

BYLAWS of the NR Baseball Club Inc.

ARTICLE I

NAME & PURPOSE

SECTION 1: The name of the organization shall be New Richmond Baseball Club Inc. or NRBC.

SECTION 2: The New Richmond Baseball Club Inc. (NRBC) is a non-profit, fee-based, volunteer organization dedicated to the provision of youth baseball programs. The emphasis of the program is to develop individual and team skills, enhance self-esteem, and to have fun in a supervised environment.

ARTICLE II

MEMBERSHIP

SECTION 1: Each parent or legal guardian, whose signature appears on a player's registration form, becomes a member of the NRBC upon payment of the player's registration fee. Such membership continues in effect for a period of one year, at which time membership is terminated. This membership entitles the member to attend the annual meeting, participation in meeting discussions, with limited or no voting rights for election of board members.

SECTION 2: All officers, directors, coaches, assistant coaches, and other persons officially engaged in the operation of NRBC become members and remain members until they cease active participation in the affairs of the NRBC. Active participation is defined as having performed one or more of the above-mentioned functions in the previous six months.

ARTICLE III

MEETINGS

SECTION 1: Annual Meeting: The date of the annual meeting will be held in September of each year. The time and place shall be set by the Board of Directors. Notice will be on the website and in the form of a club communication at least 2 weeks prior to the annual meeting.

SECTION 2: Regular Meetings: Meetings shall be held no less than eight times annually, at an agreed upon, time and place.

SECTION 3: Notice: Notice of each regular meeting shall be given to each member of the Board of Directors either verbally or in writing at least 10 days before the meeting. Other members will be notified through web page posting or email.

SECTION 4: Special Meetings: Special meetings may be called by the President or Executive Committee. Notice of Special Meeting shall be given to each Board Member either verbally or in an email at least five days in advance.

SECTION 5: Voting: All Members present at a meeting can participate in discussion, however only Board Members may vote on motions.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1: Board Role, Size, and Compensation: The Board of Directors is responsible for overall policy and direction of the organization. The Board shall have eleven Directors, up to twelve and not fewer than seven members. The Board receives no compensation other than reasonable reimbursement of expenses. The board members are eligible to receive \$100 off player registration each season while they are active members on the board only. No Director positions are paid positions; if any positions become considered to be paid, it must be voted on prior to the start of each season. Payment amounts should be agreed and voted on annually, payment will come at seasons end. If positions are paid, then they are not eligible to be voting members of the BoD.

SECTION 2: Board Elections: Election of new Directors or election of current Directors to an additional term will occur as the first item of business at the annual meeting of the organization. Directors will be elected by a majority vote of the qualified voting members. who have attended a minimum of 70% of the previous year's Board Meetings.

SECTION 3: Terms: All Board Members shall serve 1 three-year term, unless otherwise specified upon special request, and are eligible for re-election. Board terms shall be staggered so that no more than four 3-year terms shall expire in one year for continuity. Board members that wish to extend their 3-year term for re-election may request a second term that is less than 3 years and should be part of the motion for re-election.

SECTION 4: Maximum Terms: Board members may serve a maximum of 6 years on the BoD, except for the Varsity Head Coach board position may exceed that length of time. The Varsity Head Coach time on the BoD will not count against the maximum number of years. Positions held on a coordinator role will not count against the maximum term on the BoD. Coordinator roles do not have a minimum or maximum term.

SECTION 5: Quorum: A quorum must be attended by at least 50% of the Board members before business can be transacted or motions made or passed.

SECTION 6: Positions and Duties: There will be eleven officers of the Board consisting of the President, Vice-President, Secretary, Treasurer, Tournament Director, Volunteer Director, Fundraising Director, Concessions Director, Umpire Director, In House Director (Babe Ruth, Majors & Minors), and In-House Director (T-Ball, Coach Pitch, Machine Pitch). The Officers are elected by the Board of Directors at the next meeting following the annual meeting. Their duties are as follows.

The President shall regularly schedule Board Meetings, shall preside or arrange for the Vice president to preside at each meeting. The President may vote, and in the case of a tie, the Presidents vote determines the result. Approve all purchase orders. Create and distribute the meeting agenda for Board Meetings. Send out meeting announcements. The President shall be the primary contact between NRBC and MBL. They shall sit as chairperson of the Executive Committee and be responsible for all duties as assigned. The President role is also the Travel Team Director. They are responsible for the coordination of travel team tryouts, scoring, and partners with the Program Development/Varsity Head Coach and Secretary for team assignment, or a committee of 3 board members. They are accountable to review and select Travel Team head coaches. They will be the interface for coaches of Traveling Teams to help provide information on scheduling, rule notification and understanding, tournament options and availability. Coordinate development, distribution collection and evaluation of annual surveys of the Traveling Teams. Coordinate with the Umpire Director for all umpire scheduling needs. Work with the Treasurer for all league and tournament fees. The Traveling Director will sit as the chair of the Tournament Committee along with the Tournament Director and be responsible for all duties as assigned. The President will work with equipment coordinator to purchase and maintain all equipment necessary to sustain league play and support its operations. Will organize and supervise the distribution and collection of all equipment. Will organize the storage of all league equipment at seasons end and will keep proper records of all equipment. Submission of an annual budget for all equipment purchases deemed necessary prior to the beginning of the spring season. The President will work with a Apparel Coordinator to solicit bids for team uniforms from sporting goods dealers. To coordinate, with Board approval, the selection of uniforms with regard to team names and colors. Provide a means for uniform sizing during player registration. To coordinate distribution of all team uniforms.

The Vice-President will preside at meetings in the absence of the President and assume the duties and responsibilities of the President upon the resignation or termination of the President until the next annual meeting. The Vice President shall assume the duties and responsibilities of the President upon the resignation or termination of the President. Send out meeting announcements. Co-sign all purchase orders. Program Development role will provide guidance and suggestions to the Board of Directors regarding coach and player development. Coordinate planning and scheduling of any/all coaches or players clinics. Provide any information/guidance to NRBC coaches regarding techniques, suggestions, practice tips, etc. Will provide or facilitate workshops for our coaches to inform them of rules and regulations. Develop appropriate guidance for all ages of NRBC player development. The Vice President shall sit as chairperson of the Baseball Program Development Committee and be responsible for all duties as assigned. The Vice President also resides on the Executive Committee.

The Secretary will preside at meetings in the absence of the President and Vice President and assume the duties and responsibilities of the President upon the resignation or termination of the President. Send out meeting announcements. Will be responsible for keeping records of Board actions. Co-sign purchase orders. To set up, organize and coordinate registration, website administration, communications, and social media communications, etc. The Secretary will maintain the Association web site and coordinate web site content with the Board of Directors. They will be responsible for overseeing and facilitating registration of members. They will produce and maintain an up-to-date database of all NRBC players and provide adhoc reports. Provide Board Members with a current

membership roster for the NRBC annual meeting. Provide the Board of Directors with recommendations to enhance/improve the communication with all members. The Secretary shall sit as chairperson of the administration committee and be responsible for all duties as assigned. The Secretary also resides on the Executive Committee.

The Treasurer shall make a financial report at each Board Meeting. The Treasurer shall develop an annual budget for Board approval, maintain all financial records of the organization, disburse funds as directed under Board policy, and make financial information available to the Board and its members. All funds will go through the Treasurer. Will work with the Secretary and President to document all registration fees; online and on-site. Will work with the Fundraising Director on business sponsorships, fundraising activities and volunteer sponsorships. Travel, Umpire, Equipment and Concessions Director will get payment from the Treasurer for all expenses. The Treasurer will sit as cochair of the Finance Committee and be responsible for all duties as assigned. The Treasurer also resides on the Executive Committee.

The Tournament Director will provide coordination and interface between coaches of Tournament Teams to help them understand tournament options and availability and help with entry procedures. To propose dates for tournaments to be held by NRBC for the Traveling Teams, once approved by the board, it will be the responsibility of the Tournament director to advertise, solicit, coordinate and implement all activities surrounding said tournaments. To work with other Directors to coordinate end of season tournaments for In-House programs. Will partner with the Concessions Director on tournament dates, number of teams, locations to ensure proper concession setup and stock. Will partner with the Volunteer Director to ensure volunteer shifts are fully staffed for a successful event. To select and purchase trophies, with Board approval, and insure distribution of trophies for tournaments.

The Volunteer Director is responsible to recommend and enforce volunteer hour requirements and penalties for non-compliance for families with players in the baseball program. Changes to established volunteer requirements will require voting and board approval for changes. Responsible for setup and execution of DIBS volunteer management on the website. Coordinate volunteer DIBS for Community Baseball Night, Baseball Weekend in New Richmond, eligible tournaments and game night concessions/field prep/scoreboard/ setup/cleanup and other NRBC functions. They will co-chair the Baseball Operations and Administration Committee and be responsible for all duties as assigned.

Fundraising Director will be accountable to create a fundraising plan with estimated expected donation for each year so the board can make decisions on how to allocate the donated funds. This position should maintain an active list of businesses and key contacts of donors to build relationship, expand donors and develop plans and communications against. This position will serve as communicator/facilitator between community businesses and the Executive Board on fund raising opportunities. Secure and implement the summer fund-raising events, including but not limited to the main fundraising event, all prizes associated with that event if necessary, information to be handed to the participants as well as board members and coaches for their participation. To coordinate and

administer all fundraising activities related to NRBC functions. They will co-chair the Finance Committee with the Treasurer and be responsible for all duties as assigned.

The Umpire Director will recruit, organize instruction, schedule and evaluate performance of NRBC umpires. The program may elect to pay for outsourced services for umpire training and scheduling. If this position goes unfilled the President will delegate to fill this role. They will co-chair the Operations Committee and be responsible for all duties as assigned.

The T-Ball/Coach Pitch/Machine Pitch In House Director will be responsible for maintaining the coaches manual or recommended curriculum for this level. Responsible as the main contact for all coaches and parents for these programs and recruiting and assigning coordinator roles at each level as on-site assistants. This position will be responsible for contacting coaches when weather conditions warrant game cancellations. Will work with Equipment and Uniform Director when items are needed for the program and will handle them appropriately. Will handle all parent and coaching complaints and report them to the NRBC Board. The T-ball/Coach Pitch Director will cochair the Operations Committee and be responsible for all duties as assigned.

The Minor/Majors/Babe Ruth League In House Director will be main contact for all coaches and parents for these programs and recruiting and assigning coordinator roles at each level as on-site assistants. This position will be responsible for contacting coaches, volunteer DIBs coordinator and umpire coordinators when weather conditions warrant game cancellations. Will work with the Equipment and Uniform Director when items are needed for the program and handle them appropriately. Will handle all parent and coaching complaints and report them to the NRBC Board. Be the initial contact for all umpire complaints and forward them to the Umpire Director for resolution. Responsible for in house evaluations, team creations, head coach selections, league schedule, all star games and league playoff tournaments. Responsible for attending any scheduling meetings that are necessary for team game schedules. Attend all meetings required for league participation. The Minor/Majors/Babe Ruth League Director will cochair the Operations Committee and be responsible for all duties as assigned.

The Concessions Director will maintain all aspects of the concession stands, including but not limited to stocking the food and drink items, cleaning supplies, order items necessary for maintenance, inform the Board when additional supplies and equipment is needed for purchase, create and manage setup/cleanup concession stand procedures and menus with food items and pricing. Responsible for identifying and appointing coordinator positions to support concessions inventory management throughout the season. Provide the Treasurer with detail of all transactions. To make sure the concession stand is manned at all times. Submission of an annual budget for all concession needs prior to the beginning of the spring season. They will co-chair the Administration Committee with the Secretary and be responsible for all duties as assigned.

SECTION 6: Ex-Officio Board Member: The High School Varsity Head Baseball Coach should hold a Director position on the board. If they elect not to be an official officer of the board, they may elect to be an Ex-Officio Board Member. The High School Varsity Head Baseball Coach or Athletic Director for the New Richmond High School may hold an advisory, or ex-officio, position on the Board.

SECTION 7: Vacancies: When a vacancy on the Board exists, nominations for new members may be made by present Board Members. These nominations shall be sent out to Board Members with the regular Board Meeting announcements to be voted on at the next regular Board meeting. These vacancies will be filled only to the end of the resigning Board Member's term or at term end.

SECTION 8: Resignation, Termination, and Absences: Resignation from the Board must be in writing and received by the President, Vice President or Secretary. A Board Member shall be dropped for excess absences from the Board if s/he has three unexcused absences from the Board meeting in a year. A Board Member may be removed for other reasons by a $\frac{3}{4}$'s vote of the remaining directors.

ARTICLE V

COMMITTEES See Organization and Accountability Chart

SECTION 1: Executive Committee: The four officers serve as the Executive Committee – President, Vice President, Secretary and Treasurer. Except for the power to amend the Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meeting of the Board of Directors, subject to the direction and control of the Board of Directors.

SECTION 2: Advisory Committee: Past board members may choose to serve on the Advisory Committee; approval from the Board of Directors is required. Advisory Committee member roles shall be to help the NRBC in any capacity that the Board of Directors deems necessary. The Director of the New Richmond Legion program may also serve on this committee.

SECTION 3: The Board may create committees as needed. The Board Chair appoints committee chairs.

ARTICLE VI

FISCAL YEAR

SECTION 1: The Fiscal year of the organization shall be from January 1 to December 31.

ARTICLE VII

AMENDMENTS

SECTION 1: These bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments will be sent out with regular meeting notices for a vote at the next regular meeting.

SECTION 2: The bylaws should be posted to the NRBC website and are managed and maintained by the Secretary.