

# **Woodburn Youth League, Inc**

**Constitution & By-Laws  
2020**

## ARTICLE I: NAME

The organization shall be known as the Woodburn Youth League, Inc, hereinafter known as the “WYL”.

## ARTICLE II: OBJECTIVE

The objective of the “WYL” shall be to provide a supervised program of competitive baseball and softball games under the rules and policies set forth by the board. All Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary; **the wholesome development of future men and women is to be of prime importance.**

## ARTICLE III: MEMBERSHIP

1. Eligibility: Any person sincerely interested in active participation to affect the objective of the “WYL” is considered a member.
2. Classes: There shall be the following classes of members:
  - a. *Player members*: Any boy or girl meeting the requirements of the “WYL” shall be eligible to compete for participation, but shall have no rights, duties, or obligations in the management or in the property of the “WYL”.
  - b. *General members*: Any parent or guardian of a player member, coach, sponsor, manager, or any active participant of the “WYL”.
  - c. *Elected members*: President, Vice-President, Secretary, Treasurer, and two or more officers(at-large) to handle the following responsibilities: Scheduling/Registration, Uniform/Trophies Manager, Equipment, Concessions and Field Maintenance.
  - d. *At-large members*: At-large members are appointed by the elected board to perform and/or assist with any allocated duties of the board.
3. Suspension or Termination: Membership may be terminated by resignation or action of the Board of Elected members.
  - a. Elected members is, by 70 percent vote at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interest of the “WYL”.
  - b. The member involved shall be notified of such meeting, informed of the general nature of the charges, and be given the opportunity to appear at the meeting to answer such charges.

## **ARTICLE IV: REGISTRATION FEES**

Fees for player members may be fixed at such amounts as the Board of Elected Members determine. Refunds made at the discretion of the board.

## **ARTICLE V: MEETINGS**

1. A general membership meeting will be held annually.  
Additional meetings shall be called by the President as needed.
2. When applicable, the Roberts' Rules of Order shall govern the proceedings of all meetings.
3. A majority of the active Board Members will constitute a quorum.
4. Coaches are required to attend both pre- and post season meetings for equipment, clarification of guidelines/rules, and to provide ideas/concerns.

## **ARTICLE VI: BOARD OF ELECTED MEMBERS**

1. The Board of Elected Members, hereinafter known as "the Board", shall consist of a maximum of eight (8) elected officers.  
the management of the property and affairs of the "WYL" shall be vested in the Board.
2. Election of regular officers will be held following each season at the season ending annual meeting.
  - a. The Board shall immediately enter upon the performance of their duties and shall continue said duties, until their successors shall have been duly elected and qualified.
  - b. If a board member resigns, the board will appoint an interim board member. The interim board member will serve until the following annual general meeting.

## **ARTICLE VII: LEAGUES**

1. The "WYL" will be comprised of eight (8) leagues. The players' league age shall be as follows:
  - a. T-Ball 4 as of January 1<sup>st</sup>
  - b. Prep Softball: 6 through 8 as of January 1<sup>st</sup>
  - c. Minor Softball: 8 through 11 as of January 1<sup>st</sup>
  - d. Major Softball; 11 through 14 as of January 1<sup>st</sup>
  - e. Prep Baseball: 6 through 8 as of April 30<sup>th</sup>
  - f. Minor Baseball; 8 through 10 as of April 30<sup>th</sup>
  - g. Major Baseball; 11 through 12 as of April 30<sup>th</sup>
  - h. Koufax; 13 through 14 as of April 30<sup>th</sup>

2. The Board of Elected Members reserves the right to adjust the league ages based on registration numbers and/or special request.
3. It is desirable, that each league team, consists of 11 to 13 players with the exact number to be determined by the Board. No team shall have two or more players than any other team, when teams are drafted.

### **ARTICLE VIII: FINANCING & ACCOUNTING**

1. The Board shall decide all matters pertaining to the finances of the “WYL”. All monies shall be deposited in a bank approved by the Board.
2. The Board shall not permit the solicitation of funds in the name of the “WYL” unless all funds, so raised, are placed in the “WYL” account unless otherwise agreed upon by the board. The Board shall not permit the disbursements of the “WYL” funds for purposes other than league activities unless approved by the Board.
3. Sponsor’s fees may be fixed at such amounts as the Board shall determine.
4. All league revenues will be deposited in the bank unless approved by the board.
5. An Audit will be conducted every year.
6. Retail Merchant Certificate are renewed every two years automatically as long as all taxes are up-to-date. Started in 2017.
7. In order to maintain “WYL” 501(c)(3) eligibility, the following forms will be filled out per the designated time frames set by the State of Indiana and United States Federal Government.
  - a. IRS form 990-N(Postcard) - Annually - Electronically(after Jan. 1st)
    - i. <https://sa.www4.irs.gov/epostcard/>
  - b. IN State form NP-20 - Annually - Mailed-In
    - i. Indiana Department of Revenue, Tax Administration  
P.O. Box 6481//Indianapolis, IN 46206-6481//  
Telephone: (317) 232-0129
    - ii. Due by the 15th of May
  - c. In Secretary of State’s Business Entity Report - Bi-Annually
    - i. (odd years, ie. 2019) - Electronically
    - ii. <https://inbiz.in.gov/BOS/Home/Index>
    - iii. Filed within 90 days of May 15th

## ARTICLE IX: BOARD DECISION CONDUCT

The Board will decide all matters abiding by the Constitution and By-laws. However, the best interest of the children participating will be the primary guiding criteria. If such criteria prevent the Board's decisions from being consistent with the Constitution and/or By-laws, such deviation will be noted in the minutes of the Board.

# BY-LAWS

## ARTICLE I: DUTIES OF OFFICERS

1. President: The President shall preside at all meetings of the Board, the general meetings and any special meetings.  
The President will organize and direct all activities.  
Meet with other leagues over league rules, concerns and future developments.
2. Vice-President or VP: In the absence of the President, VP will preside as President, therefore, performing said duties of the President.
3. Secretary: The Secretary maintains the register of the Board and coaches; records the minutes of meetings, and maintains records of the "WYL" activities.
4. Treasurer: The Treasurer shall receive and disburse all monies as directed in Article VIII of the Constitution; keep "WYL" financial books and financial records.
  - a. The Treasurer shall report on finances as required by the Board.
  - b. The Treasurer's books are open to any member of the "WYL" for inspection at any time and are subject to audit at any time.
  - c. File appropriate Federal and State tax documents to maintain the 501(c)(3) status as stated in Article VIII of the Constitution above.
5. The following duties will be allocated between the above detailed officers and other officers(at-large) appointed by the board:
  - a. Recruit, instruct and organize umpires for the league.
  - b. Scheduling games, fields and umpires.
    - i. Umpires can be scheduled by an Umpire Coordinator if agreed upon by all Presidents of the other leagues.

- c. Maintain a sufficient supply of equipment for the various leagues and keep the respected areas organized, cleaned and in good working order. They shall also maintain the playing fields of all diamonds and the equipment that is needed to maintain said fields.
- d. Direct all activities surrounding team photos, including sponsors.
- e. Organize all star team tournament schedules, uniforms, and issues.
- f. Manage all registration activities and duties; keep and maintain all paperwork concerning registrations.
- g. Produce and distribute to coaches a master league schedule.
- f. Order, maintain, and replace all uniforms .
- g. Organize, maintain and run the concessions stand.
- h. If the board feels it is in the league's best interest, it may hire outside contractors to assist with these duties.

## **ARTICLE II: REGISTRATIONS, TRYOUTS & PLAYER SELECTIONS**

1. Registration will be held with dates and locations set by the Board.
2. The board will review, approve or deny any request made for registration after the close of registration.
3. Tryouts will be held with dates and location set by the Board.
  - Drafting will be held immediately following the close of tryouts of each league.
  - a. Tryouts will be conducted in the presence of coaches (or their representative) who shall observe the ability of each boy or girl. If a coach/rep of his or her team is not present, the Board shall appoint a rep to draft the team. Each coach shall have the option of bringing one adult helper to tryouts and the draft.
  - b. Depending on the number of players and teams, the board may opt to have players remain with their coach from the previous season and draft only new players entering the league.
  - c. The initial draft order will be determined by a lottery drawing. The second round will be in reverse order with each round alternating. "Snake draft"
  - d. Brothers/Sisters within the same league will be drafted to the same team in succession.

- e. The child(ren) of a coach is/are automatically on the coach's team. The coach may exercise the option to place his or her child in the open draft by submitting this option to the Board prior to the draft. Coaches will discuss and agree to a draft order after any and all automatic placements have been made. If an agreement cannot be reached by the coaches, they will submit their proposed draft order to a three person panel consisting of impartial board members or their designees. This panel will determine the final draft order which will be abided by all coaches.

### **ARTICLE III: REPLACEMENTS FOR LEAGUES**

1. All decisions relative to this section will be made by the Board. Requests for deletion of a player from a team's official roster will be made by the team's coach accompanied by an appropriate reason to the Board. If a coach loses one or more of his/her players prior to the start of the current season through illness, injury, or any other justifiable reason and the loss places his/her roster under the minimum number of players, he may obtain another player, before the first scheduled game as follows:
  - a. All Leagues: The replacement player shall be chosen by the affected coach from a team in the same league.
  - b. The coach of the team in the affected league with the most players, shall protect five (5) players.
  - c. Replacements must be made within five (5) calendar days.
2. A replacement player shall play only if there is no member of that team available or able to play. If the original player becomes available during the game, that player must be inserted into the replacement players batting order at the next half inning. Replacement players are allowed only to form a complete team. No replacements will be allowed on a roster as a reserve player.
3. Leagues must draw replacement players from the next lower league. Any player available from that particular lower league is eligible. The replacement will not be allowed to pitch under any circumstances.

## ARTICLE IV: PLAYING RULES: LEAGUES & ALLSTARS

1. From Prep to Koufax league, each player present and in uniform must play at least two (2) innings in the field and bat at least once, in a 6 inning game. Unless disciplinary action is necessary by a coach before, during or after a game.
2. Failure to abide by the playing requirements is grounds for a protest.
3. The coach or rep must submit the reason for disciplinary action at game time and report it to a board member before the game in writing/text. If disciplinary action is required during game time, the umpire or a board member must be advised immediately.
4. Rules which apply to all leagues.
  - a. All rules will be according to the league adopted official rules derived from IHSAA rules and agreed upon by Woodburn, Harlan, Hoagland, Monroeville, New Haven and/or other league entities, in regards to intermix play.
  - b. Base Coaches will be adults and older teenagers accepted by the board.
  - c. No steel or metal cleats may be worn in any league games unless allowed in the specific league rules.
  - d. All male catchers will wear complete catching equipment including a cup.
  - e. All batters and base runners must wear helmets while on the playing field, and may not remove helmet until in the dugout. Softball players are required to wear helmets with cages.
  - f. Time and inning limits are established by individual league rules.
  - h. If a sick or injured player leaves the game, that position in the batting order will be skipped and not counted as an out. However, that player will be ineligible to play for the remainder of that game.
  - i. If any teams are tied at the end of the regular season, head-to-head record will determine the tie breaker. If a tie still exists the following statistics will determine placement, Defensive Runs Allowed, Offensive Runs Scored.
5. "WYL" accident insurance does not cover participation in other baseball or softball activities outside the WYL" leagues.



## ARTICLE V: COACHES' REGULATIONS & DUTIES

1. There shall be no smoking/vaping, use of foul language, or alcoholic beverages consumed during the game or practice session.
2. Coaches who violate the rules, regulations, or proper sportsmanlike conduct will be subject to disciplinary action at the discretion of the Board.
3. Coaches shall enforce "WYL" dress codes.

## ARTICLE VI: TOURNAMENTS

1. During league tournaments, all games will be played in their entirety. If inclement weather or other non man made situations does not allow for a complete game, the game will be completed on the next possible date. All league tournament rules agreed upon by league presidents will be abided.
2. There is a maximum of (3) tournaments allowed per team for All Stars.
3. All star coaches will submit the rules and entry requirements for each tournament they wish to enter to the board. The board will review each tournament and approve or deny.
4. Coach selection:
  - a. An all-star coach will be chosen by the Board for each league.
  - b. The all-star coach and staff will be provided guidelines for all-star play.
  - c. If the all-star coach chooses not to coach the all-star team selected, the Board will select an alternate.
  - d. The all-star coaches shall select assistant coaches with approval of the board.
5. Team Player selection:
  - a. A slate of all-star candidates from each team will be presented by each team coach.
    - i. Coaches of each team will nominate, in private, a list of players, quantity to be predetermined and presented to the league board.
    - ii. Only the all-star coach will determine and contact the players.
  - b. Each league consisting of more than one team shall select one (1) all-star team consisting of eleven (11) to thirteen (13) players.
  - c. If a league has only one team from WYL, that team must have a winning percentage of at least .750 to be considered for all star play.
    - i. If only one team, and they chose not to play or have below the stated record above, players can be combined with players from one of the other leagues. All-Star teams consisting of players from other leagues, shall be agreed upon by said leagues, which shall then agree to share in the expenses.
  - d. It is at the board's discretion to allow or deny an all star tournament entry.

6. The Board shall oversee the all-star selection process.
7. Any amount over \$250 for All Star uniforms must be submitted to the Board for approval.
8. All Star coaches will be responsible for the collection of birth certificates and any other information required by approved tournaments.

### **ARTICLE VII: AWARDS**

All awards and trophies shall be approved by the board or their appointed representative. There are no MVP (most valuable players) awards given with the exception of a home run ball.

### **ARTICLE VIII: UMPIRES**

1. Non-certified umpires must participate in at least one clinic, presented by the Board or Umpire Coordinator.
2. Each umpire shall have the power to make decisions on violations committed any time during play or during suspension of play, until the game is over.
3. No umpire shall officiate a game where a family member is playing, unless approved by both teams and a board member is notified.
4. All umpires will follow the Umpire Guidelines set by the IHSAA.

### **CONCLUSION**

In conclusion, these rules and by-laws were created to offer the fairest and most impartial concerns for the players, coaches and "WYL". Please see an elected board member for any clarification of anything listed in this document.

THESE BY-LAWS SUPERSEDE ALL PREVIOUS BY-LAWS

Revised Saturday, January 25, 2020