

NOTRE DAME

YOUTH BASEBALL LEAGUE

Notre Dame Youth Baseball League, 6310 N. University St., Peoria, Illinois, 61612

NOTRE DAME YOUTH BASEBALL LEAGUE

MISSION STATEMENT

The mission of the Notre Dame Youth Baseball League (NDYBL) is to provide the Catholic youth of Central Illinois the opportunity to play baseball in a safe, fun and educational environment. We aim to foster lifelong friendships, promote Christian values and emphasize personal responsibility. Through competition and the Catholic Faith, they will learn the values of honesty, sportsmanship and character while mastering the skills, tactics and strategies of the game.

BY-LAWS
Notre Dame Youth Baseball League

Article I – NAME

The name of the organization shall be the “NOTRE DAME YOUTH BASEBALL LEAGUE” (NDYBL), an Illinois not-for-profit organization.

Article II – PURPOSE

1. The NOTRE DAME YOUTH BASEBALL LEAGUE is exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Its activities shall be conducted to:

- A. Teach the fundamentals of baseball to parochial school students.
- B. Promote physical fitness in the community.
- C. Teach good sportsmanship, character and responsibility.
- D. Help students develop into successful adults.
- E. Foster life long friendships amongst our community’s Catholic children.

Article III – GOVERNMENT

1. The NOTRE DAME YOUTH BASEBALL LEAGUE will conduct its activities in such a way as to maintain its “exempt” status for charitable purposes in accordance with Internal Revenue Regulations.

2. The NOTRE DAME YOUTH BASEBALL LEAGUE Board of Directors shall oversee the organization’s affairs and establish and approve all operating policies.

3. The normal and everyday business of the NOTRE DAME YOUTH BASEBALL LEAGUE shall be transacted by the Board of Directors in accordance with any specific duties hereinafter provided for. Any addition to, or change in, operation policies must be approved by the Board of Directors prior to implementation.

- A. A quorum at any Board meeting shall be the President and any other seven (8) members of the Board. In the event the President has given written notice of being unable to attend, then eight (9) Board members or the majority of the currently seated Board shall constitute a quorum.

B. A Board meeting may be convened by the President, or any five (5) members of the Board, provided that when such a meeting has been called "ALL" members have been notified "IN ADVANCE" of the meeting being called to order.

C. A thirty-six (36) hour advance notice must be given to Board members before the scheduled start time of the meeting. Members of the Board may waive the thirty-six (36) hour notice requirement, and his/her attendance at such a meeting shall constitute such a waiver of notice.

4. Roberts' Rules of Order will be adhered to during all organizational meetings except where superseded by these by-laws.

5. The organization's fiscal year shall be a calendar year (i.e. beginning January 1st and ending December 31st).

6. The President or acting chairman will cast a vote only in the case of a tie.

7. Nomination and election of officers and Directors shall be held at the August meeting of the Board of Directors. New Directors will be elected by ballot vote if requested by the President and seated upon majority approval from the outgoing Board of Directors. After all newly elected Directors have been seated officers will be elected in the following order: President, Vice-President, Secretary, Treasurer, Director of Public Relations, Director of Purchasing, Director of Coaching, Director of the Pony League, Director of the House League, Director of Travel Baseball. Upon election of the officers, the Board of Directors will bestow Directorship upon the newly elected officers, thereby insuring that each officer will have one (1) vote at all Board of Directors' meetings. At this time, the new officers will be seated.

8. The voting body for any and all Board actions shall be only those duly appointed by the Board of Directors.

9. Board members shall not have proxy votes cast in their absence, nor shall they serve as a proxy vote for any elected Director or officer of the NOTRE DAME YOUTH BASEBALL LEAGUE Organization.

10. At a Board meeting held in the absence of the President, the Vice-President shall be acting chairman; and all rules pertaining to the chairman shall apply to the acting chairman.

11. Officers and Directors may succeed themselves in office if duly elected at the Board of Directors' meeting in August.

12. All expenditures in excess of \$500.00 require that a minimum of two (2) competitive bids be secured and a majority of the Board of Directors must approve the amount to be expended. Such expenditures are limited to one per supplier in any one calendar month with the exception of equipment purchases.

13. The Board of Directors shall select all coaches and shall name a Head Coach for each division of players. Nominations for each Head Coach position will be forwarded to the Director of Coaching, who will then submit recommendations to the Board of Directors. Upon nomination and appointment, all coaches shall complete such applications, forms and tests as are required of NDYBL coaches by the Board of Directors, the coaching committee or the Director of Coaching. Head Coaches will pick their coaching staff, but all names need to be forwarded to the Director of Coaching and the Board of Directors will have final approval for all staff appointments. The deadline for submitting a coaching staff will be prior to the first practice of the current year.

14. The Treasurer will be bonded as such in the conduct of his duties as treasurer of the YOUTH BASEBALL LEAGUE and shall issue all checks for all expenditures that have been approved by the Board of Directors.

15. At the August Board of Directors' meeting, the Board of the NOTRE DAME YOUTH BASEBALL LEAGUE shall approve the following professionals and institutions to serve the NOTRE DAME YOUTH BASEBALL LEAGUE.

A. Financial Institutions (checking accounts, savings accounts and other investments authorized by the Board of the NOTRE DAME YOUTH BASEBALL LEAGUE).

B. Legal Service Advisor (review of all contracts and documents, as well as legal representation for litigation).

C. Financial Services Advisor (an independent, certified accountant to advise as to accounts and financial record keeping practices. This advisor will provide filing assistance on all state, local, and federal returns and annual business reports where needed).

D. Insurance Underwriter (to provide insurance coverage for accident risk, medical and liability protection to cover all NOTRE DAME YOUTH BASEBALL LEAGUE personnel, functions and activities).

16. The NOTRE DAME YOUTH BASEBALL LEAGUE will file any federal and state forms as required in excess of \$10,000.00.

17. The NOTRE DAME YOUTH BASEBALL LEAGUE will file an Annual Report with the Illinois Secretary of State.

18. The NOTRE DAME YOUTH BASEBALL LEAGUE will file an Annual Report with the Illinois Attorney General's Office for every year in which it is required.

19. The NOTRE DAME YOUTH BASEBALL LEAGUE will conduct all of its business in a manner consistent with the Illinois Department of Revenue's filing that has granted the

organization exemption from the retailer's occupation tax, the service occupation tax (both state and local), the use tax, and the service use tax in the State of Illinois. These exemptions apply "ONLY" to purchases made by the NOTRE DAME YOUTH BASEBALL LEAGUE and are "NOT" applicable to individual purchases of equipment for personal use by any member of the organization.

Article IV – Board of Directors (Number, Tenure, Qualification)

1. All NOTRE DAME YOUTH BASEBALL LEAGUE Directors will be elected for a term of one (1) year in accordance with Article III (7), except for the President and Vice President who will be elected to a term of two (2) years. The maximum number of Directors seated on the Board of Directors will not be limited. However, the NOTRE DAME YOUTH BASEBALL LEAGUE must maintain a minimum of ten (10) Directors.
2. All NOTRE DAME YOUTH BASEBALL LEAGUE Board Member shall NOT hold any leadership role in another youth baseball program, ie. Coach, board member, or officer. Ineligible persons will become eligible for appointment to the NOTRE DAME YOUTH BASEBALL LEAGUE Board of Directors the next election year after submitting to the current NDYBL Board of Directors documentation of termination.
3. If an officer or Director fails to attend two (2) or more consecutive Board of Directors' meetings, as applicable, (regular or special) during one calendar year, the Board may, by majority vote, remove that officer or Director from the Board. Upon removal of an officer or Director, the Board will nominate a replacement to fill the vacancy. Once a replacement has been nominated, the Board will appoint that individual to serve the unexpired term of office, subject to the approval of the Board of Directors.
4. An officer or Director may be removed from office by a two-thirds (2/3) silent vote of the Board of Directors for any action that the Board feels is inconsistent with these By-Laws or detrimental to the long-term growth and development of the NOTRE DAME YOUTH BASEBALL LEAGUE. Removal from office must be done at a "regular" Board of Directors meeting at which a quorum is present. When the vote is taken for removal, the officer or Director being removed must be given an opportunity to address the Board of the NOTRE DAME YOUTH BASEBALL LEAGUE if he/she so desires.
5. Any officer or Director wishing to resign from the Board of Directors of the NOTRE DAME YOUTH BASEBALL LEAGUE must do so in writing to the Secretary of the NOTRE DAME YOUTH BASEBALL LEAGUE. Acceptance of the resignation shall be by approval of the Board of NOTRE DAME YOUTH BASEBALL LEAGUE.
6. When a vacancy occurs on the Board of Directors, the remaining Board will nominate a replacement. Once a replacement has been nominated, the Board will appoint that individual to serve the unexpired term of office.
7. Meetings and Action:
 - A. The regular meeting of the Board of Directors of the NOTRE DAME YOUTH BASEBALL LEAGUE shall be held every second Sunday of the month at Notre Dame High School, at 7:00 p.m. The meeting may be canceled by a vote of the Board of Directors.

B. Special meetings of the NOTRE DAME YOUTH BASEBALL LEAGUE Board of Directors may be called by or at the request of the President or any two (2) directors. Special meetings of the Board of Directors of the NOTRE DAME YOUTH BASEBALL LEAGUE may be called, provided a quorum of Directors can be gathered.

C. Notice of the business to be transacted, or the purpose of any regular or special meeting of the Board of the NOTRE DAME YOUTH BASEBALL LEAGUE need not be specified in any notice given to call the meeting.

D. The Board of Directors may adjourn into closed session to consider matters of property acquisition, personnel, litigation, or other matters in which public knowledge of the information to be discussed could result in public harm to an individual or the NOTRE DAME YOUTH BASEBALL LEAGUE. Only Board members may be present during such a meeting, unless it requests the presence of others to provide testimony or information pertinent to the subject for which the meeting was called.

E. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors of the NOTRE DAME YOUTH BASEBALL LEAGUE, provided that if less than a quorum is present, a majority of the Directors present may adjourn the meeting without further notice.

F. The act of the majority of the Directors present at the Board of Directors meeting, at which a quorum is present, shall constitute an "act of the Board of Directors".

G. A Director of the NOTRE DAME YOUTH BASEBALL LEAGUE who is present at a meeting of the Board of the NOTRE DAME YOUTH BASEBALL LEAGUE, at which action on any corporate matter is taken, shall be conclusively presumed to have assented to the action taken unless his dissent shall be entered into the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Article V – OFFICERS

1. The NOTRE DAME YOUTH BASEBALL LEAGUE must maintain the following officers: President, Vice-President, Secretary, Treasurer, Director of Public Relations, Director of Purchasing, Director of Coaching, Director of Pony League, Director of House League and Director of Travel Baseball. All officers may have a Board of

Director appointed Alternate for each position. The Alternate will work directly for the appointed Officer and will perform their duties in their absence.

2. All officers must be duly elected Directors of the NOTRE DAME YOUTH BASEBALL LEAGUE.

3. The functions and duties of the officers are as follows:

A. President:

1. Elected by the Board of Directors for a two (2) year term expiring in each "even" numbered year beginning in January 2012.
2. Presides over all meetings.
3. Has authority to call any special meetings he/she deems necessary.
4. Supervises the total operation of the NOTRE DAME YOUTH BASEBALL LEAGUE.
5. Transacts the normal operation of the NOTRE DAME YOUTH BASEBALL LEAGUE in the interim between regular board meetings.
6. A member of all committees.
7. Serves as the "Registered Agent" for the NOTRE DAME YOUTH BASEBALL LEAGUE to insure that all official NOTRE DAME YOUTH BASEBALL LEAGUE correspondence is handled in a timely and proper manner.
8. Is co-signer of-all NOTRE DAME YOUTH BASEBALL LEAGUE monetary transactions along with the NOTRE DAME YOUTH BASEBALL LEAGUE Treasurer.

B. Vice-President:

1. Elected by the Board of Directors to a two (2) year term expiring in each "odd" numbered year beginning in January 2013.
2. Responsible for personnel, facilities and general league operations.
3. Presides over all league operations and meetings in absence of the President.
4. Assumes all powers of the President in his/her absence or in the event the President is unable to fulfill his/her term of office.

5. Sits on the Coaching Committee
6. Oversees all NOTRE DAME YOUTH BASEBALL LEAGUE fund raising projects and coordinates the efforts of all fund raising committee's, including the Corporate Sponsorship Committee and League Fund Raising Committee.

C. Treasurer:

1. Elected by the Board of Directors to a two (2) year term.
2. Handles all of the financial affairs of the NOTRE DAME YOUTH BASEBALL LEAGUE.
3. Is bonded at the expense of the NOTRE DAME YOUTH BASEBALL LEAGUE to protect the league's account balances.
4. Prepares monthly financial accounting reports for the full Board of Directors that detail all income and expenses for the month. Reports must indicate "ALL" NOTRE DAME YOUTH BASEBALL LEAGUE account balances.
5. Compiles a year-end financial statement for the NOTRE DAME YOUTH BASEBALL LEAGUE December Board meeting that shows "ALL" income and expenses. Year-end reports must detail each team's financial performance for the year.
6. Oversees the filling of the Annual 990 State and Federal Income Tax Reports complying with all required due dates.
7. Is co-signer of all NOTRE DAME YOUTH BASEBALL LEAGUE monetary transactions along with the NOTRE DAME YOUTH BASEBALL LEAGUE President.

D. Secretary:

1. Elected by the Board of Directors to a one (1) year term.
2. Records, duplicates and distributes, to all officers and Directors, the minutes of the Board meetings.
3. Handles all official NOTRE DAME YOUTH BASEBALL LEAGUE correspondence.

4. Maintains the necessary files and records of the NOTRE DAME YOUTH BASEBALL LEAGUE actions, having such available for audit by the NOTRE DAME YOUTH BASEBALL LEAGUE Board of Directors, officers and appropriate government agencies.
5. Is chairman of the Documentation Committee and oversees and directs its activities.
6. Establishes a permanent record of all NOTRE DAME YOUTH BASEBALL LEAGUE policy letters and forwards them to the Documentation Committee for action.

E. Director of Public Relations:

1. Elected by the Board of Directors to a one (1) year term of office.
2. Handles all promotional advertisement for the NOTRE DAME-YOUTH BASEBALL LEAGUE that is approved by the Board of Directors.
3. Serves as chairman of the Registration Committee and the Website Management Committee, located at (www.ndyouthbaseball.com)
4. Makes contact to all Parochial Elementary Schools in an attempt to enlist adult representatives to promote the NOTRE DAME YOUTH BASEBALL LEAGUE at their respective school.
5. Performs any other duties that may be assigned by the President.

F. Director of Purchasing:

1. Elected by the Board of Directors for a one (1) year term.
2. Prepares an annual budget for anticipated dollars needed for equipment.
3. Procures all equipment as approved by the Board of Directors of the NOTRE DAME YOUTH BASEBALL LEAGUE.
4. Procures competitive quotes for all awards that are distributed to the players of the NOTRE DAME YOUTH BASEBALL LEAGUE. Upon approval by the appropriate Board, the Purchasing Agent will be the individual that procures material.
5. Audits all equipment at the end of the year and submits a copy of the audit to the NOTRE DAME YOUTH BASEBALL LEAGUE Secretary.

6. Performs any other duties that may be assigned by the President.

G. Director of Pony League:

1. Elected by the Board of Directors to one (1) year term of office.
2. Is the official representative of the NOTRE DAME YOUTH BASEBALL LEAGUE to the NOTRE DAME HIGH SCHOOL and is authorized to act and speak on behalf of this organization in such capacity.
3. Is Chairman of the "Pony League Committee".
4. Sits on the Registration and Coaching Committees
5. Performs any other duties that may be assigned by the President.

H. Director of Coaching:

1. Elected by the Board of Directors to a one (1) year term of office.
2. Directs and monitors all coaching activities of this organization through the actions of the Coaching Committee.
3. Recommends new coaches to the Board of Directors through the actions of the Coaching Committee.
4. Is Chairman of the Coaching Committee.
5. Performs any other duties that may be assigned by the President.

I. Director of House League

1. Elected by the Board of Directors to a one (1) year term of office.
2. Serve as the point person between the NDYBL and the PPD regarding all issues of the house league.
3. Will distribute and confirm the House League game and practice schedules.
4. Works with the house league coaches to make sure teams are running smoothly and properly equipped.

5. Appoints and schedules umpires.
6. Will serve as the first line in the chain of command regarding coaching, parent, and player issues (He will report to the President and Director of Coaching).
7. He will ensure each team performs one community service project per season.
8. Sits on the Registration and Coaches Committee.
9. Performs any other duties that may be assigned by the President.

J. Director of Travel League

1. Elected by the Board of Directors to a one (1) year term of office.
2. Coordinates and runs the day to day operations of the Travel League including but not limited to field maintenance/scheduling.
3. Works with the travel league coaches to make sure teams are running smoothly and properly equipped.
4. Sits on the Travel Tryout, Registration and Coaching Committees.
5. Is the Chairman of the Tournament Committee.
6. Will serve as the first line in the chain of command regarding coaching, parent, and player issues (He will report to the President and Director of Coaching).
7. He will ensure each team performs one community service project per season.
8. Performs any other duties that may be assigned by the President.

I. Committees: The President may, as he/she deems necessary, appoint committee(s) that may be required to insure the efficient and effective operation of the NOTRE DAME YOUTH BASEBALL LEAGUE. Membership on all committees will be by

nomination of the President only and approved by the Board of Directors, unless specified in the Bylaws. Committees shall meet in closed sessions and action items out of committee shall go to the Board for approval, through ballot vote if requested by the President. Chairmanship of each committee shall be by appointment by the President unless specified in the Bylaws. Scope of each Committee shall be designated by the President and approved by the Board. Standing committees and examples of some of the committees that may be formed from time to time are:

1. Field Utilization and Preparation Committee
2. Ways and Means Committee
3. Personnel, Facilities and Equipment
4. Infractions Committee
5. Documentation Committee
6. Corporate Sponsorship Committee
7. Tournament Committee
8. Coaching Committee
9. Concessions Committee
10. Insurance Committee
11. Fund Raising Committee
12. By-Laws Committee
13. Travel Tryout Committee.

Article VI – LEAGUE OPERATIONS

1. United States Sports Specialty Association (USSSA) rules governing the sport of youth baseball will be the primary source for all rules used by the NOTRE DAME YOUTH BASEBALL LEAGUE. All rules can be located at (<http://www.ussa.com/sports/Announcements.asp?Sport=11&AA=613>).

2. Any rule(s) governing sanctioned NOTRE DAME YOUTH BASEBALL LEAGUE games may be modified as necessary by a majority vote of the full Board of Directors.

Article VII – AMENDMENT OF BY-LAWS

1. Must be by three fourths (3/4) vote by the Board of Directors.
2. Any proposed amendment must be sent to all Directors at least thirty (30) days in advance of any vote of said amendment.

Article VIII – DISSOLUTION OF ORGANIZATION

Upon dissolution of the NOTRE DAME YOUTH BASEBALL LEAGUE all monies, after debts have been satisfied, remainder will be donated to a local charity. Charity will be determined by vote of the current Board of Directors.