be acted upon at the meeting. The President or Secretary must give notice of this special meeting to each Board Member at least twenty-four (24) hours before the time appointed for the meeting.

ARTICLE 7 - DUTIES AND POWERS OF THE BOARD AND APPOINTED MEMBERS

SECTION 1

Duties and Powers. The Board Members 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 PYBSO as it may deem proper, provided such rules and regulations do not conflict with these bylaws. The Board Members shall have the authority based upon majority vote of the Board members who attend any planned meeting to dismiss any Board member who misses three consecutive board meetings of PYBSO and to appoint a person to serve in the vacant position.

SECTION 2

Appointments. The Board Members may appoint 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 unless such individuals have been elected to the Board by the Members or have been elected to fill a vacancy on the Board.

SECTION 3

President. The President shall:

- Conduct the affairs of PYBSO and execute the policies established by the Board.
- Present a report of the condition of PYBSO at the annual meeting.
- Communicate to the Board Members such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of PYBSO.
- Be responsible for the conduct of PYBSO in a professional and personable manner conforming to the policies, principles, Rules and Regulations adopted by PYBSO.

- e. Designate, in writing, other officers if necessary, to have power to make and execute for/and in the name of PYBSO such contracts and leases as may have been received and prior approval of the Board.
- f. Investigate complaints, irregularities, and conditions detrimental to PYBSO and report thereon to the Board Members as circumstances warrant.
- g. Be responsible for the proper execution of the approved annual Operational budget.
- h. Be responsible for the proper execution of the approved annual Calendar.
- i. The President shall preside at all meetings.
- j. The President shall delegate responsibility to other Board members and members of PYBSO at large to conduct business for the well-being of PYBSO.
- k. Serve as the liaison with City of Pana.
- l. Compile Tee-ball schedule.
- m. The President shall assume the responsibilities of Equipment Coordinator in the event of a vacancy (see Article 7, Section 9).

SECTION 4

Vice President. The Vice President shall:

- a. Preside over any meeting in which the president is unavailable.
- b. Assist the President in the decision making of the organization.
- c. Actively solicit and acquire sponsorships according to league requirements.
- d. Coordinate all aspects of the PYBSO player photographs, which include the selection of the photography company, determining dates for photographs, reserving facilities for location where photographs will be taken, scheduling all teams for their picture time slot, and all other duties as necessary.
- e. Create awareness, through education and information, of the opportunities to provide a safer environment for all participants of PYBSO.
- f. Maintain, update, and communicate plans for increasing safety of activities, equipment, and facilities

SECTION 5

Secretary. The Secretary shall:

- a. Be responsible for recording the activities of PYBSO and maintain appropriate files, 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 Members.
- c. Maintain a list of all Board Members, Coordinators, and Committee Members. Give notice of all Annual, Board, or Special meetings of PYBSO.
- d. Keep the minutes of the Annual, Board, and Special meetings and cause them to be recorded in a book kept for that purpose.
- e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings.
- f. Responsible for the PYBSO website function and content. The website coordinator maintains the functionality of the website.

SECTION 6

Treasurer. The Treasurer shall:

- a. Perform such duties as are herein specifically set forth and such other duties as are customarily incident the Office of Treasurer or may be assigned by the Board.
- b. Receive all moneys and securities and deposit same in a depository approved by the Board.

- c. Keep records for the receipt and disbursement of all moneys and securities of PYBSO. Draft checks for all Board-approved payments from allotted funds.
- d. Prepare an annual financial report for submission to the Members and Board at the annual meeting.
- e. Prepare an Operational budget.
- f. Provide a financial report on the current financial status of PYBSO at each board meeting.

SECTION 7

Baseball Coordinator. The Baseball Coordinator shall:

- a. Be responsible to PYBSO for the proper conduct of the Baseball leagues operation.
- b. Have the authority to act in the best interest of PYBSO as a member of the Board and perform duties associated with PYBSO guidelines.
- c. Ensure adherence to the discipline policy of PYBSO.
- d. Perform in the role of contact should any issues arise from baseball coaches.
- e. Provide a report on the current status of the baseball leagues at each board meeting.
- f. Assist and facilitate baseball tournament coordination and tournament player selection.
- g. Compile and maintain the regular season baseball game schedules with approval of the President.

SECTION 8

Softball Coordinator. The Softball Coordinator shall:

- a. Be responsible to PYBSO for the proper conduct of the Softball leagues operation.
- b. Have the authority to act in the best interest of PYBSO as a member of the Board and perform duties associated with PYBSO guidelines.
- c. Ensure adherence to the discipline policy of PYBSO.
- d. Perform in the role of contact should any issues arise from softball coaches.
- e. Provide a report on the current status of the softball leagues at each board meeting.
- f. Assist and facilitate softball tournament coordination and tournament player selection.
- g. Compile and maintain the regular season softball game schedules with approval of the President.

SECTION 9

Equipment Coordinator. The Equipment Coordinator shall:

- a. Perform an inventory of all baseball and softball league equipment.
- b. Be responsible for securing bids on needed baseball and softball supplies and equipment.
- c. Make recommendations for baseball and softball supply/equipment replacement and purchases to the Board.
- d. Be responsible for the acquisition (once Board approval is received) and proper issuance of such supplies and equipment and for the repair, cleaning, and storage thereof at the close of the season.

The President shall assume these responsibilities in the event of an Equipment Coordinator vacancy.

SECTION 10

Umpire Coordinator. The Board Members shall appoint an Umpire Coordinator which shall recruit, interview, and recommend to the Board for appointment a staff of umpires. When appointed, the staff of umpires shall be under the personal direction of the Umpire Coordinator who shall train, observe, and schedule the staff. The Umpire Coordinator shall be paid an amount decided upon by

the Board at the Annual Meeting. In the event the Umpire Coordinator is a coach in a league requiring umpires, an Assistant Umpire Coordinator shall be appointed by the Board Members.

SECTION 11

Assistant Umpire Coordinator. The Assistant Umpire Coordinator shall fulfill the duties of the Umpire Coordinator in the event the Umpire Coordinator cannot be present.

SECTION 12

Head Groundskeeper. The Board Members shall appoint a Head Groundskeeper to oversee the maintenance, improvement, and recommendations for all playing fields, buildings, and grounds within PYBSO. Work with the City of Pana for the care and maintenance of the playing fields, buildings, and grounds.

SECTION 13

Concession Stand Coordinator. The Board Members shall appoint a Concession Stand Coordinator to operate and further develop the Concession Stand activities at league events. Responsible for opening and closing concession stand(s), maintaining inventory, making sure workers are available, maintaining concession stand account, and providing a year-end financial report.

The Board may at its discretion define and appoint coordinator roles as required for complete and proper operations of PYBSO.

ARTICLE 8 - ANNUAL CALENDAR/LIST OF DATES

On an annual basis, the Board Members shall establish a calendar of operations and shall submit the list of dates to all Members. The list shall define dates for, but shall not be limited to, any of the following topics:

- Annual end of season meeting
- Election of Board members for the upcoming season
- Establishing an operational budget for the upcoming season
- Player registration
- Umpire selection
- Playing schedules
- Equipment procurement, distribution, and inventory
- Activities, fundraisers, end of season celebration, etc.
- Clinics
- Trophy awards
- Return of equipment

The purpose of the list of dates is to establish a schedule for planning and coordination of the activities of PYBSO.

ARTICLE 9 - FINANCIAL AND ACCOUNTING

SECTION 1

Proposed Budget. On an annual basis, PYBSO shall establish a Proposed Budget for the upcoming season. The Proposed Budget shall be prepared jointly by the past and present treasurer of PYBSO. The budget shall be submitted to the Board for their approval by the 2nd Board meeting of the fiscal year. It shall contain estimates of all anticipated income and expenses and account information, including but not limited to, the following:

- a. Anticipated Income
 - Fees/Dues, Contributions, Interest, Fund raisers
- b. Anticipated Expenses
 - Field maintenance, Improvements, Equipment, Stationary supplies and mailings, Umpire fees, Publication costs, League fees, Tournament fees, Awards, Background check fees

The Proposed Budget shall also list the amount of all moneys held in accounts for PYBSO and shall define the location and account numbers of such holdings. The Proposed Budget shall be balanced each year such that the balance at the end of the year is zero or positive as defined in the following equation:

(Anticipated or Actual Income) - (Anticipated or Actual Expenses) = Greater than zero

Any additional funding (\$500 or greater) for projects or programs (e.g. major field improvements) requires pre-authorization of the PYBSO Membership. Firm quotations/bids shall be obtained prior to any PYBSO voting.

SECTION 2

Authority. The Board Members shall decide all matters pertaining to the finances of PYBSO and it shall place all income in a common treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 3

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

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of funds for other than the conduct of activities in accordance with the rules and policies of PYBSO.

SECTION 5

Compensation. No Board Member or member of PYBSO shall receive, directly or indirectly, any salary, compensation, or emolument from PYBSO for services rendered as Board Member or Member. This does not include services rendered as Umpire Coordinator, Umpires, and Head Groundskeeper.

SECTION 6

Deposits. All moneys received shall be deposited to the credit of PYBSO in the appropriate bank account(s) and all disbursements shall be made by check. All checks shall be signed by a current PYBSO Board Member.

SECTION 7

Fiscal year. The fiscal year of PYBSO shall be January 1 through December 31.

SECTION 8

Audit Committee. The Audit Committee shall consist of three (3) members appointed by the President of the Board at the Annual meeting in the Fall. The Audit Committee shall be responsible

for auditing the financial records and accounts of the Treasurer and the Concession Stand Coordinator and providing a written report of such audits to the Board and all Members at the first Meeting of the new year.

SECTION 9

Umpire Fees. The coach should try to reschedule the same umpire(s) for any makeup game if that date is known, and notify the Umpire Coordinator of the change. If the new game date is unknown or the umpire cannot officiate the proposed rescheduled date, then the coach should inform the respective umpire(s) that the game will revert back to the Umpire Coordinator for umpire designation. In the event of a called game due to rain once the game has started, the umpire shall be paid for the game based on a pro-rated rate per inning umpired.

SECTION 10

Head Groundskeeper Fees. Head Groundskeeper will be paid by the organization for services rendered including, working the fields, lining the fields, installing/removing base pegs, installing bases, preparing/cleaning dugouts, and performing other services approved by the board to prepare and maintain the grounds. If approved by the Board, additional groundskeepers can be employed. Additional groundskeepers will report to the Head Groundskeeper.

ARTICLE 10 - REGULATIONS AND RULES OF PLAY

SECTION 1

PYBSO shall adopt and maintain Regulations and Rules of Play prepared in a separate document and part of these bylaws only by reference. In case of conflict between these bylaws and the Regulations and Rules of Play, the bylaws shall hold precedence. Amendments to the Regulations and Rules of Play shall not constitute amendments to the bylaws.

SECTION 2

Recommendations for modification of or amendments to any rules shall be voted on by all Members at any Member Meeting to be held not less than one month previous to the first scheduled game of the season for the league in which the modification or amendment will affect. Final approval of the modification and/or amendment will be adopted as a result of 2/3 majority vote of the PYBSO Members. This should be accomplished on an annual basis.

ARTICLE 11 - PERMANENT ADDRESS

The permanent address of PYBSO shall be PO Box 81, Pana, IL 62557

ARTICLE 12 - AMENDMENTS

One printed copy of these bylaws shall remain on file at the Concession Stand or Equipment Shed in Kitchell Park. An electronic version of these bylaws shall remain on the PYBSO website. These bylaws may be amended, repealed, or altered in whole or in part by a 2/3 majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting. A revised version of the bylaws shall be uploaded to the PYBSO website within 48 hours and a printed copy shall be placed in the Concession Stand or Equipment Shed in Kitchell Park within five (5) days.

Signature (President)
Pana Youth Baseball and Softball Organization

Signature (Secretary)
Pana Youth Baseball and Softball Organization

Print (President)

Print (Secretary)