

WYCO 307 BYLAWS

ARTICLE I. NAME AND PURPOSE

Section 1. The name of the corporation shall be WYCO 307. WYCO 307 is registered with the Wyoming Secretary of State.

Section 2. Mission Statement

WYCO 307 promotes civic responsibility, effort, dedication, team loyalty, individual accountability, and sportsmanship.

Section 3. Purpose

The purpose of WYCO 307 is to provide the opportunity for area youth to play in a competitive softball and baseball program. WYCO 307 will stress the development of fundamental team and individual skills, teamwork, sportsmanship, and a love of the games of softball and baseball in a safe and competitive environment. WYCO 307 intends to field teams ranging from ages 18 and under.

Section 4. The office of the WYCO 307 organization will be located in Cheyenne, Wyoming.

Section 5. The fiscal year of the program shall begin on the 1st day of September and end on the 31st day of August the following year.

Section 6. Articles of Incorporation

1. Articles of Incorporation shall be continuously on file in the office of the Wyoming Secretary of State.
2. The program will remain in good standing and file yearly reports as required by the Wyoming Secretary of State.

ARTICLE II. MEMBERSHIP IN THE ORGANIZATION

Section 1. This corporation is a charitable corporation and has and will issue no capital stock but will be composed of its members. Those eligible for membership are as follows:

1. Parents/Guardians of each WYCO 307 player,
2. Rostered, eligible WYCO 307 players,
3. Current coaches in the WYCO 307 organization,
4. Members of elected Advisory of Board.
5. Director of Operations.

Section 2. Membership shall not be transferable.

Section 3. All members of the corporation shall be entitled to one vote on any matter upon which members are entitled to cast a vote. Board Members shall decide on matters upon which members are entitled to vote on

ARTICLE III. MEETINGS OF MEMBERS

Section 1. Time and place of monthly meetings

Meetings of members of this corporation shall be held at such location and at such a time in Cheyenne, Wyoming, as shall be designated by the Advisory Board.

Section 2. Regular annual meeting

The regular annual meeting of the members of the organization shall be held at a Cheyenne location designated by the Advisory Board on or before September 30th. This meeting will be to provide a yearly update on the status of the organization.

Section 3. Special meetings of the membership

Special meetings of the Board may be called by the members and may be held at any time at a Cheyenne location designated by the Advisory Board upon such notice of such meeting or upon waiver of the notice by the members of the organization.

Section 4. Meeting calls, notices, and waivers

A notice setting out the date, hour, and place of the regular annual meeting or of any special meeting shall be given to each member of the organization, such notice will be provided via electronic communication, to members of record at least seven days prior to the time set in the notice for such regular or special meeting. The notice shall designate whether the meeting is a regular annual meeting or a special meeting, and as to both regular and special meetings, the purpose for which such meeting is called shall be clearly and concisely set forth in such notice.

Section 5. Records

The Advisory Board shall cause to be completed a record of minutes of all its proceedings at any and all meetings held by the Advisory Board and all resolutions acted upon by such Board, whether passed or rejected, shall be set forth in such record of minutes.

Section 6. Adjournments

Any meeting of the members, either regular or special, may be adjourned upon a majority vote of those present.

ARTICLE IV. ADVISORY BOARD AND DIRECTOR OF OPERATIONS

Section 1. Purpose

The purpose of the Advisory Board and Director of Operations is to oversee the activities of WYCO Softball. The Board will be responsible for steering the organization toward a sustainable future by adopting ethical and legal governance and financial management policies that will help ensure that the organization has adequate resources to continue its mission. As the WYCO Softball organization continues its growth from year to year, the Advisory Board will help ensure that the organization remains a stable, healthy, and viable program that provides a positive experience for the youth of this community.

Section 2. Board Size

The WYCO 307 Board shall consist of no fewer than five (5) but not more than 15 (fifteen) members. The Advisory Board shall be elected to serve terms of four years. Elections are to be held at the Annual Meeting.

Section 3. Duties of Board Members and Director of Operations

Board Members will accept the following duties: The responsibilities of the Advisory Board membership shall include but not be limited to:

- a. Attending monthly Advisory Board meetings.
- b. Regularly attending home games.
- c. Soliciting feedback from parents and coaches on the quality and improvement of the WYCO 307 program.
- d. Evaluating the yearly progress of the WYCO 307 Program.
- e. Negotiating contracts with coaches, if applicable
- f. Negotiating contracts with vendors and City of Cheyenne, including delegation of such responsibilities to Advisory Board designee
- g. Planning and monitoring an annual WYCO 307 budget that assures that WYCO 307 is fiscally responsible.
- h. Coordinating and attending annual membership meeting.
- i. Set policy for the organization.
- j. Create, oversee, and dissolve committee activities
- k. Discuss and resolve issues or disputes that may arise within the organization.
- l. Public relations liaison.
- m. Approving Director of Operations and Assistant Director of Operations

Section 4. Separate Duties of Director of Operations

- a. Coordinates WYCO player clinics.
- b. Coordinates college recruiting.
- c. Provide coaching oversight and program development.
- d. Serve as liaison to the Advisory Board.
- e. Serve as director for the annual WYCO 307 Tournaments.
- f. Recommend an Assistant Director of Operations to assist the Director of Operations duties (Section 4a through 4e) for the WYCO 307 organization.

Section 5. Quorum

A majority of the Advisory Board currently in office shall constitute a quorum for the transaction of business.

Section 6: Special meetings

Special meetings may be called by the Board President, or the Director of Operations at the written request agreed to by at least 1/3 other of the Board Members. The special meeting will need to allow at least 4 hours notice to Board Members.

Section 7. Election and Term of Office

- a. At the conclusion of each season, the Advisory Board, Director of Operations, while considering member input, will evaluate the current board situation and its needs, gather names of prospective new advisory board members, and the Advisory Board will nominate candidates in anticipation of the annual meeting of the membership, and will vote on whether to elect the new members at the annual meeting.

Section 8. Duties, Responsibilities, and Powers

a. Duties

The Advisory Board shall have the duty and responsibility to provide for ample and adequate records to be kept as may be necessary to show the principal organizational transactions of the corporation, the action of its members, directors, officers, and matters in relation to the management of its fiscal affairs, and to generally show information as may be necessary to indicate the validity and regularity of all organizational proceedings, transactions, and accounts.

b. Responsibilities

The Corporate powers, business, and property of the corporation shall be exercised, conducted and controlled by the Advisory Board consisting of voluntary Committee Chairs. Each Committee Chair shall be assigned a specific area of oversight responsibility. Committee Chairs shall be responsible for the general management and control of all business and affairs of the corporation.

Officers of the organization shall at all times be under the direction of and subject to the control of the Advisory Board.

c. Powers

The Advisory Board may exercise all of the powers that this organization has except as otherwise provided by law. The Advisory Board may from time to time make adequate and essential rules for the admission of persons to membership of this organization under such rules of eligibility and admission as may be made by the Advisory Board.

Section 9. Compensation

- a. The directors of the corporation shall serve without compensation except the Board by appropriate resolution, may at their discretion, provide for reimbursement of out-of-pocket expenses of Advisory Board members' incidental to their service of the organization.
- b. Members of the organization shall not borrow money or pledge any of the assets of the corporation as security for any loans and shall not enter into contracts involving the corporation or the organization in any obligations or commitments without express authorization of the Advisory Board. The members of the organization may incur permanent, ordinary obligations in connection with the ordinary current expenses of their department and the officers without specific authorization from the Advisory Board but all such items of expense and obligations incurred shall be promptly reported by the officer incurring the same to the treasurer of the corporation and by him/her to the Advisory Board at such intervals as the Advisory Board shall fix to receive such reports from the treasurer.

Section 10. Removal from office

Any elected or appointed Advisory Board member and/or the Director of Operations may be removed by the Advisory Board whenever, in their judgment, the best interest of WYCO 307 organization would be served by the removal of the individual by a vote of the Advisory Board.

Section 11. Vacancies

In the event a vacancy occurs on the Advisory Board by reason of death, resignation, inability to act or other cause, the remaining Advisory Board members may fill such vacancy. Such vacancy shall be filled by the Advisory Board. A majority of the Board must approve the selection to fill the vacancy.

Section 12. Advisory Board Officers

The Advisory Board Officers of WYCO 307 shall consist of, at a minimum, a President, a Vice-president, a Secretary, and a Treasurer.

- a. **PRESIDENT.** The President shall be the principal executive officer of the WYCO 307 and, subject to the control of the Advisory Board, shall in general supervise and control all the business and affairs of WYCO 307. The President shall, when present, preside at all meetings of the members and of the Advisory Board and, in general, shall perform all duties incident to the office of President and such other duties as that may be prescribed by the Advisory Board from time to time, including, but not limited to:
 - i. Serve as liaison between WYCO 307 and City of Cheyenne/State of Wyoming.
 - ii. Communicate government requirements, requests, and regulations, as well as concerns of government agencies and government officials.
 - iii. Serve as liaison between WYCO 307 coaches and WYCO 307 Advisory Board.
 - iv. Serves as the WYCO 307 "public voice" in all community concerns and matters.
- b. **VICE PRESIDENT.** In the absence of the President or in the event of his/her death, inability or refusal to act, the vice president shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The vice president of WYCO 307 shall be an ex-officio member of organizational subcommittees, monitoring the progress and concerns of said committees. The vice-president shall meet with subcommittees or the subcommittee chairpersons on a necessary and appropriate basis. The vice president shall perform such other duties as from time to time that may be assigned to by the president or by the Advisory Directors.
- c. **SECRETARY.** The Secretary shall (a) keep the minutes of the members and the Advisory Board meeting; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the records; (d) keep a register of the post office addresses or e-mail addresses of each member which shall be furnished to the secretary by such member; (e) provide information for website maintenance to include postings, updates, and emails, etc.; and (f) in general perform all duties incident to the office of secretary and such other duties as from time to time that may be assigned to him/her by the President or by the Advisory Board.
- d. **TREASURER.** The Treasurer shall (a) have charge and custody of and be responsible for all funds and securities of WYCO 307; (b) receive and give receipts for the moneys due and payable to the

WYCO 307 from any source whatsoever, and deposit all such moneys in the name of WYCO 307 in such banks, trust companies or other depositories as shall be selected by the Advisory Board; (c) arrange for third party audits, if needed; and (d) in general perform all of the duties incident to the office of treasurer and such other duties as from time to time that may be assigned by the president or Advisory Board. Upon request from a member of the public, the treasurer will provide the most recent quarterly profit and loss statement. (e) recommend an assistant treasurer to assist the same treasurer responsibilities for the organization. Said assistant treasurer must be approved by majority vote of the Advisory Board.

Section 13. Committees

The advisory board has the authority to create committees on an as needed basis.

Section 12 Ad hoc Committees

The Advisory Board shall be authorized to create such ad hoc committees as it shall in its discretion deem necessary and appropriate to assist in the conduct of the affairs of the corporation. Such committee shall be charged with the responsibility to carry out the specific direction given to such committee by the Advisory Board. Each such committee shall cease upon the completion of its prescribed duties subject to continuation at the discretion of the Advisory Board.

Article V. The Role of the Parent

Section 1. Duties and Responsibilities

Parental involvement in the WYCO 307 program is essential for the success of each athlete and the WYCO 307 program. Parents shall:

1. Fully support WYCO 307 in its mission and goals.
2. Work to promote a positive environment that is conducive to the programs' development.
3. Treat all WYCO 307 personnel, including players, coaches, other parents, board members, and others associated with the program, with courtesy and respect.
4. Strive to assure that their athletes will attend all scheduled practices and games and promote and participate in all team and program-wide activities.
5. Promote and model mature and sportsmanlike behavior at all times.
6. Volunteer an appropriate amount of time to the operations of WYCO 307.

Section 2. Parent Coaches

Parents of WYCO 307 players with unanimous Board approval and appropriate coaching criteria met, are eligible to serve as a head coach of 16u or 18u teams. Parent assistant coaches and parent coaches for 14 and under teams must be approved by a majority vote of the Advisory Board.

Section 3. Grievances and Appeals

Parent concerns or complaints must be in written, or electronic otherwise, form and submitted first to the coach of the team, then Director of Operations, and the final review would be before the Board. The Board will not consider appeals or complaints of playing time, participation requirements, disciplinary actions, team assignments, or other coaching matters as set forth by the head coach or assistant coaches. The Board shall only consider an appeal or complaint if a coach or player violates the general principles and ethics as set forth in our coaches, parent, player contract.

Section 4. Financial Responsibility

When a team is formed and players register for the team, they are making a commitment that is expected to last for the entire season. After the team is formed and a player withdraws, it places the remaining players at a disadvantage, and, in some cases, the team may fall short of the necessary number of players to remain viable and competitive. Players and families are expected to give serious consideration to this commitment when they register for and commit to the WYCO 307 program.

a. Fees

A player and their parent(s) shall account for, and arrange payment of, the full player fee as set forth by WYCO 307. Players are encouraged to participate in fundraisers and other sponsorship activities.

b. Schedule of Payment

- i. All players must submit a minimum payment for uniform player fees by a date established by a team coach or Director of Operations.
- ii. All players must submit full payment by the start of the spring season or to be determined by the team coach or Director of Operations.
- iii. Players joining the team/program after tryouts or after payment deadlines must make every effort to abide by the above deadlines. Becoming a member of WYCO 307 after tryouts or payment deadlines does not exempt a player from financial responsibility to WYCO 307.
- iv. If a player asks to leave, chooses to leave, or is removed from the WYCO 307 program for any reason, WYCO 307 shall only refund the appropriate amount of the player fee as determined by the Advisory Board. No refunds are given on fundraising monies or sponsorships.

c. Exemptions and Appeals

A parent may request an exemption to the financial responsibilities or appeal regulations as set forth in these by-laws. Requests for exemption or other appeals shall be made in writing to the President of the Advisory Board who shall present the request to the Advisory Board for consideration.

Article VII. Amendments

The Bylaws may be changed or amended at any duly called meeting of the WYCO 307 Advisory Board by a majority vote of the Board.

Article VIII. Dissolution of Corporation

The Program may be dissolved by a majority vote of the WYCO Board. Such dissolution shall be consistent with the Articles of Incorporation and the provisions of the Wyoming Nonprofit Corporation Act. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.