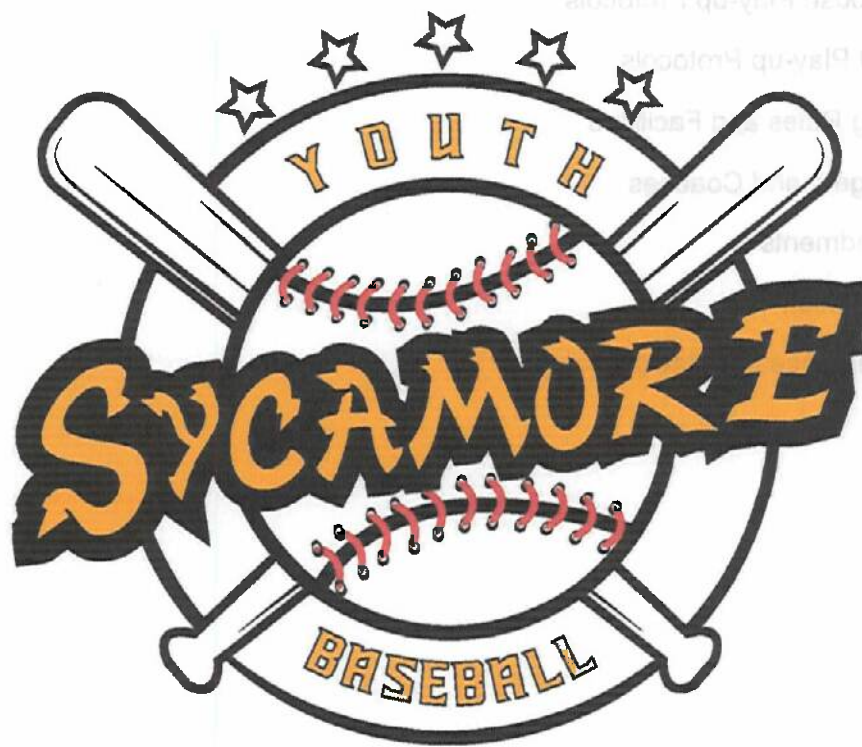


Sycamore Youth Baseball Bylaws



Revised December 2022

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Article I: Name, Purpose and Nature of Organization

The organization is known as Sycamore Youth Baseball (known for purposes of this document as “the organization” or as “SYB”) and is a nonprofit organization.

The organization exists exclusively for charitable and educational purposes within the meaning of Section 501(c)3 of the United States Internal Revenue Code.

SYB is a non-profit, non-commercial, non-partisan, and secular organization.

Article II: Mission Statement and Objectives

SYB’s mission is to promote the growth of baseball at all levels of competition for the Sycamore community. The development of sportsmanship, teamwork, honesty, courage, respect for authority, and physical fitness are the organization’s priorities. In order to accomplish this mission, we seek to attain the following objectives:

- To govern the league in a manner that puts the development of our athletes, as both individuals and persons, above other considerations.
- To provide our athletes with volunteer coaches who work with athletes of all ability levels and who remember that development of all athletic skills is their primary focus along with providing our athletes with positive examples and a positive baseball experience.
- To provide our athletes with volunteer coaches who seek to teach those athletes the rules of the game along with proper baseball fundamentals.
- To provide high-quality equipment for the use of our athletes.

Article III: League Membership

Player members: Any child meeting the age/grade requirements for one of SYB’s leagues (see Article V) is eligible for active player membership. However, any player who is participating in any travel baseball program, outside of the SYB travel programs, or who plays in any non-SYB organized baseball tournament during the season, will not be allowed to participate in SYB during that same season. For purposes of this article, the season shall be defined as January 1 through October 31.

General members: General members of SYB include, but are not necessarily limited to:

- Parents and guardians of athletes;
- Coaches of teams participating in SYB leagues;
- Members of SYB’s Board of Directors; and,
- Umpires officiating SYB games.

SYB Board members and/or umpires have the authority to eject any member from any SYB event. The umpire or SYB Board member who ejects any member from any event shall notify the Commissioner of the appropriate league and the SYB Board of Directors. Any member who is ejected from any SYB event (including but not limited to SYB games) shall be suspended for at least one game. The SYB Executive Board may impose a lengthier suspension if deemed necessary.

The Executive Board may, by a simple majority vote (see requirements for a vote in Article VI below), may suspend, expel, or terminate the membership of any member of SYB whenever, in its judgment, such action serves SYB’s best interest. Any such action taken by the Board of Directors shall be justifiable, without prejudice, and with cause. Before any such action, the following provisions shall be observed:

- The member in question shall be contacted and notified of alleged charges by the league commissioner and /or a member of the SYB Executive Board
- A preparation and precautionary period of not less than 72 hours from the time of notification until the time and date set for hearing shall occur; the hearing shall include the commissioner(s) of any league(s) involved, the SYB Executive Board and any persons invited by the SYB Executive Board; if the hearing involves a minor under the age of 18 years (as of the date of the hearing) that minor's parents or legal guardian shall be advised of and allowed to participate in such hearing

Article IV: Government

Board of Directors: The Board of Directors and Executive Board shall govern the league. The Board of Directors shall be comprised of the following members:

Officers:	President Vice-President Treasurer Secretary
Commissioners:	Rookie League Commissioner Futures League Commissioner Minor League Commissioner Major League Commissioner Ponee League Commissioner
Directors:	Travel Director Asst. Travel Director – Gladiators Asst. Travel Director – Titans Travel Secretary Asst. Treasurer – Travel Equipment Director Asst. Equipment Director - Travel Sponsorship & Fundraising Director Player & Coach Development Director Facilities Director Technology Director Public Relations Director Uniforms Director Umpiring Director Special Events Coordinator

Executive Board:

The Executive Board shall be comprised of the following officers:

President
Vice-President
Secretary
Travel Secretary
Treasurer
Asst. Treasurer - Travel
Travel Director

Asst. Travel Director – Gladiators
 Asst. Travel Director – Titans
 Asst. Equipment Director - Travel

The Executive Board shall also include two members-at-large chosen from the in-house program members of the Board of Directors.

Board nominations: SYB shall make public notice of all open Board positions not less than 30 days prior to the regularly scheduled November Board meeting. The Executive Board shall nominate candidates for Board positions. On an annual basis, the Executive Board shall present a list of nominees for positions to the Board at the regularly scheduled November Board meeting. If a vacancy in a Board position occurs at any other time during the year, the Executive Board shall nominate one or more candidates to fill the vacancy and shall present the list of nominees to the Board at a regularly scheduled or a special Board meeting. The Executive Board may put forth one or more candidates for each Board position.

Board elections: The Board of Directors annual elections shall occur at the regularly scheduled Board meeting in November. Elections to fill Board vacancies that occur at other times during the year may be held at any regularly scheduled or special Board meeting. In order for any election to occur, a quorum of two-thirds (2/3) of all eligible voting Board members is required. Any election involving two or more nominees shall be conducted by secret ballot. All Board election results shall be determined by simple majority votes. If no candidate in an election among more than two candidates receives a simple majority of votes cast, a “run-off” election shall be held between the two candidates who receive the highest vote totals in the original election. Ballots in all elections shall be counted by the Secretary. If the Secretary is a candidate in any election, the ballots for that election, the President shall select a Board member who is not a candidate in that election to count the ballots for that election.

Terms of office: Terms of office for each position shall begin at the conclusion of the election for that position. Terms of office for all Board members, including members of the Executive Board, elected at the regularly scheduled Board meeting in November as follows:

President	Odd-numbered years
Vice-President	Even-numbered years
Secretary/Travel Secretary	Odd-numbered years
Treasurer/Asst. Treasurer – Travel	Even-numbered years
All other Board Positions	Even-numbered years

Board meetings: Regular Board meetings shall be held on a quarterly basis at a location to be determined by the SYB President. Quarterly meetings will be conducted during the months of February, May, August, and November. The purpose of regular Board meetings shall be to conduct any administrative and financial business of SYB. The SYB Secretary will notify all Board members of meeting times and locations and will issue the agenda, preferably not less than one week in advance of each regularly scheduled meeting. Regular meetings shall follow the following general order / agenda:

- Roll call
- Approval of previous meeting’s minutes
- Reports of commissioners/directors
- Old business
- New business (to include election of directors at November meeting and in other

- months when necessary)
- Adjournment

All league matters shall be governed by the rules set out and in the priority of application of the SYB By-Laws, and League Handbook. Robert's Rules of Order shall apply to matters of procedure in the event they are not addressed in the above documents.

The President may add other categories to the agenda as he or she deems necessary. Members of the public may attend any regularly scheduled SYB Board meeting. However, the Board may request the public to leave a meeting when it votes by a two-thirds majority to meet in Executive session.

At the regularly scheduled November meeting, the Treasurer will provide a general report on SYB's financial status and operations. This report should include a summary of revenues and expenses with sufficient detail to allow the reader a basic understanding of SYB's major categories of revenues and expenditures as well as a report of available balances in all SYB bank accounts.

The President or any group of Board members consisting of one-third (1/3) of the Board of Directors, may call a special meeting. All Board members must be made aware of such a meeting. Attendance at special meetings, unless otherwise specified, is limited to members of the SYB Board of Directors and anyone else specifically invited by the Executive Board to attend. Any administrative or financial business of SYB may be conducted at a special meeting. Attendance by SYB Board of Directors members is required at all regularly scheduled meetings. Members unable to attend a meeting for any reason should contact the Secretary before the meeting. Board members unable to fulfill their responsibilities, as outlined in Article V, may be suspended or dismissed from the Board. Dismissal of Board members will be handled by the Executive Board.

Board votes: In order for any vote, other than elections of Board members, to be binding a quorum of a simple majority of eligible voting members is required. Two-thirds of eligible voting members must be present in order for elections to be valid. Unless otherwise specified in these bylaws, the act of a majority of eligible voting Board members shall be considered an act by the entire Board of Directors.

All votes may be conducted by voice votes. Any eligible voting Board member may call for a vote to be conducted by roll-call, rather than voice. If a voice vote is conducted, any member desiring a roll-call vote must request such a vote before the meeting at which the original vote was taken is adjourned.

Unless they are ineligible to vote, all Board members are considered "eligible voting Board members". Board members ineligible to vote for any reason are not considered "eligible voting Board members" for any purposes, including the determination of a quorum at any Board meeting. No voting by absentee ballot or proxy shall be allowed. An online vote via email may be accepted to "promote operational efficiency" only when all voting members submit a qualifying vote. A two-thirds (2/3) affirmative majority is needed to pass.

The President of SYB shall vote only in the case of a tie vote.

Any Board member holding more than one Board position shall be entitled to only one vote. If the President holds more than one Board position, he or she shall only vote in case of a tie vote.

Board resignations: Any member of the Board may resign his or her position by notifying the Board of their resignation verbally or in writing. Such resignations are effective immediately upon such notification.

Board disciplinary actions: Any member of the Board of Directors may be removed by the Executive Board by a simple majority vote by the Executive Board whenever, in their judgment, the best interests of SYB would be served by such action. Such removal must be with cause and without prejudice.

Filling open Board positions between annual elections: If a Board position becomes open before the expiration of the term associated with that position, the Executive Board may nominate a replacement to fill the position. If the opening occurs within three months of the expiration of the term associated with that position, the Executive Board may name a sitting Board member to fill up to one additional Board position until such time as the next election for that position occurs.

Approval of expenditures: An Executive Board vote shall be necessary to approve any expenditure of \$500 or more. If he or she deems it necessary, the Treasurer may ask for Board approval of expenditures under this amount.

Article V: Executive Board

The Executive Board will meet on a monthly, excluding full Board meeting months, basis to fulfill its duties and responsibilities. The duties of the Executive Board will include but not be limited to the following:

- Act as the Nominating Committee for Board positions;
- Represent and champion each commissioner and director;
- Oversee the strategic planning for Sycamore Youth Baseball;
- Authorize spending of any itemized budget request in between regularly scheduled Board meetings (specifically not to include capital expenditures) with the Board of Directors ratifying said expenses at the next regularly scheduled Board meeting;
- Establish and review playing rules for each league;
- Establish and maintain deadlines for league operations, business, and calendar;
- Oversee and recommend capital expenditures;
- Establish bylaws to be approved by the Board; and
- Be responsible for enforcement of the Constitution, Bylaws, league rules, deadlines, job descriptions, and compliance with all league matters.

Article VI: Board Members' Duties

Responsibilities of each Board Member are outlined below. Each Board position has specific responsibilities in which they are responsible for conducting. On an annual basis, the "Board Responsibilities" shall be reviewed for each Board member and recommended changes shall be presented to the Executive Board. The Executive Board shall approve any changes to the "Board Responsibilities".

President Responsibilities:

- Preside at all regular meetings of the SYB Board of Directors

- Set the agenda for all regular meetings of the SYB Board of Directors
- Serve as an ex officio member of all standing or ad hoc committees
- Act as a liaison to other organizations and agencies in which SYB interacts with in the greater Sycamore community, which may include but not limited to the Sycamore Park District, Sycamore Community School District 427, and Sycamore Girls' Softball
- Work with SYB legal counsel as necessary
- With approval of at least one other member of the Executive Board, have authority to receive and disburse monies in the absence of the Treasurer

The order of succession, should the President leave or be dismissed from the Board, shall be as follows: Vice President, Treasurer and then Secretary.

Vice-President Responsibilities:

- Serve as an ex officio member of all standing or ad hoc committees
- Act as a liaison to other organizations and agencies in which SYB interacts with in the greater Sycamore community, which may include but not limited to the Sycamore Park District, Sycamore Community School District 427, and Sycamore Girls' Softball
- Work with SYB legal counsel as necessary
- Oversee the registration process for both the Spring and Fall Seasons.
- With approval of at least one other member of the Executive Board, have authority to receive and disburse monies in the absence of the Treasurer

The order of succession, should the Vice-President leave or be dismissed from the Board, shall be as follows: Treasurer and then Secretary.

Treasurer Responsibilities:

- Receive and disburse all monies of SYB operations
- Maintain an accurate record of all SYB financial transactions
- Prepare and report on SYB's financial condition for each of the quarterly meetings.
- Pay those expenditures authorized by the Board of Directors and/or Executive Board
- File SYB's required taxes, annual reports, and sales tax exemption with all mandated regulatory agencies.
- Work with the Sponsorship and Fundraising Director in planning the collection of player dues, sponsorship fees, and fundraising monies

Asst. Treasurer - Travel Responsibilities:

- Receive and disburse all monies of SYB travel programs operations
- Maintain an accurate record of all SYB travel programs financial transactions
- Prepare and report on SYB travel program's financial condition for each of the quarterly meetings.
- Pay those expenditures authorized by the Board of Directors and/or Executive Board
- Work with the Sponsorship and Fundraising Director in planning the collection of player dues, sponsorship fees, and fundraising monies

Secretary/Travel Secretary Responsibilities:

- Be responsible for keeping an accurate record (Minutes) of each regular or special meeting of the SYB Board of Directors
- Record the results of each roll call vote and maintain a record of all Board members' attendance at meetings during each term
- Ensure that copies of SYB's bylaws and league rules are available at each SYB Board of Directors meeting

- In the absence of the Secretary at any meeting, the President (or presiding officer) shall appoint another member of the Board of Directors to keep an accurate record (Minutes) of the meeting

League Commissioner Responsibilities

The **League Commissioners (Rookie, Futures, Minor, Major, and Ponee)** shall act as administrators and oversee the management of their leagues for both in-house and tournament play. These duties include, but are not limited to:

- Organizing player evaluations as well as compiling and distributing such evaluations prior to the league drafts
- Assisting in registration as necessary
- Assigning managers and assistant managers
- Organizing and scheduling league drafts
- Scheduling games
- Assigning fields
- Resolving protests

In addition, the Ponee League Commissioner shall act as a liaison to the Northern Illinois Ponee League (NIPL).

Travel Director Responsibilities

- Serve as the director for all Sycamore Youth Baseball travel program operations
- Coordinate the recruiting and selection of managers and coaches for each respective travel team
- Organize annual tryouts for selection of each travel team. Tryouts are to be held as soon as possible after conclusion of the regular season
- Coordinate with and assist the Sponsorship and Fundraising Director in obtaining sponsorship for SYB's travel teams
- Establish fundraising opportunities for the travel teams and report the travel team's fundraising activities to the Board
- Identify available travel tournaments, work with coaches to select appropriate tournaments, and ultimately select tournaments for each travel team
- Assist the Treasurer/Asst. Treasurer - Travel in establishing a travel budget for the league
- Monitor the travel budget to ensure that funds raised for the travel teams are sufficient to cover costs associated with the travel teams
- Report to the Executive Board on any changes within the travel baseball programs
- Provide an annual report in November on the state of the travel baseball programs

Asst. Travel Director (Gladiators and Titans) Responsibilities

- Coordinate the recruiting and selection of managers and coaches for each respective travel team
- Organize annual tryouts for selection of each travel team. Tryouts are to be held as soon as possible after conclusion of the regular season
- Coordinate with and assist the Sponsorship and Fundraising Director in obtaining sponsorship for SYB's travel teams
- Establish fundraising opportunities for the travel teams and report the travel team's fundraising activities to the Board
- Identify available travel tournaments, work with coaches to select appropriate tournaments, and ultimately select tournaments for each travel team

- Assist the Treasurer/Asst. Treasurer - Travel in establishing a travel budget for the league
- Monitor the travel budget to ensure that funds raised for the travel teams are sufficient to cover costs associated with the travel teams

Equipment Director Responsibilities

- Ordering, distributing, and collecting team and umpiring equipment owned by SYB within the approved budget parameters
- Maintaining field boxes and storage space
- Providing keys for access to field lights, field boxes, and storage spaces
- Keeping an accurate record of all equipment owned by SYB

Asst. Equipment Director - Travel Responsibilities

- Ordering, distributing, and collecting team and equipment owned by the SYB travel programs within the approved budget parameters
- Providing travel teams keys for access to field lights, field boxes, and storage spaces
- Keeping an accurate record of all equipment owned by SYB

Facilities Director Responsibilities

- Maintaining the SYB Training Facility
- Publishing and updating the SYB Training Facility's calendar to ensure proper scheduling
- Working with the Treasurer/Asst. Treasurer - Travel and obtaining proper Board approval for uniform, and other related expenditures
- Working with the Treasurer/Asst. Treasurer - Travel in establishing a budget for the SYB Training Facility

Uniform Director Responsibilities

- Working with the Treasurer/Asst. Treasurer - Travel and obtaining proper Board approval for uniform, and other related expenditures
- Ordering and distributing uniform, and other related items to coaches

Sponsorship and Fundraising Director Responsibilities

- Coordinating and scheduling all fundraising activities during the year
- Procuring sponsorships for all SYB teams for Spring and Fall seasons; and,
- Procuring sponsorships for any tournament teams and/or tournaments hosted by SYB.

In addition, the Sponsorship and Fundraising Director, along with another Board member, shall collect funds provided by fundraising activities and remit those funds to the Treasurer. The Fundraising Director and the other Board member who collect such funds shall both sign a receipt for those funds. Such receipt shall indicate the date the funds were collected, the amount collected, and from whom the funds were collected. The person who remits such funds to the Fundraising Director shall also sign and receive a copy of such receipt.

Player & Coaching Development Director

- Represent all coaches/managers in SYB
- Present a coach/manager training budget to the board
- Gain the support and funds necessary to implement a league-wide training program
- Order and distribute training materials to athletes, coaches, and managers
- Coordinate mini-clinics as necessary
- Serve as the contact person for SYB and its manager-coach education

Umpiring Director

- Oversee the recruitment, hiring, scheduling, and, if necessary, dismissal of umpires for SYB games for both Spring and Fall seasons
- Consult with the Board of Directors as to rates of pay for SYB umpires and provide accurate records necessary for payroll purposes accordingly
- Distribute umpire checks for games

Public Relations Director

- Manage SYB's public communication efforts
- Develop and distribute promotional materials for SYB events
- Manage SYB's social media channels, which may, but not be limited to the following:
 - Facebook
 - Twitter
 - Instagram

Technology Director

- Administration of SYB's website
- Coordinating website content with Public Relations Director
- Coordinating Sponsors' promotions through SYB's website
- Developing the on-line registration programs for each Season

Special Events Coordinator

- SYB's and SYB travel program's annual picture day(s)
- Coaches' and/or athletes' clinics
- Travel program's Signing/Sizing Day and other events
- Special events/days at area professional baseball games

Article VII: Leagues and Age Requirements

SYB will operate the following leagues open to both boys and girls meeting the indicated age/grade requirements. Age/grade requirements are determined as of May 1 of the season year (except Ponee – September 1). If a child is not enrolled in public or private school, their eligibility for a particular league shall be based on the age and grade requirements in effect for Sycamore Community School District 427.

Rookie:	Age 5 - Kindergarten
Futures:	1st and 2nd Grade
Minors:	3rd and 4th Grade
Majors:	5th and 6th Grade
Ponee:	7th and 8th Grade

Article VIII: In-House Play-up Protocols

SYB has established the following "play-up" protocol for all players in our in-house leagues. SYB recognizes that there are times when players are exceptionally gifted at an early age and have the ability to play with children who are older and have better skills. It is the belief of SYB that in most instances, a player would be better served playing in their respective league with their peers and age group. In those rare instances where it would serve a particular player to "play-up" and a parent/guardian desire to have their child considered, SYB will use the following criteria:

Rookies League: There will be no “play-ups” for those players in Rookies league. For players wishing to be considered for “play-up” in Futures, Minors, Majors, Ponee Leagues the following four guidelines will be used:

- The player would need to be a second-year player in their respective league, i.e., 2nd year Rookies player, 2nd year Futures player, 2nd year Minors player, 2nd year Majors player.
- The player will have to have been selected or played as an All-Star/Gladiator team player from the previous year, have played for a local travel team or have been nominated by a SYB Board Member.
- The player/parent will have to notify the league commissioner(s) for the league they are currently in and the league they are wishing to “play-up” in. The player will attend their league’s evaluations and the league’s evaluations that they are attempting to “play-up” in. The player needs to evaluate in the top 30% of total players in the league they are wishing to “play-up” in.
- If all three criteria are met, the player **may** be considered to play up in that respective league.

SYB reserves the right to deny any parent/player for “play-up” consideration if the board/league commissioner(s) feel that is not in the best interest of SYB or the player to allow the player to “play-up”.

Article IX: Travel Play-up Protocols

SYB has established the following “play-up” protocol for all players in our travel programs. SYB recognizes that there are times when players are exceptionally gifted at an early age and have the ability to play with children who are older and have better skills. It is the belief of SYB that in most instances, a player would be better served playing in their respective league with their peers and age group. In those rare instances where it would serve a particular player to “play-up” and a parent/guardian desire to have their child considered, SYB will use the following criteria:

For players wishing to be considered for “play-up” in our travel programs the following four guidelines will be used:

- The player/parent will have to notify the travel program director(s) for the program they are currently in and the program they are wishing to “play-up” in.
- The player would need to tryout for their respective age group and the age group they are wishing to be considered for “play-up” in
- The player needs to evaluate in the top 10 of all players in the age group they are wishing to “play-up” in.
- If all three criteria are met, the player **may** be considered to play up in that respective league.

SYB reserves the right to deny any parent/player for “play-up” consideration if the board/program directors(s) feel that is not in the best interest of SYB or the player to allow the player to “play-up”.

Article X: Playing Rules and Facilities

Each SYB league has developed a set of rules guiding athletes, coaches, and members. The Executive Board shall review these rules on an annual basis. Commissioners may suggest

revisions for the Executive Board's consideration. All SYB participants must adhere to these rules and organization's Code of Conduct. Playing rules are published on SYB's website. SYB Board members and/or umpires have the authority to eject any member from any SYB event. The umpire or SYB Board member who ejects any member from any event shall notify the Commissioner of the appropriate league and the SYB Board of Directors. Any member who is ejected from any SYB event (including but not limited to SYB games) shall be suspended for at least one game. The SYB Executive Board may impose a lengthier suspension if deemed necessary.

Article XI: Managers and Coaches

The Commissioner of each league shall identify persons to serve as managers and coaches. Each manager and coach within the Organization must be subject to a successful background check, as well as not violating Organization's knock-out list, as published on SYB's website. In addition, the manager (head coach) of any SYB team must be at least 18 years of age prior to the season starting. A person under the age of 18 years may serve as a team's assistant coach. However, at any practice, game, or other team event, at least one person who is at least 18 years of age, has submitted to a background check and has been approved by the SYB Board of Directors, must be present.

The Board of Directors shall develop a "knock-out" list that will disqualify any individuals from coaching in SYB. Individuals that wish to appeal their disqualification may make a formal request to the Executive Board. The Executive Board will vote on a formal decision that will serve as the final decision.

Article XII: Amendments

These Bylaws may be amended in part or in whole by a two-thirds vote of the SYB Board of Directors, provided that written notice of such proposed changes is delivered to each Board member at least seven days prior to the vote. Prior to such a vote, each member shall be allowed three uninterrupted minutes to discuss his or her position.

Article XIII: Dissolution

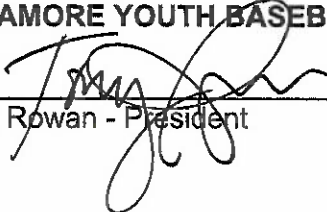
Upon dissolution of SYB, the organization shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all the organization's assets exclusively for charitable, educational, religious or scientific purpose as shall at the time qualify as an exempt organization or organizations under section 501(c)3 of the United States Internal Revenue Code and as the Board of Directors shall determine. Any such assets not so disposed shall be disposed of by the court of common pleas of the county in which SYB's principal office is located.

Article XIV: Acceptance of Bylaws

These bylaws shall be effective immediately upon enactment.

Enacted and ordained this 3rd day of December 2022.

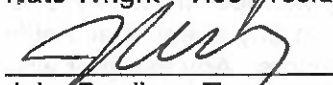
SYCAMORE YOUTH BASEBALL ORGANIZATION



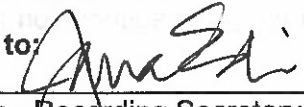
Tony Rowan - President



Nate Wright - Vice President



John Bradley - Treasurer

Attested to: 

Jana Edic - Recording Secretary

**BYLAWS OF THE
SYCAMORE YOUTH BASEBALL ORGANIZATION
Approved – December 2022**