

## CONSTITUTION AND BYLAWS

### ARTICLE I – NAME

This organization shall be known as the Freedom Athletic Association, hereinafter referred to as “The Association.”

### ARTICLE II – OBJECTIVE

#### Section 1

The objective of The Association shall be to instill firmly in the children and adults of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect of authority, so that they may be well adjusted, stronger, happier, and will continue to grow to be good, decent, healthy, and trustworthy citizens.

#### Section 2

To achieve this objective The Association will provide supervised athletic programs for the youth in the Freedom School District. Participants in the adult leagues are excluded from boundary regulations. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In Accordance with Section 501(c) (3) of the Federal Internal Revenue Code, The Association shall operate exclusively as a non-profit organization. No Part of the net earnings shall be for the benefit of any private party or individual.

### ARTICLE III – MEMBERSHIP

#### Section 1

Eligibility: Any person sincerely interested in active participation to attain the objective of The Association.

#### Section 2

(a) Player Members: Any player candidate meeting the requirements of The Association who resides within the authorized boundaries of The Association shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of The Association.

(b) Regular Members: Any person actively interested in furthering the objectives of The Association may become a regular member.

(c) As used hereinafter, the word “Member” Shall mean a Player Member or a Regular Member unless otherwise stated.

#### Section 3

**Suspension or Termination.** Membership may be terminated by resignation or action of the Executive Board.

By a vote of the Executive Board present 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 interests of The Association. The parties involved shall be notified of such a meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer the charges.

## ARTICLE IV – Player Fees

### Section 1

Player Fees shall be set by the Executive Board.

### Section 2

A reasonable participation fee may be assessed as a parent's obligation to assure the operational continuity of The Association.

## ARTICLE V – Meetings

### Section 1

**Annual Meeting:** The annual meeting of the Members of The Association shall be held in fall of each year for the purpose of electing an Executive Board, reviewing reports, and for the transaction of such business as may properly come before the meeting. Monthly meetings will be held April and October (Pre and post season) With Special meetings being held upon request.

### Section 2

**Notice of Meeting:** Notice of each meeting of the Members shall be posted at least ten (10) days in advance.

### Section 3

**Quorum:** The presence in person or representation by absentee ballot of at least 3 of the 5 Executive Board members shall be necessary to constitute a quorum.

### Section 4

**Voting:** Only the Executive Board shall be entitled to vote at any meeting of The Association, with the exception of the election of the Executive Board when all members present may vote.

### Section 5

**Absentee Ballot:** For the expressed purpose of accommodating an Executive Board member in good standing who cannot be in attendance at the annual meeting, an absentee ballot will be accepted. The Secretary shall present all absentee ballots to the President on the date of the annual meeting prior to the conduction of the election process.

### Section 5

**Rules of Order:** Robert's Rules of Order shall govern the proceeding of all meetings, except where it conflicts with the Constitution or By-Laws of The Association.

## ARTICLE VI – BOARD OF DIRECTORS

### Section 1

**Board and number:** The management of the property and affairs of The Association shall be vested in the Executive Board. The number of Executive Board Members shall be set at five. They will consist of the President, Vice President, Secretary, Treasurer, and General Member. The officers shall upon election immediately enter upon the

performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

## **Section 2**

**Annual Election and Term of Office:** Members shall elect the members of the Executive Board. The President, Vice President, Secretary, Treasurer, and General Member shall each serve 2 year terms. The President and Treasurer will be elected in even number years with the Vice President, Secretary, and General Member being elected in odd number years. Consecutive 2-year terms are permitted.

## **Section 3**

**Vacancies:** If any vacancy occurs in the Executive Board: by death, resignation, or otherwise, it may be filled by a majority vote of the remaining officers.

# **ARTICLE VII – OFFICERS DUTIES AND POWERS**

## **Section 1**

**Officers:** The Officers of The Association shall consist of a President, Vice President, Secretary, Treasurer, and General Member all of who shall hold office for the term or until their successors are duly elected.

The Executive Board may appoint such other Officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.

## **Section 2**

**President:** The President shall:

- (a) Make the ultimate decision in matters of league rules interpretations or issues with the Town of Freedom and School Board
- (b) Lead all association meetings
- (c) Sign the beer license for The Association
- (d) Maintain a set of the master keys for the VFW Park and manage key/key card holder records
- (e) Provide overall support and leadership to The Association
- (f) Recruit new league directors as needed (for Adult Men's, Coed, Baseball, Softball, and Soccer Leagues), and assist in finding coaches.
- (g) Coordinate and maintain the Association's Insurance policy for FAA owned equipment.
- (h) Coordinate team/individual photos.
- (i) Coordinates and maintains Diamond/Field schedule.
- (j) Maintains the security systems (3) Soccer, Softball and baseball concession stands. (put in, in Spring and take out in Fall).
- (k) Coordinates work and maintenance needed for facilities and (3) concession buildings with Town (or board members).
- (l) Coordinate with all committee chairs
- (m) Helps General Member when needed setting up and bringing over needed supplies to concession stands
- (n) If required, attend player evaluation/tryouts
- (o) On call as needed for tournament weekends
- (p) Organize the end of season concession and park closure needs.

## **Section 3**

**Vice-President:** The Vice President shall:

- (a) Coordinate/prepare needed paperwork for annual player sign up
- (b) Advertise and manage all tournament registrations
- (c) Coordinate DIBS and volunteer sign up
- (d) Maintains The Association website
  - Update tournament schedules
  - Update league schedules
- (e) Fill in for the President if the President is unavailable
- (f) Sign the beer license for The Association
- (g) Attend all scheduled meetings of The Association
- (h) Maintain records bartending licenses for The Association and individuals
- (i) Order trophies as need for tournaments
- (j) Helps General Member when needed setting up and bringing over needed supplies to concession stands
- (k) If required, attend player evaluation/tryouts
- (l) On call as needed for tournament weekends
- (m) Help with end of season concession and park closure needs.

#### **Section 4**

**Secretary:** The Secretary shall:

- (a) Coordinate and advertise all Association meetings
- (b) Prepare meeting Agendas.
- (c) Maintain meeting minutes.
- (d) Manage general FAA email box account and respond timely and appropriately.
- (e) Order signage for concession stands.
- (f) Sign the beer license for The Association.
- (g) Coordinate uniform try ons and FAA apparel pricing, ordering, and distribution.
- (h) Attend all scheduled meetings of The Association.
- (i) Helps General Member when needed setting up and bringing over needed supplies to concession stands
- (j) If required, attend player evaluation/tryouts.
- (k) On call as needed for tournament weekends.
- (l) Help with end of season concession and park closure needs.

#### **Section 5**

**Treasurer:** The Treasurer shall:

- (a) Verify and pay invoices.
- (b) Verify monthly bank statements and receipts.
- (c) Manage daily concession stand operating cash (i.e. money bags) for all leagues and tournaments.
- (d) Manage tournament team budgets and reimburse tournament fee if needed.
- (e) Coordinate and manage cash flow from donations/fundraising proceeds.
- (f) Prepare/submit monthly, quarterly and annual tax forms to the state of Wisconsin as required.
- (g) Sign the beer license for The Association.
- (h) Maintain the tax exempt status records.
- (i) Prepare the annual year-end statement for The Association.
- (j) Check and manage PO Box regularly.
- (k) Attend all meetings of The Association.
- (l) Helps General Member when needed setting up and bringing over needed supplies to concession stands.
- (m) If required, attend player evaluation/tryouts.
- (n) On call as needed for tournament weekends
- (o) Help with end of season concession and park closure needs.

## Section 6

**General Member:** The General Member shall:

- (a) Have overall responsibility for assuring there is an adequate supply of non-alcoholic beverages, candy, popcorn, and miscellaneous supplies in the concession stand(s) for all league and all tournament games.
- (b) Maintain safe food preparation and storage certification.
- (c) Order the delivery and pick up of beer.
- (d) Maintain the Sam's club membership for The Association.
- (e) Maintain cleanliness of all concession stand buildings.
- (f) Attend all meetings of The Association.
- (g) If required, attend player evaluation/tryouts
- (h) On call as needed for tournament weekends
- (i) Help with end of season concession and park closure needs.

## Section 7

**Equipment Coordinator:**

- (a) Has the overall responsibility of obtaining pricing for purchasing softball, baseball, and soccer equipment for players and coaches (i .e. Softball, Baseballs, Catchers gear, Helmets, Nets, Pitching Machines, Soccer Balls, Cones, Goals).
- (b) Maintain cleanliness of Association's storage shed.
- (c) Helps coordinate distribution of Team T-shirts and equipment to coaches.

## Section 8

**Social Media Coordinator:**

- (a) Updating Facebook and any other social media
  - a. Weather/cancellation updates
  - b. Post updates on Association events and team wins
- (b) Adds Pictures

## Section 9

**Facilities Coordinator:**

- (a) Research and understand field and diamond maintenance best practices and communicate that to train volunteers in proper methods.
  - a. Maintain instruction binder for field dragging and set up.
  - b. Communicate concerns with the rest of the Association Board on the condition of other park needs (fencing, benches, block building, etc) as noticed.
- (b) Coordinates field set up requirements (pitching and base distance, mound requirements, lining, etc) to ensure fields are ready for league and tournament games.
- (c) Maintenance and upkeep of all tools and machinery (gator, groomer, paint sprayer, rakes, hoses, etc).

## Section 10

**League Directors:** The League Directors shall:

- (a) Oversee the league teams appropriately
- (b) Ensure teams have proper equipment and uniforms for safe and enjoyable play

- (c) Serve as the liaison between the league and The Association officers
- (d) Find coaches for all teams in the league
- (e) Coordinate player team formation with tournament coaches
- (f) Support the decisions of The Association officers and abide by them demonstrating yourself as a “team Player”
- (g) Display professionalism and sportsmanship to the league, fellow coaches, spectators, players etc at all times
- (h) Act in the best interest of The Association
- (i) Overall responsibility for organizing and coordinating a tournament: exceptions to be made by the Executive Board.

### **Section 11**

**Coach:** The Coach shall:

- (a) Act in the best interest of the team and The Association
- (b) Display professionalism and sportsmanship to the team, fellow coaches and teams, spectators, officials etc. at all times
- (c) Support the decision of the League/Tournament Director and The Association and abides by the outcome demonstrating yourself as a “team player”
- (d) Manage and coach the team appropriately
- (e) Ensure team has proper equipment and uniforms for safe and enjoyable play
- (f) Assist the League/Tournament Director with player placement
- (g) Assist the League/Tournament Director where needed
- (h) Clean and dry equipment prior to return date.

### **Section 12**

**League Player:** The League Player shall:

- (a) Display professionalism and sportsmanship to the team, fellow coaches and teams, spectators, officials, etc, at all times
- (b) Support the decisions of the coach and The Association and abide by the outcome demonstrating yourself as a “team Player”
- (c) Respect equipment of The Association and Town of Freedom property (park).

## **ARTICLE VIII – Tournament Teams**

### **Section 1**

- (a) Tournament teams will be permitted to participate in a reasonable number of out of town tournaments; the entry fee of which will be paid for by the Association up to maximum set at annual meeting.
- (b) The tournament team formation shall be coordinated between tournament coaches and the Executive board.

## **ARTICLE IX – FINANCIAL AND ACCOUNTING**

### **Section 1**

The Executive Board shall decide all matters pertaining to the finances of The Association and it shall place all income in a common league treasury, directing the expenditure of the same in such manner as will give no individual or team an advantage over those in competition with such individuals or team.

### **Section 2**

The Executive Board shall not permit the solicitation of funds in the name of The Association unless all of the funds so raised are placed in The Association treasury.

**Section 3**

All monies received shall be deposited to the credit of the depository in a timely manner. All Checks shall be signed by The Association Treasurer, and such other officers as the Executive Board shall determine.

**Section 4**

The Fiscal year of The Association shall be the calendar year (1/1 – 12/31)

**Section 5**

Upon dissolution of The Association and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of The Association to the Town of Freedom.

**Section 6**

All members of The Association are covered under an umbrella insurance policy of the Town of Freedom, paid for entirely by the Town of Freedom.

**ARTICLE X – AMENDMENTS**

This Constitution and By-Laws may be amended, replaced, or altered in whole or in part by a majority vote of officers present at any duly organized meeting of The Association provided notice of the proposed change is included in the notice of such meeting.

Adopted – September 10, 2024

Crystal Malenofski, President

Michael Riska, Vice President

Lori Dallmann, Treasurer

Secretary, Unfilled

General Member, Unfilled