

By-laws of the Freeburg Children's Athletic Association

2019

ARTICLE I

The name of this organization shall be the Freeburg Children's Athletic Association, Inc. (FCAA)

ARTICLE II – Affiliation

- A. This organization is affiliated with the District 19 Sports Association.
- B. This organization (FCAA) uses District 19 handbook as an operating guide unless otherwise noted in this document.

ARTICLE III – Objectives

The objectives of the Freeburg Children's Athletic Association are:

- A. To afford the opportunity to every boy and girl within Freeburg and vicinity to participate in baseball, softball, and any other sports activity sponsored by this organization.
- B. To obtain the best available leadership for these players, not only as managers and coaches, but also umpires, or any other capacity in which leadership is required.
- C. To promote the games of baseball, softball, and other sports in this area; to inspire the youth to practice together through the means of common interest in sportsmanship, fair play, and fellowship. To impart to the elements of safety, intelligent supervision, and to keep the welfare of the boys and girls first.
- D. To obtain adequate finances to carry out the objectives of the organization and to obtain necessary equipment and nothing less than required to ensure the maximum safety of all players.
- E. To maintain the necessary playing facilities as required in item "A".

ARTICLE IV – Eligibility

- A. Player eligibility will be in accordance with the District 19 Sports Association.
- B. A member of the Freeburg Children’s Athletic Association will be defined as follows:
 - 1. Parents and/or legal guardians of the players
 - 2. Managers and coaches
 - 3. Players
 - 4. Person(s) active in the association’s activities
- C. Under no circumstance will the association grant membership to any of those listed in Article IV, Section B, if they have been convicted of a sex crime.
- D. FCAA reserves the right to conduct a background check on any potential member

ARTICLE V – Board of Directors

- A. The Board of Directors shall be the guiding body of the Freeburg Children’s Athletic Association and shall be composed of the Executive officers and at least five (5) but not more than twenty (20) directors.
- B. The Board of Directors shall have the power to act on the behalf of the Freeburg Children’s Athletic Association, unless otherwise designated within.
- C. The president will have, in case of emergency, the power to spend not more than \$500 per month on behalf of the association unless approved by the Board.
 - 1. In the absence of the president, the vice-president will have the power as described above.
- D. Board members are required to attend 75% of board meetings or functions from October to October of the following year.
 - 1. Penalty- possible removal from the Board by a majority vote from the remaining board members.

ARTICLE VI – Officers

- A. The executive officers of this organization shall be the President, Vice-President, Secretary, and Treasurer.
- B. At the October meeting, the executive officers will be elected from and by the members in Executive Session by secret ballot. The Executive Officers will be installed January 1st of the following year. The Board of Directors will also be elected at the October meeting. The elected board members will take their place on the board on January 1st of the following year.
- C. To become an executive officer, a person must be a board member the prior year to be eligible to become an executive officer. This requirement may be waived under special circumstances by a two-thirds majority vote of the Board members.
- D. In the event that a director's or executive office is vacated, the president may appoint someone to fill the vacancy, subject to the approval of the Board of Directors. This appointment will remain in effect until the next regularly scheduled election.
- E. All officers will be elected for terms of two (2) years. The elections will be for president and secretary terms commencing in an odd numbered year, and vice-president and treasurer terms commencing in an even numbered year.
- F. All officers and directors may succeed themselves.
- G. No officer, board member or any other member shall receive any remuneration for their services from the organization's treasury except for the reimbursement of approved expenses.

ARTICLE VII – Duties of the Officers

- A. President
 1. The president shall preside at all meetings of the association, call special meetings, appoint various committees, and perform the duties required.
 2. The president is an ex-officio member of all committees.
 3. The president may vote on all business pertaining to the organization only in the case of a tie.
- B. Vice-President
 1. The vice-president shall assist the president in all activities and preside in the absence of the president.
 2. The vice-president shall keep a yearly record of attendance at meetings and functions of the board to be presented at the October meeting.
 3. Review by-laws for possible changes and submit to the board on an annual basis.

C. Secretary

1. Keep minutes of all meetings of the association.
2. Handle all correspondence and maintain files of the minutes.
3. Prepare and provide team rosters and make sure they are submitted to the District 19 Board by the correct date.
4. Notify the Freeburg Tribune as to the date, time, and location of the meetings.
5. Notify the Board of Directors as to the date, time, and location of the meetings.

D. Treasurer

Shall receive all monies coming into the association and shall deposit same in a designated bank. Duplicate slips will be given and duplicate slips will be implemented or a copy retained.

1. A ledger will be used to record all financial transactions.
2. Review last year's resources and expenditures. Determine the amount of money available for, required for, and assigned to a particular purpose.
3. Prepare an annual financial statement to be presented at the January meeting.
4. Make all disbursements by check and give a monthly accounting of funds.
5. Financial records must be available, at any time, for an audit.
6. Financial records must be audited annually by an audit committee.

ARTICLE VIII – Meetings

A. Meetings will be held the first Wednesday of the month, with the location and time being made at the discretion of the Board of Directors. The meeting date can be adjusted, as needed, to accommodate Board Members. Virtual meetings can be used when warranted for limited agenda items.

1. To conduct business, at least one-half the number of directors plus one must be present.

B. All monthly meetings shall be open to the public.

C. The President shall maintain the right to call an executive session.

ARTICLE IX – Functions of the Board of Directors/Committees

A. Equipment and Uniforms.

1. Purchase and maintain durable equipment as needed by the association to promote safe play.
2. Issue equipment and uniforms.
3. Organize the collection of equipment after the completion of the season.

B. Registration.

1. Select dates, times, and locations if on site registration will be held.
2. Ensure the Blue Sombrero website is ready for registration to open.
3. Arrange the posting of registration flyers at schools and Freeburg Tribune.
4. Summarize registration status with the board throughout the process.

C. Insurance.

1. Obtain adequate insurance for the association and players.
2. Handle all claims to the insurance company.

D. Fields

1. Work with the Freeburg Park Board to ensure fields are designated for FCAA play with start and end dates each season including practices.
2. Ensure contact information for in season weather issues/field rework.
3. Work with the designated field maintenance staff to ensure fields are ready for play based on schedules.

E. Managers/Coaches/Teams

1. Determine the number of teams in each division.
2. Secure qualified Head and Assistant coaches based on team/division.
3. Coordinate the draft for team selection, as needed.
4. Ensure signed medical release forms are complete in Blue Sombrero and copies printed for each Head Coach.
5. Meet with the managers and coaches to discuss District 19 rules and policies.

F. Umpires

1. Secure qualified umpires as per District 19 rules.
2. Hold mandatory Umpire Clinic for all qualified umpires prior to the season.
3. Schedule umpires for games throughout the season.

ARTICLE X – Managers and Coaches

- A. All managers and coaches will be approved yearly by the Board of Directors.
- B. Managers and coaches may be subject to dismissal at any time, subject to the approval by the Board of Directors. The complaint must be presented as a written, signed formal complaint within 10 days of said event.
- C. Board members will receive up to 50% off the registration fee for the first child registered from their family at full fee. (2012)

ARTICLE XI – Selection of Teams

- A. The procedure for the selection of teams will be as follows:
 - 1. Each manager will be assigned his/her own child/children in said division.
 - a. Each manager is permitted a maximum of three (3) coaches which will be designated prior to the draft.
 - b. Each manager's coaches will be assigned his/her own child/children in said division.
 - 2. All other players will be assigned to teams according to the by-laws of District 19, Rosters page.
- B. The Board of Directors will determine the number of players allowed on a team. Registration will be held on a first-come, first-served basis. Team sizes will be determined by the Board of Directors based on registration.

ARTICLE XII – Registration Fees

- A. The registration fees may change each year, depending on the association's financial situation.
- B. The amount of the registration fee will be decided at the December meeting.
- C. For families who cannot afford the registration fee, the Board of Directors will vote on each case separately.
- D. Full refunds will be given prior to the first game play for the following reasons:
 - 1. The player is injured and cannot play.
 - 2. The family moves from Freeburg.
 - 3. Any other reason the Board of Directors decides is justified.

Partial refunds will be given due to special circumstances presented and approved by the board. (2012)

- D. Registration fees must be paid in full prior to the start of the season.
- E. Late registration only applies to individuals who move into Freeburg after the original registration date. Late registration is subject to a Late Fee along with the by-laws of District 19 and the discretion of the Board of Directors.

ARTICLE XIII – By-laws

- A. By-laws will be reviewed at the September meeting and voted on at the October meeting.
- B. An amendment of these by-laws may be introduced at any regular or special meeting. Two-thirds majority is necessary to make the proposed by-laws an amendment.

ARTICLE XIV – Appointees

- A. The Board of Directors shall appoint a representative to the District 19 Board of Directors.
- B. The Board of Directors shall appoint a representative to the Park Board. (2012)

ARTICLE XV – Political Activity

- A. The Freeburg Children’s Athletic Association will not endorse, sponsor financially, nor support in any other way, any political party or candidate for political office.

ARTICLE XVI – Dissolution

- A. The Freeburg Children’s Athletic Association shall dissolve if either of the following criteria are met:
 - 1. The association is unable to field a team to compete in District 19.
 - 2. No one is willing to serve on the Board of Directors or as officers of the association.
- B. Should the association dissolve; any funds remaining in the treasury will be donated to the Freeburg Library District. Any equipment remaining will be donated to an agreed upon organization.