



## **WOODINVILLE BASEBALL CLUB (WBC) BYLAWS**

### **ARTICLE ONE: Name**

Section 1: The organization shall be known as the Woodinville Baseball Club (WBC), hereinafter referred to as the "Club". The Club has been established as a non-profit organization under the laws of the State of Washington.

### **ARTICLE TWO: Purpose and Objective**

Section 1: The Woodinville Baseball Club was created in 1992 to promote and support youth baseball teams in Woodinville, Washington, and the surrounding communities. The Club's purpose is to provide a program through which athletic youth can participate in competitive baseball in a manner such that the economics of playing are commensurate with the demographics of the community.

Section 2: The objective of the Club shall be to implant firmly in its participants the ideals of good sportsmanship, honesty, loyalty, teamwork, discipline and respect for authority, and prepare those players who have the passion, desire and skills to participate in baseball during their high school years.

Section 3: To achieve this objective, the Club will conduct its activities such that the physical and moral welfare of the participants shall remain paramount and all matters of policy shall be determined on that basis. The supervisors shall bear in mind that, although the Club strives to be competitive, winning at all cost is not the overriding goal. It is the philosophy of the Club to have its coaches instruct all players in all aspects of baseball while maintaining the players' enjoyment of the game. An important measure of the Club's success in achieving these objectives will be the Club's ability to retain players and have players return enthusiastically each new season.

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## **ARTICLE THREE: Management**

Section 1: The business and property of the Club shall be managed by a Board of ten (10) Directors, hereinafter referred to as the "Board".

Section 2: The Directors shall be elected by a majority vote of the membership of the Club at the annual meeting of the membership which shall be at the beginning of the corporate year. Directors are not required to be members of the Club and may have such qualifications as the Board may prescribe.

Section 3: The term of office of the Directors of the Club shall be for one year.

Section 4: The Board shall hold monthly meetings and such special meetings for the competent management of the affairs of the Club as deemed necessary.

Section 5: Each member of the Board shall possess one vote in matters coming before the Board. All voting at meetings of the Board shall either be by each member in person or by proxy. Five members of the Board shall constitute a quorum. If a quorum is not present at a meeting and decisions are made by Board members in attendance, the Board can elect to obtain approval after the meeting within one week.

Section 6: Any Directors may be removed from office by a three-fourths vote of the membership at any regular or special meeting of the membership of the Club. Notice of the proposed removal of a Director must be given to such Director prior to the date of the meeting at which such removal is to be voted upon. Such notice to the Director must state the cause for the proposed removal.

Section 7: Unexcused absence from three consecutive meetings of the Board may be cause for the removal of a Director.

Section 8: Any vacancy occurring on the Board by reason of death, resignation, or removal of a Director shall be filled by any active or associate member appointed by the President. Such appointment shall serve during the unexpired term of the Director whose position has become vacant.

Section 9: Within a reasonable time after their election, the members of the Board shall elect from their number the following offices: President, Vice-President, Secretary and Treasurer. All such offices shall be offices of the Club. No Director may hold more than one office.

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## **ARTICLE FOUR: Duties and Responsibilities**

Section 1: All Board Members. All Board Members shall conduct themselves in a manner consistent with the Club's mission and values; speak with candor, and be open, honest and professional in their communications; promote the Club in all communications regarding the Club; attend and participate in Club events, attend monthly Board meetings; and share fiduciary responsibility for the assets, finances and investments of the Club.

Section 2: President. The President of the Board of Directors shall supervise all activities of the Club; execute all instruments in its behalf; preside at all meetings of the Board and of the membership of the Club; call such meetings of the membership as shall be deemed necessary, other than the annual meeting of the membership; address infractions of Club rules and by-laws, protests and grievances; establish any special committees as deemed necessary; collect and submit the Washington State Patrol Request for Criminal History checks, and perform such other duties usually inherent in such office. The President shall supervise all operations of the baseball team(s) related to team governance and organization, including hiring and approval of coaches and general managers.

Section 3: Vice-President. The Vice-President of the Board of Directors shall act for the President in his absence; shall assist the President in his/her performance; and perform such other act as the President may direct.

Section 4: Secretary. It shall be the duty of the Secretary of the Board of Directors to keep accurate records of the Board and of the Club and to perform such other activities as the President may direct. Such activities include, but may not be limited to: record minutes of all Board meetings; notify Board members of all regular and special meetings; keep a file on all grievances/protests; maintain a file of the organizational Club records including bylaws and meeting minutes; maintain player and coach rosters; maintain a calendar of important Club dates; and secure annual player insurance.

Section 5: Treasurer. The Treasurer shall receive and be accountable for all funds belonging to the Club; pay all obligations incurred by the Club when payment is authorized by the President; maintain bank accounts in depositories designated by the Treasurer; conduct annual audits and prepare tax returns; and render periodic financial reports.

Section 6: Web Master. The Web Master shall be responsible for preparing and maintaining the Club's web-page. This web-page shall include, but may not be limited to, the mission statement of the Club, contact information for the Club, information on the Board of Directors, information on teams, including game and player statistics, registration information, field directions and the Club calendar.

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Section 7: Event Planner. The Event Planner shall be responsible for planning and coordinating Club events, including, but not limited to, the annual Fund Raiser and Kick-Off Banquet.

Section 8: Equipment and Uniform Coordinator. The Equipment and Uniform Coordinator will be responsible for acquiring and distributing all equipment and uniforms, including official baseball rulebooks for coaches and First Aid kits. Equipment shall be issued to team coaches/managers only, and shall be collected from coaches/managers at the end of the season. He/she shall secure written approval from the Treasurer prior to any purchase, and will submit an estimate to the Board for required funds with a detailed list of equipment needed prior to each new season.

Section 9: Tryout Coordinator. The Tryout Coordinator will be responsible for coordinating the dates for the tryouts, securing the fields and scheduling the tryouts in collaboration with the coaches; preparing information sheets to be distributed during the tryouts; posting advertisements in local papers such as the Woodinville Weekly and Eastside Journal; and preparation and placement of announcement signs in the Woodinville area.

Section 10: Fields Coordinator. The Fields Coordinator shall be responsible for reserving all necessary fields for all scheduled practices and games; maintaining the comprehensive Club schedule for practices and games; and notifying team coaches and managers of the use and maintenance rules for all fields.

Section 11: Club Advisor. The Club Advisor provides counsel and guidance to the Club in any and all baseball-related matters. This position preferably shall be held by an active high school baseball coach. The Club Advisor is an at-large Board Member with voting rights but is not included in the quorum.

Section 12: Parent Representative. The Parent Representative will be responsible for:

- Soliciting input from their representative team family members on proposals before the Board
- Raising issues to be addressed at the Board level
- Communicating essential information back to families
- Assisting with General Manager and family follow up where needed to keep their team in good standing (e.g., uniform fittings, budget creation and communication, financial obligations, volunteer support)
- The Parent Representative will be appointed by the General Manager for each team (i.e., this is not an elected position).
- The General Manager and Parent Representative will not be the same person.
- Parent Representatives may hold a Board Position in addition to their representative role.

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## **ARTICLE FIVE: Membership**

Section 1: All members must be in good standing to enjoy the rights, privileges and responsibilities of the Club. A member not in good standing may not vote. Members are considered to be in good standing when they are current in their financial obligations to the Club and are in compliance with the Club's Bylaws, rules, policies and procedures.

Section 2: The Club shall not discriminate based upon age, gender, nationality, race or religion.

Section 3: The membership of the Club shall consist of the following:

- (1) Parents, guardians, wards and legal representatives of the baseball team members under the age of nineteen (19) years,
- (2) Baseball team members eighteen (18) years of age or younger, (3) Team managers and coaches appointed by the General Manager and approved by the Board of Directors,
- (4) Parties interested in joining the Club other than listed under (1), (2) and (3). Candidates for membership under this category will be voted on by the Board of Directors at the annual meeting or at any other meeting called by the Directors. Such members shall have the same voting privileges.

Section 4: Each member is entitled to one vote for the election of directors or officers and for the approval/disapproval of such proposals placed before them at the yearly meeting or other meetings as scheduled by the Board of Directors.

Section 5: The annual meeting of the Club shall be held in September of each year. Special meetings of the membership of the Club may be called from time to time at the discretion of the Board of Directors.

Section 6: At the meeting of the membership of the Club, eleven members present in person shall constitute a quorum. Such members so present shall be entitled to one vote.

Section 7: Any member of the Club may be removed by a three-fourths vote of the membership present constituting a quorum at a regular or special meeting of the membership. Notice of such proposed removal must be given to the member sought to be removed prior to the meeting at which the question is to be voted upon.

## **ARTICLE SIX: Player Member Registration**

Section 1: Registration fees will be set annually by the Board. Use of the registration fees may include, but not be limited to, player accident insurance, uniforms and equipment, field fees, umpire fees, coaching fees, tournament fees and league fees. In addition, registration fees will be used to cover Club overhead.

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## **ARTICLE SEVEN: Teams, Managers and Coaches**

### Section 1: Manager and coach duties:

The following statements should be used to guide the Club's managers, coaches, and Board members in the execution of their assigned duties:

1. Youth players are at an impressionable age and the influence of a manager or a coach should be a strong, positive, force in their development.
2. Coaches' attitudes will be reflected by a majority of their players, so it is important that the coaches instruct their players that the relationship with umpires, managers, other coaches, and other players is of a friendly and respectful nature.
3. It is against the rules and spirit of the Club for players or coaches to use abusive language towards other players, coaches, or umpires. Players should not be permitted to criticize other players but should be taught to encourage them instead. Any player or coach failing to comply with this guideline may be subject to disciplinary action.
4. The dedicated coach and manager recognize that it is a privilege to coach and explores avenues of improved self-performance through continuing education and applied critical analysis.

Other duties and responsibilities include:

1. Have valid and signed medical forms for each player and First Aid kit on hand at all practices and games.
2. Submit and pass the Washington State Patrol Request for Criminal History check.
3. The use of tobacco, alcohol, or any controlled substance in the dugout, stands, or on the field is expressly prohibited.

## **ARTICLE EIGHT: Disciplinary Actions and Grievances**

Section 1: The Board Members shall have the authority to suspend, discharge, or otherwise discipline any Club member whose conduct is in violation of the rules and regulations of the Club, and/or is considered detrimental to the best interest of the Club. Persons subject to disciplinary action shall have the right to a hearing before the Board Members before such discipline is imposed. In the event the discipline procedures involve a player under the age of 18, that player's parents or legal guardian shall be invited to attend the hearing with the player concerned. Club members who refuse to comply with the rules of baseball or the Club may be considered for disciplinary action. The Board Members may

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impose one of the following penalties, which, in their opinion, seems to match the severity of the offense:

- 1<sup>st</sup> Offense- Written Warning - The offending person is to be advised in writing of the offense and further advised that repetition of the offense shall result in a more severe penalty.
- 2<sup>nd</sup> Offense-Suspension - The offending person is to be advised in writing that he/she has been suspended from all Club activity for a specific number of games or days.
- 3<sup>rd</sup> Offense-Dismissal/Barred- The offending person is to be advised in writing that he/she has been barred from present and future participation in the Club, or for a specific number of years.

## Section 2: Complaints/Grievances regarding coaches:

Any complaints against a coach's behavior toward players, other coaches, parents, umpires or Directors should be reported to the President. Complaints may include, but are not necessarily limited to, abusive or improper language, and/or un-sportsmanlike conduct. Any complaint must be made in writing and be very specific in nature. All written complaints will be brought before the Board for review and action. Actions taken by the Board will meet with the provisions outlined in Section 1 of this Article. If necessary, a Grievance Committee will resolve any written objection which is a grievance or a complaint. The Grievance Committee will consist of the President, Vice President, General Manager and Secretary. The Committee will meet and discuss any grievance/complaint within two weeks of receipt.

## **ARTICLE NINE: Insurance**

Section 1: The Club shall provide secondary accident insurance and liability insurance.

## **ARTICLE TEN: Financial Policy**

Section 1: The fiscal year will follow the calendar year.

Section 2: Coaches will submit their annual budget after team selection and before winter training. Budgets must be approved by the Board.

Section 3: The Board will determine the payment schedule for registration fees and other fees as appropriate.

## **ARTICLE ELEVEN: Fundraising**

Section 1: The Club has a long-standing tradition of holding annual events to raise the funds needed to support team activities and Club operations. This event allows the Club

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to keep its annual player registration fees at levels below the fees of comparable programs. Additionally, the fund raiser provides an opportunity to introduce sponsors and other members of the community to the Club.

## **ARTICLE TWELVE: Sponsorship**

Section 1: Sponsorship funds are collected to benefit the individual teams as well as the greater Club. All teams are encouraged to put forth their best efforts in identifying and securing sponsorship.

Section 2: Applications for sponsorship are subject to the review and approval of the Board. Final approval can only be given once the terms and conditions agreed to both by the Club and sponsor are presented to the Board, in writing.

Section 3: Team sponsorship is not designed to be funding in lieu of participating in the Club's annual fundraiser effort. The Board will decide if action is necessary regarding a team's effort in the annual fund raiser and their percentage of retention of any sponsorship money that the team may collect.

## **ARTICLE THIRTEEN: Scholarships**

Section 1: Limited scholarship funds are available for meritorious players. Applications for scholarship funding are subject to the review and approval of the Board and will be decided on a case-by-case basis.

## **ARTICLE FOURTEEN: Changes or Additions to these Bylaws**

Section 1: These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by an affirmative vote of a majority of the Board members present at any regular meeting or special meeting called for such purpose and at which a quorum is present. The Bylaws will be reviewed, revised if necessary, and approved by the Board on an annual basis.

### **Document History:**

- December 2006: Charter crafted
- February 2007: Added Article Four, Section 12 to add Parent Representatives to the Board. This was approved by the Board on February 27, 2007 • Updated Logo July 2018