

BY-LAWS

LAKE ZURICH BASEBALL & SOFTBALL ASSOC., INC.

April 21, 1998 (updated October 18, 2023)

Founded as a not-for-profit corporation with duly elected officers on the 21st day of April, 1998.

Article 1 – NAME

The name of this not-for-profit corporation shall be the LAKE ZURICH BASEBALL & SOFTBALL ASSOC., INC. The authorized abbreviation shall be LZBSA. All assets of LZBSA are to be used for the furtherance of its purpose and objectives, as defined in the following Article 2.

Article 2 – PURPOSE AND OBJECTIVES

Section 1 – The purpose and objectives of LZBSA is to provide the youth residing within the LZBSA boundaries with participatory baseball and softball teams. The objectives are to teach the fundamental skills of the game through competition, sportsmanship in winning and losing, team, participation, courage and loyalty.

Section 2 – LZBSA is organized exclusively for charitable purposes within the meaning of section 501(C) of the Internal Revenue Code. This organization shall have no political or religious affiliation of any type.

Section 3 – The purpose of LZBSA may be extended to include other recreation programs adopted by action of the Board of Directors

Article 3 – LZBSA Boundaries

Section 1 – Participation in LZBSA is open to all qualifying youth residing in:

Community consolidated School District 95; or,

Lake Zurich, Hawthorn Woods, Kildeer, Deer Park, Echo Lake, Forest Lake, North Barrington; or

Unincorporated Lake Zurich with a 60047 Zip Code

Section 2 – The boundaries may be extended to such adjacent areas as designated by the Board of Directors.

Article 4 – STRUCTURE

Section 1 – LZBSA consists of fourteen team divisions:

Colt League (baseball)	Part-time Travel League (softball)
Pony League (baseball)	Filly League (softball)
Major League (baseball)	Intermediate League (softball)
Minor League (baseball)	Junior League (softball)
Tyro League (baseball)	Tyro League (softball)
Travel League (baseball)	Travel League (softball)
Part Time Travel (baseball)	Rookie League

ARTICLE 5 – MEMBERSHIP

Section 1 – Non-voting membership is automatically conferred upon parents of youth duly registered in LZBSA from the date of registration to October 31. Non-voting members may have a voice in all deliberations, but they are without a vote.

Section 2 – Voting membership is automatically conferred upon each duly authorized manager of a team in a division as defined in Article 4, Section 2 and to each member of the Board of Directors (hereinafter “Voting Member”).

Section 3 – Non-voting membership may be extended to others, by action of the Board of Directors.

Section 4 – Membership may be appointed, suspended, terminated or reinstated by action of the Board of Directors.

Section 5 – Revocation of membership requires a 2/3 vote of the Board of Directors upon no less than five (5) days written notice to the Board of Directors and the member effected.

Section 6 – Voting members shall serve a one (1) year term from November 1 to October 31st of each year.

ARTICLE 6 – OFFICERS

Section 1 – LZBSA shall consist of: a Commissioner; two (2) Vice-Commissioners, a Secretary and a Treasurer (hereinafter “Officers”).

Section 2 – The Officers shall be elected at the annual membership meeting by the Board of Directors and shall take office upon election.

Section 3 – Persons eligible to serve as officers shall be limited to those who are members, in good standing, of the LZBSA.

Section 4 – The job description and responsibilities of each Officer shall be set forth in the Rules and Regulations prescribed by the Board of Directors.

ARTICLE 7 – BOARD OF DIRECTORS

Section 1 – The Board of Directors shall consist of up to twenty-five (25) directors elected by the Voting Members. The five (5) Officers shall be members of the Board of Directors.

Section 2 – The directors shall be elected by the Board at the annual meeting and shall serve upon election for a one (1) year term.

Section 3 – Eligibility to serve as director shall be limited to those who are members in good standing of the LZBSA.

Section 4 – The business of LZBSA shall be managed by or under the direction of the Board of Directors. The Board shall among other duties:

- A. Elect the officers and directors;
- B. Approve the annual budget;
- C. Recommend changes in the by-laws;
- D. Reconfigure the divisions; and
- E. Conduct regular meetings and take any other action which is necessary and proper in furtherance of the purposes of LZBSA.

Section 5 – The Board of Directors shall establish all policies and rules not covered by these by-laws. These policies and rules shall be set forth in the Rules and Regulations, which are attached hereto and made a part hereof, as Exhibit A and as may be amended from time to time.

ARTICLE 8 – EXECUTIVE COMMITTEE AND POWERS

Section 1 – The Executive Committee shall be composed of the Officers.

Section 2 – The Executive Committee shall be responsible for the day-to-day business of LZBSA.

ARTICLE 9 – COMMITTEES

Section 1 – The Board of Directors shall establish committees as required from time to time. LZBSA shall have two standing committees, consisting of the following:

- A. Nomination Committee: The nomination committee will be appointed by the Commissioner to recruit eligible candidates to serve on the Board of Directors prior to the annual meeting.
- B. Audit Committee.

Section 2 – The Board of Directors shall describe the responsibilities and duties of each committee described in Section 1 and such other committees as are detailed in the Rules and Regulations.

Section 3 – Committee members shall be appointed by the Executive Committee.

Section 4 – The Board of Directors may establish and appoint other committees as required.

ARTICLE 10 – MEETINGS AND VOTING RIGHTS

Section 1 – An annual meeting shall be held on the third Thursday of October of each year unless otherwise scheduled by the Board of Directors, for the purposes of electing directors of LZBSA. A quorum of the Board is required for the vote to be effective.

Section 2 – Any action by the Board of Directors shall require a quorum, which means a majority of the Board of Directors.

ARTICLE 11 – BUDGET AND FINANCES

Section 1 – The fiscal year shall be from November 1 to October 31.

Section 2 – The Executive Committee will prepare budgets and submit them to the Board of Directors for review at the annual meeting.

Section 3 – Each budget shall consist of a plan for spending based on need and related to division income. Major items of capital improvement should be listed separately as “recommendation” items to be included in the Executive Committee budget.

Section 4 – The Executive Committee is authorized to expend funds in accordance with the budget approved by the Board of Directors.

Section 5 – The Treasurer shall prepare a written accounting of LZBSA funds, including a statement of income and expenses during the year.

Section 6 – The Board of Directors may approve the expenditure of additional funds during the year as it deems necessary to conduct the affairs of LZBSA.

ARTICLE 12 – AMENDMENT OF BY-LAWS

Section 1 – These by-laws may be amended by the Board at any of the standing meetings of the Board. , provided that ten (10) day written notice has been given to all voting Board members.

Section 2 – For an amendment of by-laws to be effective there first must be a quorum and an affirmative vote of 2/3's of the eligible voting Board members present.

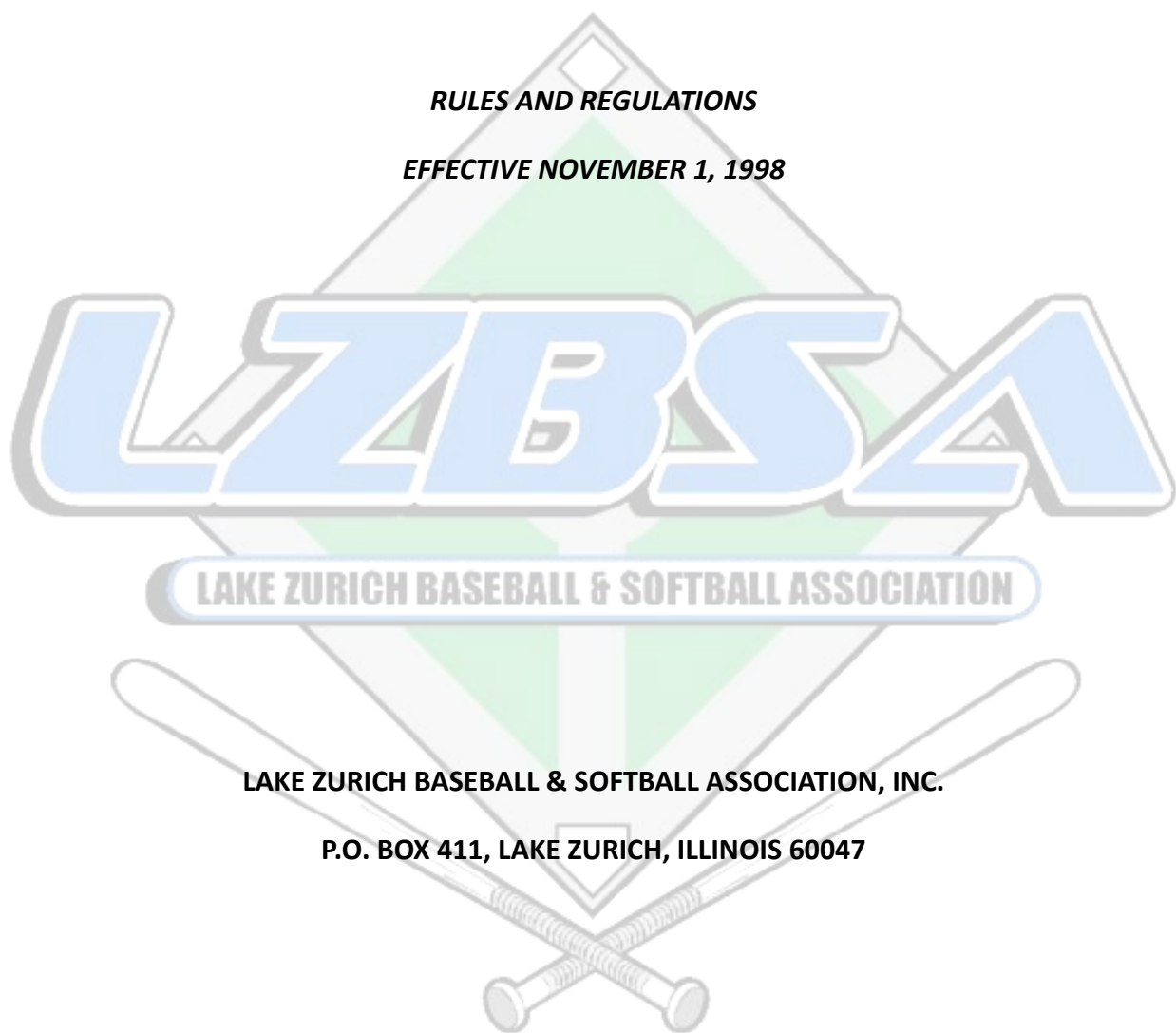
ARTICLE 13 – PROXY

Any vote of the LZBSA can be conducted in person or by a written proxy.

THE LAKE ZURICH BASEBALL & SOFTBALL ASSOCIATION

RULES AND REGULATIONS

EFFECTIVE NOVEMBER 1, 1998



LAKE ZURICH BASEBALL & SOFTBALL ASSOCIATION, INC.

P.O. BOX 411, LAKE ZURICH, ILLINOIS 60047

RULES AND REGULATIONS

1. MANAGERS AND COACHES:

- A. All managers shall be twenty-one and coaches seventeen years of age or older. All managers must be a member, in good standing with LZBSA. All managers, whether returning or new, will be subject to review and approval, on an annual basis, by the Manager Review Committee and the Board of Directors. All coaches shall be registered with the League President prior to the first scheduled game. All coaches shall be encouraged to attend league meetings.
- B. It is the intent of the Board to recognize the team as the teams' primary "representative."
- C. Manager Vacancies.
 - 1. Prior to the season, all managers' vacancies shall be filled by the League Presidents. It is the League Presidents' responsibility to notify the association of its vacancies and direct applicants to the Manager Review Committee.
 - 2. Candidates for manager shall submit in writing their request to manage at registration and include their credentials to the Manager Review Committee.
 - 3. Credentials shall include but not be limited to a list of LZBSA experiences i.e.: coaching, managing, philosophies and any other league experience they have completed. Any experience in other associations may be listed and taken into consideration.
- D. All managers must complete and turn in a signed manager's agreement prior to receiving equipment.
- E. No one will be allowed to manage more than one team in the same year (with exception of Rookie League being the second team).
- F. No one will be allowed to manage a team in the league they are President (with exception of Travel Leagues, Tyro and Rookie).

2. Committees:

A. Protest/Discipline Committee

1. The Commissioner will appoint a committee (minimum of five) to hear both protests and disciplinary action against a manager, coach or player.
2. The committee will consist of the Commissioner, Vice Commissioner Softball, Vice Commissioner Baseball, and Umpire in Chief.
3. Protest guidelines, as specified in the league playing rules, will be followed in all cases.
4. Disciplinary action taken may include ejection from a game, suspension and/or termination or any other action deemed to be in the best interest of LZBSA.

B. Audit Committee.

C. Nomination Committee.

- D. Manager Review Committee will consist of the Commissioner, Vice Commissioner Baseball, Vice Commissioner Softball, and League Presidents. The committee will meet in January, the first week in June and the first week in August.

- E. Rules Committees (2). They will consist of (1) Vice Commissioner Baseball and all Baseball Leagues Presidents and (2) Vice Commissioner Softball and all Softball League Presidents. They will meet to review the rules of all leagues. Final league rules must be submitted by the March Board meeting.

3. League Meetings:

- A. Each league, with the exception of travel, may hold regular scheduled monthly meetings from January to August to conduct league business. Each League will abide by the rules and regulations set forth by the LZBSA Board of Directors and its by-laws. A league shall do nothing which may have a negative effect on LZBSA. The Board of Directors retains the right to approve and amend all league decisions.
- B. All managers, coaches, parents and other members are eligible to attend and be heard. Matters concerning league playing rules, draft procedures, expansion, schedules and/or any related issues must be brought to the Rules Committee for official approval before implementation for the following year. The League President shall limit voting on issues, to be brought to the Rules Committee for consideration/approval, to one vote per team. The team's manager or its registered (with league president) appointed delegate will be eligible to vote. The league President has no vote except to break a tie. A quorum consists of representation by the majority of teams. Team managers or their designated representative must attend a minimum of three fourths (3/4) of all league meetings or they will forfeit their right to manage next season. Attendance must be taken.

5. Labor and Material Contracts

All agreements with suppliers of labor and or materials in excess of \$5,000.00 will be finalized by a written contract or confirmation letter describing work to be done, materials to be used, total cost and an estimation of completion date. A certificate of insurance listing all coverages and limits must also be included. The certification must list LZBSA and its Board members as additionally insured. The contractor must be approved by the Board before proceeding with any work.

6. EQUIPMENT PURCHASES

A minimum of two (2) bids must be obtained on any equipment purchase over \$5,000.00. These bids will include terms, price and description of the product to be purchased. Bids will then be presented to the Executive Board for review and discussion. A vote, by the Board, will then be taken on the supplier. All decisions will be final and the purchase is then either approved or denied.

7. LEAGUE RULES (OTHER THAN GROUND RULES)

Each league will follow the official rule book publication for that league or as expected (changed) by other rules adopted by the league. Exceptions to the published rule books including playoff rules should be published and distributed annually to all managers in the league prior to selection or at the latest by April 1st to allow discussion prior to the season. Any rule change which directly affects more than one league must be voted on by all leagues affected and the Board. Any recommended League rule change will be presented in writing to the Rules Committee by March 1st.

8. POST SEASON TOURNAMENTS

Entrance into any post season tournament requires prior approval of the Board of Directors.

9. DRAFT PROCEDURES

Each league will present its team drafting procedures in writing to the Rule Committee for approval. This must be done no later than the Board meeting prior to that draft. No drafts will take place without Board approval.

10. MINIMUM PLAYING TIME

(This pertains to the play of all in-house teams only. Regular seasonal travel teams and in-house travel teams in-house travel teams not to be included, unless additionally decided upon by each league). All players must play a minimum of three (3) innings in the field and come to bat at least one (1) time during each game. Leagues may choose to increase the minimums, but under no circumstances may they be decreased.

11. CONTINUOUS BATTING RULE

(Applies to all divisions except Colt, Girls & Boys Travel, and Tournaments)

All players meeting league requirements for a regular season or playoff games will bat in a continuous batting order. Any eligible borrowed player must bat last in the batting order. Late arriving players will be placed at the end of the batting order.

With the exception of late arriving players, changes to the batting order will not be allowed once the batting order has been presented to the umpire and/or opposing team. League rules will apply to any player which leaves a game early, injured or otherwise.

12. **BORROWED PLAYERS**

Any eligible borrowed player must bat in a continuous batting order. Borrowed players will be eligible to pitch. Specific league rules regarding borrowing of players and the positions that they are eligible to play will apply.

13. **FREE SUBSTITUTION RULE**

All players, meeting league requirements, can be freely substituted in any regular season or playoff game. With the exception of pitchers (league pitching rules will apply), any position player can be freely substituted only at the beginning of an inning. Association minimum play rules must apply. Free substitution applies only to positions (excluding pitchers) and will have no impact on the batting order.

Minimum play rules require that each available player play a minimum of three innings in the fields and has at least one at bat per game. Three consecutive outs in a single inning constitutes one inning of play (pitchers excluded).

14. **COURTESY RUNNER FOR CATCHER WITH TWO OUTS**

With two outs in an inning a courtesy runner for the catcher **must** be used. The courtesy runner must be a player that is on the bench for that particular inning. If there are no players that meet that rule, the player that made the last out will be used as the courtesy runner.



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: Commissioner

OBTAINED BY: Election by LZBSA Board of Directors

REPORTS TO: Board of Directors

PRINCIPAL RESPONSIBILITIES:

1. Heads the Board of Directors
2. Oversees and leads the Association
3. Represents LZBSA to the Public
4. Directs the Association officers
5. Chairs the Board meetings
6. Attends assigned tryout sessions
7. Develops, guides and directs the long-range plans of the Association
8. Directs general inquiries to the proper officers and members
9. Appoints members of the protest committee
10. Appoints members to the standing committees
11. Secures tryout facilities (ADMIN)
12. Secures meeting facilities (ADMIN)



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: Vice Commissioners LZBSA

OBTAINED BY: Election by LZBSA Board of Directors

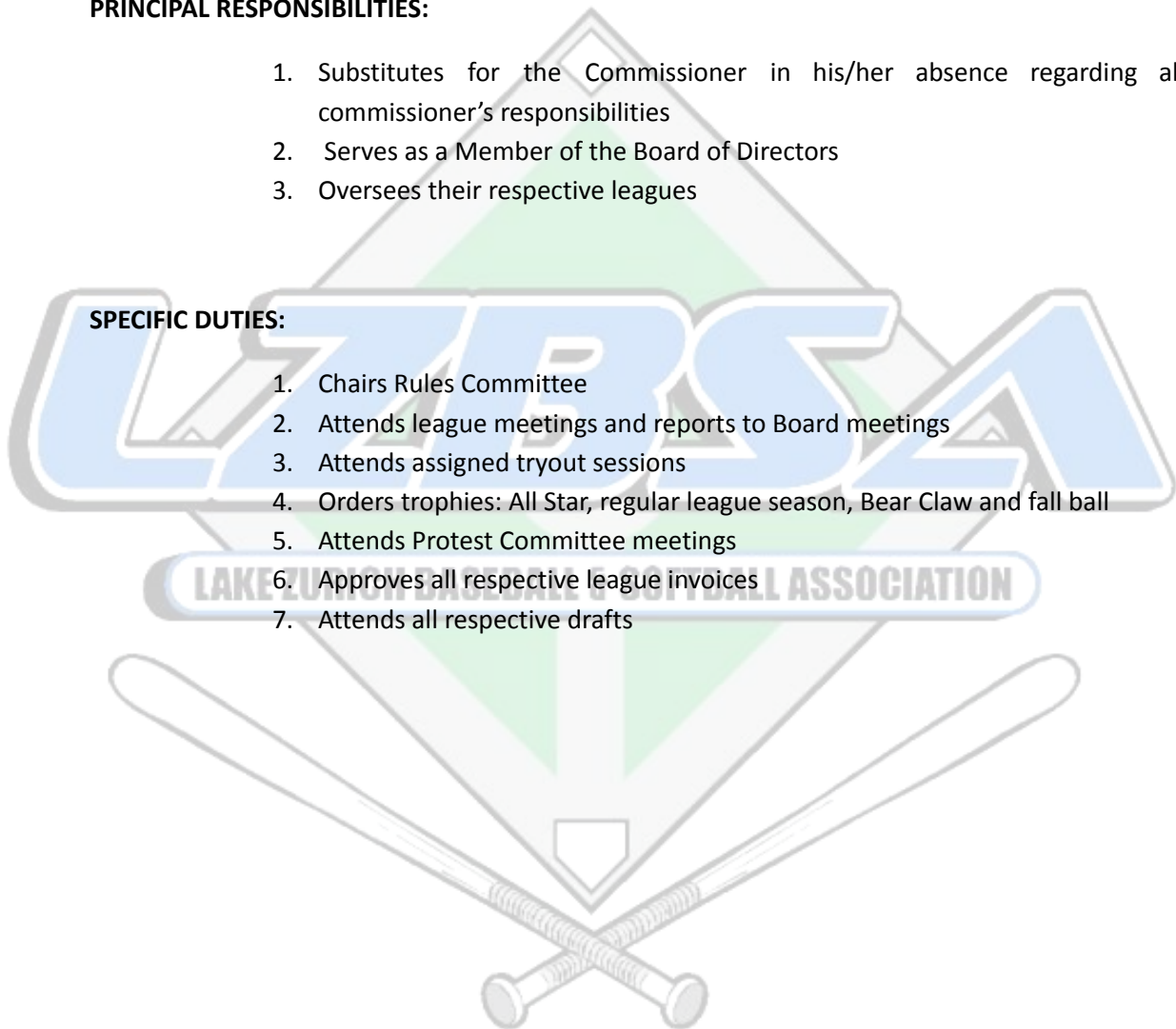
REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITIES:

1. Substitutes for the Commissioner in his/her absence regarding all commissioner's responsibilities
2. Serves as a Member of the Board of Directors
3. Oversees their respective leagues

SPECIFIC DUTIES:

1. Chairs Rules Committee
2. Attends league meetings and reports to Board meetings
3. Attends assigned tryout sessions
4. Orders trophies: All Star, regular league season, Bear Claw and fall ball
5. Attends Protest Committee meetings
6. Approves all respective league invoices
7. Attends all respective drafts



JOB DESCRIPTION AND RESPONSIBILITY:

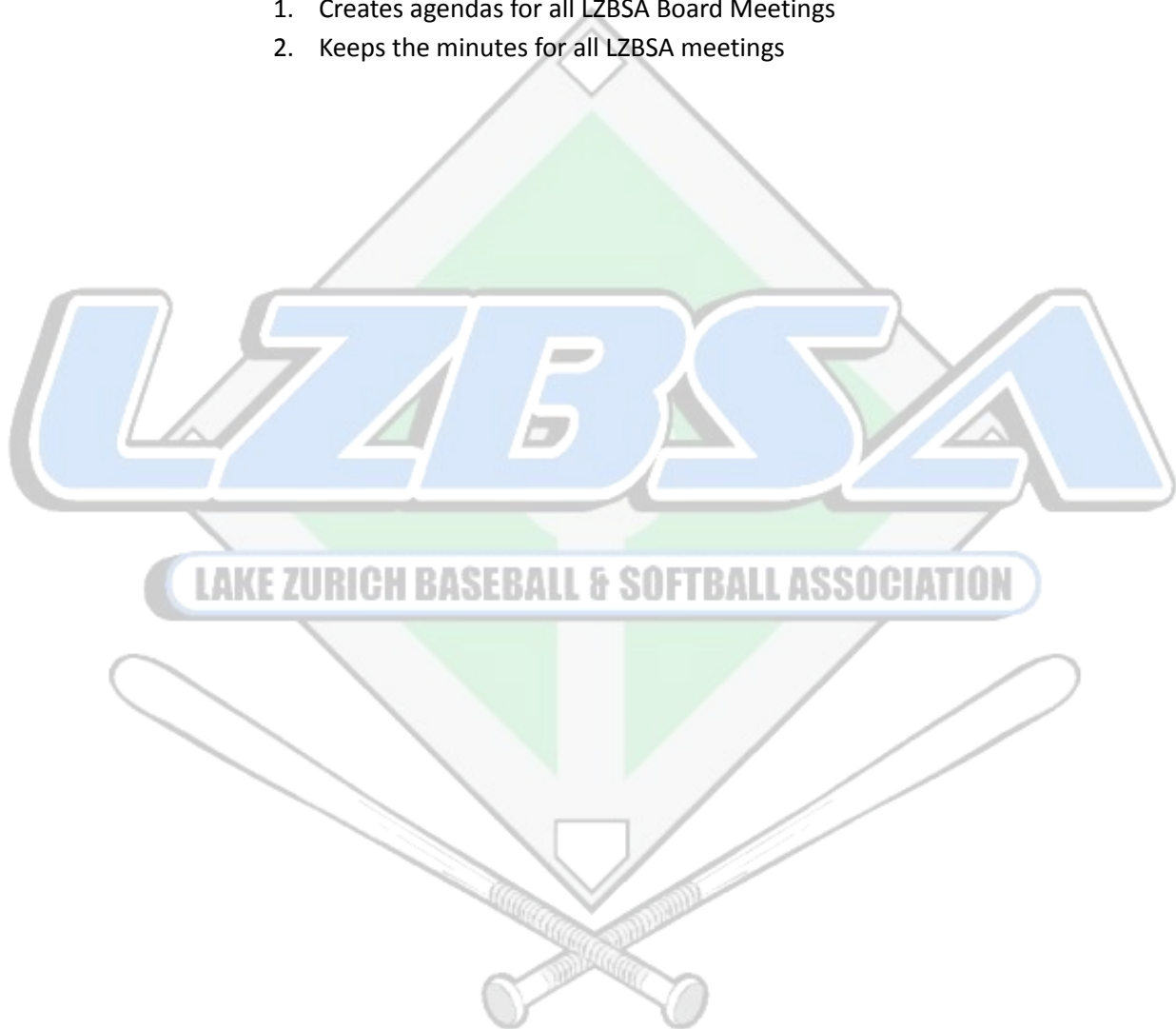
POSITION: **SECRETARY/PUBLICITY DIRECTOR LZBSA**

OBTAINED BY: Election by LZBSA Board of Directors

REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITIES:

1. Creates agendas for all LZBSA Board Meetings
2. Keeps the minutes for all LZBSA meetings



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: Treasurer LZBSA

OBTAINED BY: Election by LZBSA Board of Directors

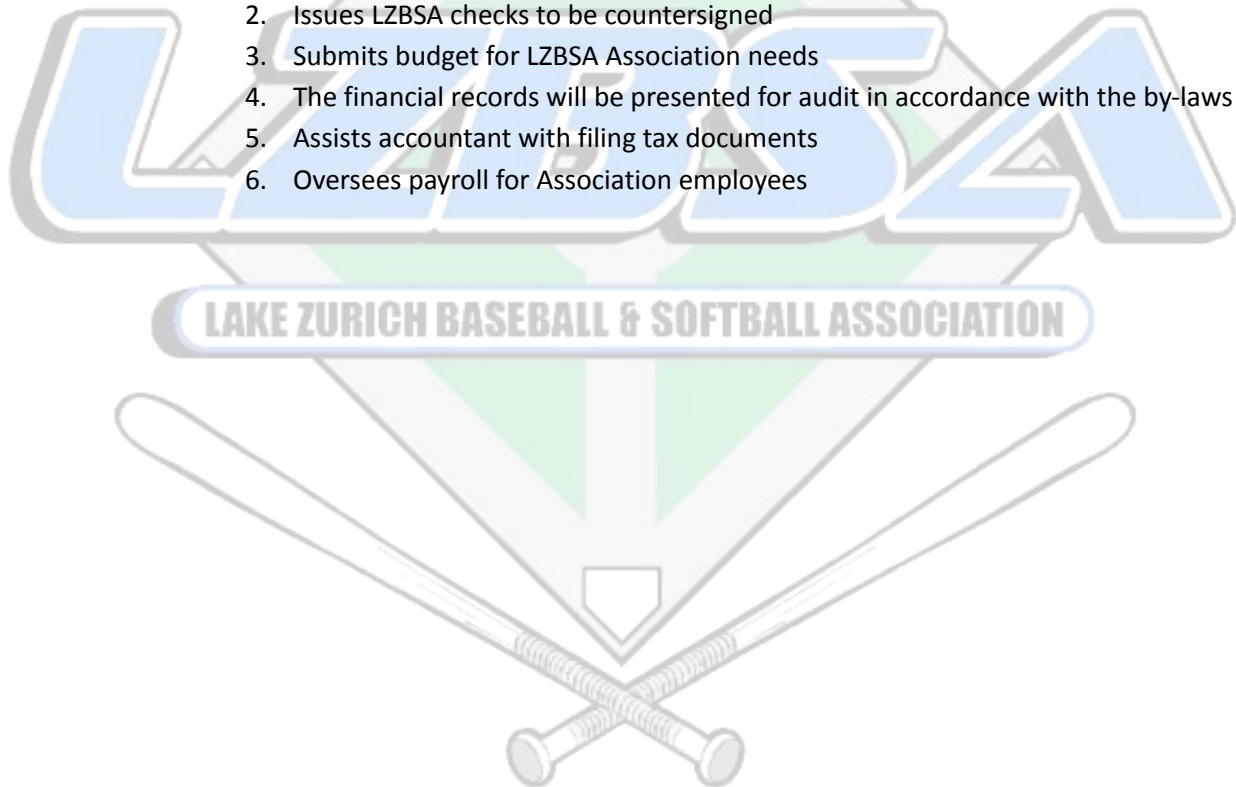
REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITIES:

1. Keep the financial books of the Association
2. Prepares all payments and expenditures of the Association
3. Counsels' leagues on budget preparation
4. Prepares year end statement in October to be reviewed by Executive Committee

SPECIFIC DUTIES:

1. Prepares and publishes monthly financial reports
2. Issues LZBSA checks to be countersigned
3. Submits budget for LZBSA Association needs
4. The financial records will be presented for audit in accordance with the by-laws
5. Assists accountant with filing tax documents
6. Oversees payroll for Association employees



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: **LEAGUE PRESIDENTS**

OBTAINED BY: Election to Designated Office

REPORTS TO: Respective Vice Commissioner

SPECIFIC DUTIES:

1. Chairs league meetings
2. Draft coordination
3. Tryout coordination
4. Keeps team roster sheets
5. Collects game summary sheets
6. Attends Rules Committee
7. Assists Tournament Director at Bear Claw and LZ Tournaments
8. Organize All Star games
9. Organize Post season tryouts
10. Prepares schedules and make-ups
11. Disperse and collect managers agreement along with equipment inventory sheets
12. Attends assigned tryout sessions
13. Coordinate umpires with scheduler
14. Attends Board Meetings
15. Oversees Fall Ball season
16. Assists Equipment manager with league equipment dispersal and collection
17. Appoints VP to assist in all League duties. VP presides in the absence of the League President. This includes attending League and Board meetings when the League President is unable to attend. VP votes only as a proxy for the League President.
18. Assists all other League Presidents and officials as needed

JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: **UMPIRE-IN-CHIEF**

OBTAINED BY: Election to Designated Office

REPORTS TO: Commissioner of LZBSA

SPECIFIC DUTIES:

1. Instruct young men/women umpires with procedures
2. Instruct umpires in league rules
3. Supervise their work and continue to instruct as season continues
4. Keep umpire database
5. Oversee scheduling of umpires
6. Set pay schedule, promotions, etc.
7. Attend league meetings when requested by League President



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: Equipment Manager

OBTAINED BY: Election to Designated Office

REPORTS TO: Commissioner of LZBSA

SPECIFIC DUTIES:

1. Through competitive bidding, order all necessary equipment
2. Dispense all needed equipment to managers before the season begins and during the season on an as needed basis
3. Working with League presidents, maintain an inventory of equipment to replace any damaged or need during the season
4. Collect equipment inventory sheet from League Presidents
5. Prepares equipment budget, for review, prior to new fiscal year



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: **PROPERTY MANAGER**

OBTAINED BY: Election to Designated Office

REPORTS TO: Commissioner of LZBSA

SPECIFIC DUTIES:

1. To maintain all LZBSA fields throughout the year, i.e.; grass, infields, fences, bleachers, drainage systems, lights and dugouts
2. To coordinate game schedules with League Presidents
3. To procure bids and present to the Board for building and field repairs and major maintenance repairs
4. To coordinate and schedule field and building repairs
5. To maintain all concession stands
6. To maintain all field equipment, i.e.; tractors, bases, rubbers, line machines, rakes, shovels, brooms, decorations and sponsor boards
7. Prepares property budget, for review, prior to new fiscal year
8. Provide property improvements for review



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: **TOURNAMENT DIRECTOR**

OBTAINED BY: Election to Designated Office

REPORTS TO: Commissioner of LZBSA

Coordinates efforts of LZBSA in sponsoring Bear Claw and LZ Tournaments in Lake Zurich

SPECIFIC DUTIES:

1. Recommends to the Board the entrance fee
2. Invites various local communities to enter a tournament team and screens out full time travel teams. Entrants will be selected based on order of response to the invitations
3. Provide each entrant community with a copy of the playing rules and discuss them at an open meeting of all tournament team representatives
4. Verify playing ages of each player listed on each team's official roster through the use of birth certificates
5. Arrange for schedule of umpires
6. Establish tournament pairings by lottery
7. Maintain official score book (including names of all pitchers used and their inning count) for each game played by collecting summary game sheets
8. Arrange for public address system and announcers at each game
9. Determine and place trophy order
10. Chairs tournament protest committee comprised of (5) LZBSA members including chairman
11. Serves as liaison between LZBSA and tournament participants

Although the tournament director is responsible for these, it is not his/her job to do them by him/herself. He/she should work with the association and develop cadres of volunteers: League Presidents, Team managers and parents.

JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: **DIRECTOR OF INSTRUCTION**

OBTAINED BY: Election to Designated Office

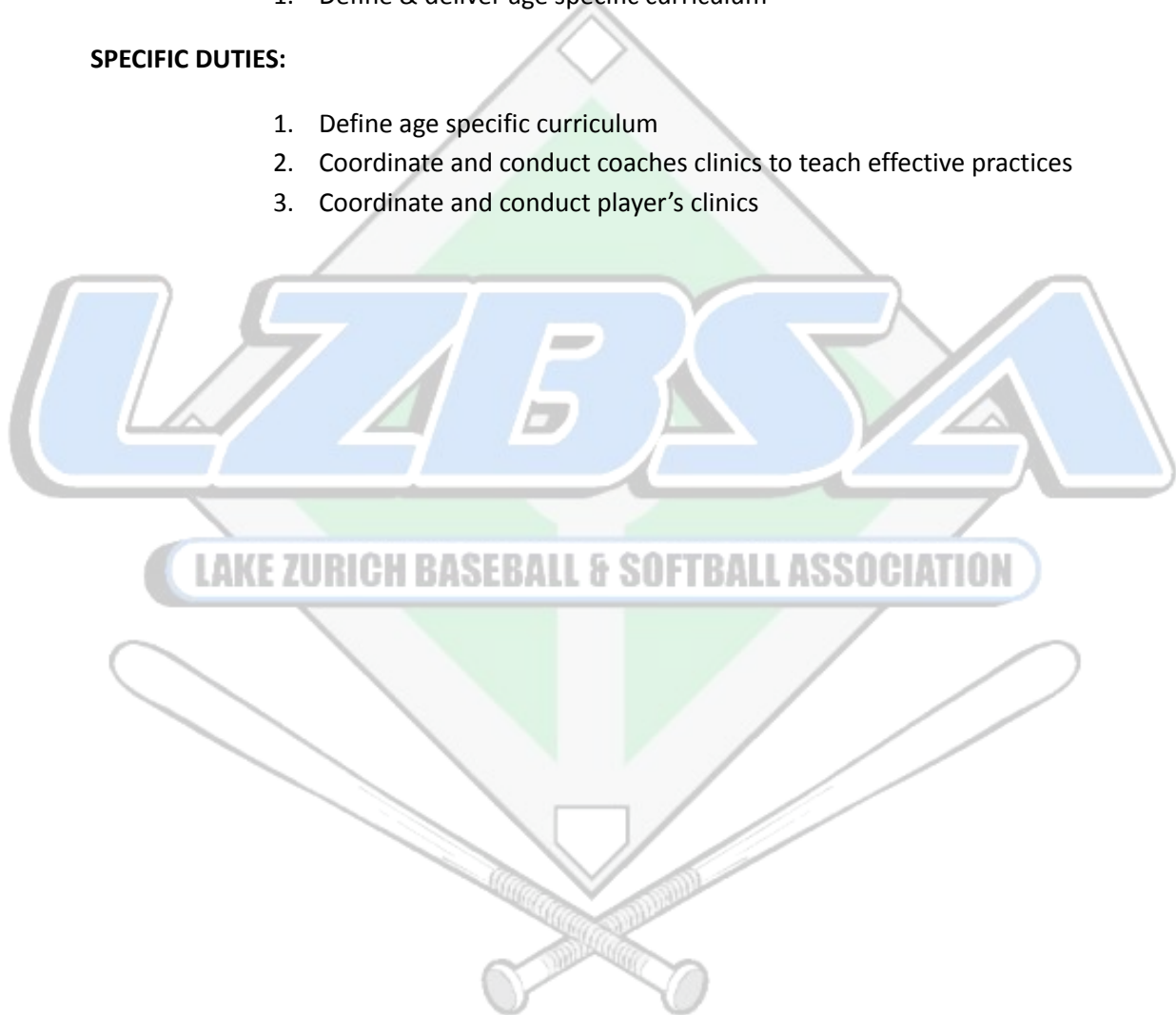
REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITIES:

1. Define & deliver age specific curriculum

SPECIFIC DUTIES:

1. Define age specific curriculum
2. Coordinate and conduct coaches clinics to teach effective practices
3. Coordinate and conduct player's clinics



JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: FUNDRAISING DIRECTOR

OBTAINED BY: Election to Designated Office

REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITIES:

1. Chair the Sponsorship and Fundraising Committee to generate funding for capital improvements.

SPECIFIC DUTIES:

1. Maintain ongoing relationship with sponsors during throughout the year either by phone or personal contact.
2. Ensure that all funds raised are properly accounted for and tendered to the Treasurer in a timely manner.

JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: Director of Communications

OBTAINED BY: Election to Designated Office

REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITY:

1. Develop and execute a comprehensive communication strategy, utilizing various channels such as the organization's website, social media, and email campaigns.

SPECIFIC DUTIES:

1. Develop and Execute Communication Strategy/Schedule: Create a comprehensive communication strategy/schedule aligned with the organization's goals. Implement this strategy through various communication channels to maintain consistent messaging and branding.
2. Website Management: Oversee the organization's website, ensuring it remains up-to-date with relevant content as needed based on direction from the Commissioner and other League officials.
3. Social Media Management: Manage and curate the organization's social media presence. Develop engaging content, respond to inquiries, and interact with followers to foster a positive online community.
4. Email Campaigns: Coordinate and execute email communication campaigns to keep members and stakeholders informed about events, registration, fundraising, and other organizational matters.

5. Graphic Design and Visual Content: Assist, as requested, with promotional materials, graphics, and multimedia content.

JOB DESCRIPTION AND RESPONSIBILITY:

POSITION: **LEAGUE ADMINISTRATOR (non-voting paid employee)**

OBTAINED BY: Appointed to Designated Office

REPORTS TO: Commissioner of LZBSA

PRINCIPAL RESPONSIBILITIES:

1. Processes all LZBSA outgoing correspondences

SPECIFIC DUTIES:

1. Secures tryout facilities
2. Secures meeting facilities
3. Assist at registrations
4. Reconciles and submits payroll to payroll company, mails checks
5. Assists accountant with audit process and tax return
6. Assists accountant with 1099 submittals
7. Reviews bank reconciliations
8. Makes deposits
9. Assists Fundraiser position with securing sponsors; ie, mailing letters, assigning teams, etc.
10. Schedules picture day for all league
11. Personally delivers sponsor plaques
12. Handles work comp audit
13. Responsible for securing insurance and COI's
14. Assists tournament director with Bear Claw
15. Responsible for mail pickup and submission of bills to treasurer for payment
16. Schedules port-a-potties
17. Communicates with sub-contractors (lawn cutting, fertilizing, lights, etc.)

18. Communicates with Villages
19. And any other needed request
- 20.

