

Elgin Impact Inc. NFP



Elgin Impact Bylaws

## **ARTICLE 1 – NAME**

The name of this organization shall be known as the “Elgin Impact Inc. NFP” (IMPACT). IMPACT is a state-chartered, non-profit, all volunteer organization.

## **ARTICLE 2 – PURPOSE**

The purpose of IMPACT is to continue the training and experience for high school level fast pitch softball players through year round practices and higher level of competition in tournaments. To create a program that caters and promotes multi-sport athletes. To provide continued professional instruction by hiring skills coaches for hitting, pitching and catching.

## **ARTICLE 3 – OBJECTIVES**

The Elgin Impact objective is to implant firmly in our players the ideals of good sportsmanship, loyalty, hard-work, confidence and courage so that they may become hard-working and productive members of our community. Our not-for-profit organization plans to carry out these activities by providing a supervised program of competitive softball practices and games. Our primary activities will include regularly scheduled supervised team practices as well as frequent participation in competitive softball tournaments. We strive to form teams of girls who will be good teammates and friends to each other.

Our managers/coaches will implement individualized programs to educate and motivate each player while encouraging teamwork, community involvement, sportsmanship and fun through softball. Most importantly, our managers/coaches shall bear in mind that the attainment of the exceptional athletic skill or the winning of games is secondary, and the molding of future women is of prime importance.

We believe that it is healthy to participate in other sports and activities in addition to our program. Our members are encouraged to explore other sports with complementary seasons, such as basketball, volleyball, dance, and cheerleading as much as practicable.

## **ARTICLE 4 – GEOGRAPHIC BOUNDARIES**

IMPACT encompasses the geographic territory of the Central Community School District #301 as a primary source of player participation. If any team does not have enough players, the boundaries may be extended to attract players from surrounding cities. Players living within 301 boundaries will receive preference.

## **ARTICLE 5 – GOVERNING BODY**

Governance of IMPACT shall be solely vested in the Board of Directors. The Board of Directors is hereby authorized to establish and revise these By-Laws and any Rules and Regulations related to the organization.

## **ARTICLE 6 – BOARD OF DIRECTORS**

The IMPACT Executive Board consists of voting positions are hereby established through the following officers:

### **1. President**

- 1.1. To oversee and be responsible for the IMPACT as an organization.
- 1.2. To plan and run the IMPACT meetings, as well as draft the meeting agenda.
- 1.3. To appoint committees from the general membership as needed.
- 1.4. To call Executive Board meetings when deemed necessary.
- 1.5. To act as a representative of the IMPACT at other functions.
- 1.6. To collect, deposit and disburse the funds of the IMPACT as directed by the Executive Board.
- 1.7. To perform other duties as requested by the Executive Board.
- 1.8. To record and keep record of the financial transactions of the IMPACT.
- 1.9. To report the financial status by providing an updated, detailed account statement at each monthly IMPACT meeting.

### **2. Secretary**

- 2.1. To assume the tasks of the President when the President is unable
- 2.2. To record the attendance and meeting minutes at each monthly IMPACT meeting
- 2.3. To finalize and publish each monthly meeting minutes prior to the next monthly meeting
- 2.4. To perform other duties as requested by the Executive Board

### **3. Director(s)**

- 3.1. To assist the President in performing the responsibilities of the IMPACT.
- 3.2. To perform other duties as requested by the Executive Board

## **ARTICLE 7 – ELECTION & TERM OF OFFICE**

The Board, at the regularly scheduled July meeting, shall elect the Executive Board for the following year. All Executive Board positions are a one-year term from August 1<sup>st</sup> to July 31<sup>st</sup>.of the following year. There should be a 1 month overlap for transition between outgoing and incoming members. The incoming member is the official owner of the position where the outgoing member is there to help the transition. No term limitations are in place for any Executive Board position.

Qualification – All sitting Board members in good standing with IMPACT shall be eligible for nomination to the Executive Board. Candidates need not have a child participating in IMPACT to be eligible for nomination.

Nominations – The President shall accept nominations from the floor at the regular June Board meeting. Seconds to nominations are not necessary. Candidates need not be physically present to receive nomination to an Executive Board position. Candidates may receive nominations for more that one Executive Board position. Candidates may receive nominations for more than one Executive Board position and may run for multiple positions. However, only one position may be held by any individual

Candidates shall have until June 30<sup>th</sup> to accept or decline any nomination by notifying the Secretary in writing.

Elections – The Secretary shall distribute written ballots to all Board members present at the Election Meeting. Valid ballots are only those cast privately by members physically present at the Election Meeting. Proxy, call-in, and all other means of casting a ballot are prohibited. The Secretary shall collect all cast ballots. All ballots shall be publicly opened and tabulated. The winner shall be determined by plurality vote (highest vote getter, not majority vote) for each position. In cases of a tie, the members present shall cast a second ballot containing only the names of the tied candidates. The winner shall be the highest vote getting.

Vacancies – A vacancy in any office of the Executive Board because of death, resignation or otherwise, shall be filled by majority vote of the sitting Executive Board or completely removed if seen fit by the Executive Board. The person appointed to fill a vacant position will have immediate voting rights, commencing on the next scheduled board meeting after the position is filled.

## **ARTICLE 8 – MEETINGS**

Regular Meetings – the Board shall agree upon a date and time at each meeting for the next regularly scheduled meeting. Meetings shall be held at 10N601 Manchester Lane, Elgin IL. All regular meetings are open to the public. The public will be given a time and opportunity in regular meetings to address the Board with any issue or opinions. Once the public input is complete, the public can only participate in the meeting if a Board

member requests input from the public. "Closed Sessions" will be held as necessary at the end of any monthly "regular meeting" to address sensitive issues pertaining to IMPACT. "Regular Meeting" minutes are taken in every meeting by the secretary and then posted on the IMPACT websites for public viewing. "Regular Meeting" minutes are to be placed online within 1 week of the meeting completion. Meetings will last for a maximum of 2 hours unless approved by the majority of the Board of Directors for additional time.

Parliamentary Provisions – Robert's Rules of Order shall govern the proceedings of all meetings.

Quorum – a meeting may be "brought to order" only after a quorum has been attained. A quorum shall be a majority of the body.

E-Votes – it is the right of an Executive Board member, after approval from the President, to request an e-vote from its Board. All e-votes must be sent out by the Secretary. Board members will have 48 hours to respond to the e-vote. A motion submitted via e-vote will be deemed to have been approved if the majority of those responding to the e-vote link vote in favor of the motion. All final results of the e-vote will be submitted by the Secretary to the Board of Directors within 24 hours of the e-vote closing.

Special Board Meetings – The President may call a special meeting of the Board or Executive Board. Written notice of any special meeting stating the date/time, location and purpose shall be provided to all Board members at least 72 hours in advance of the special meeting, excluding disciplinary issues.

Executive Board Meetings – The Executive Board may hold meetings from time to time.

Written notice of any Executive Board Meeting stating the date/time, location and purpose shall be provided to all Executive Board members at least 72 hours in advance of the meeting. Executive Board meetings may be declared "closed session" at the discretion of the Chair or by a majority vote of the body. A quorum shall be a majority of the body.

## **ARTICLE 10 – MEMBER IN GOOD STANDING**

Board of Directors and Executive Board members must remain in good standing to retain their position and voting rights. Members must attend at least fifty-one percent (51%) of regularly scheduled Board Meetings during their current term and have no incidents of conduct detrimental to IMPACT. Members who fail to attend the minimum required Board meetings shall have their voting privilege immediately suspended until such time they have attended the required number of meetings.

## **ARTICLE 11 – FINANCIAL POLICY**

The IMPACT Board of Directors shall decide all matters pertaining to the finances of the Organization, in accordance with the following guideline:

Annual Budget – The Board of Directors shall adopt a balanced budget at the regularly scheduled meeting every July for the fiscal period of August 1<sup>st</sup> to July 31<sup>st</sup> of every year. All expense budgets shall be in accordance with the Chart of Accounts, be line-item detailed, and contain all anticipated/proposed expenses for the year.

The President shall compile all submitted expense budgets into a single overall budget showing all proposed expenses and anticipated revenue, which shall be presented to the Board of Directors for action at the June regular meeting. The most current budget information as distributed to the Board will be made available upon written / emailed public request to the President within 1 week.

## **ARTICLE 12 – PURCHASING POLICY**

IMPACT considers purchase request amounts to be the total cost of the program or item to be purchased, not the cost of a single item. For instance, when considering the purchase of replacement softballs, the appropriate cost is the total of all quantities to be purchased, not the cost of a single item.

Budgeted Purchase Requests; — the requested expense must be detailed in the approved budget with a total cost. These purchases are considered “planned” and do not require further Board approval. Members should exercise prudence to ensure the best possible pricing. All invoices are to be sent to the IMPACT mailing address.

Non-Budgeted Purchase Requests; Any Amount – Any expense requests which are not detailed in the approved budget, regardless of dollar amount, required Board approval prior to making the purchase. If approved, invoices are to be sent to the IMPACT mailing address.

## **ARTICLE 13 – JOB DESCRIPTIONS**

All Board of Directors job descriptions are determined by majority of vote of the Executive Board in July of the current year. All job descriptions are submitted to the Board prior to accepting their position.

## **ARTICLE 15 – AMENDMENTS TO THE BYLAWS**

These By-Laws shall be amended only by a two-thirds (2/3) vote of the quorum present at any properly convened meeting of the Board of Directors in June of the current year. Any proposed amendments to the By-Laws shall be distributed to all Board of Directors at least 14 calendar days prior to the Board Meeting where such amendments may be considered for adoption or amendment.

Appendixes attached to these By-Laws may be revised from time to time by a voice vote at any properly convened meeting of the Board of Directors.

## **ARTICLE 16 – DISSOLUTION OF ORGANIZATION**

The IMPACT may be dissolved through a two-thirds (2/3) ballot vote of the quorum present at any properly convened meeting of the Board of Directors. Upon dissolution of IMPACT, all of the assets shall be donated to the #301 school district.