

## Article I. **Mission**

**The West De Pere Youth Organization is an outstanding, non-profit, athletic organization providing a high quality experience for all youth who show dedication to the program. The organization focuses on developing strong basketball skills and knowledge of the game and emphasizes the importance of teamwork, building self-confidence, and promoting good sportsmanship.**

### Article 1 **NAME, LOCATION, OPERATION AND FISCAL YEAR**

#### 1.1 Name

1.1.1 These bylaws establish the West De Pere Youth Organization. This organization will also be referred to by the abbreviated name "WDPYO."

#### 1.2 Location

1.2.1 The WDPYO shall be located at 400 Reid St. Suite W, De Pere, WI 54115.

#### 1.3 Operation

1.3.1 The operation of WDPYO shall be governed by and conform to the provisions contained within these bylaws.

#### 1.4 Fiscal Year

1.4.1 The operating fiscal year for all matters of finance shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

### Article 2 **MEMBERSHIP**

#### 2.1 Membership

2.1.1 Any West De Pere school district household or business unit shall be eligible for membership.

2.1.2 All members of traveling teams must be students enrolled in a school within the district of West De Pere unless the Executive Board has approved membership.

2.1.3 Membership is renewed on an annual basis.

#### 2.2 Membership Termination

2.2.1 Membership in the WDPYO may be terminated when a member is no longer in the West De Pere school district.

2.2.2 Guidelines for conduct and subsequent disciplinary action will follow WDP school athletics and WIAA guidelines.

## Article 3 ORGANIZATION

### 3.1 Organization

3.1.1 The WDPYO Executive Board shall include the following officers:

Boys Director and Girls Director  
President  
Past-President  
Vice-President  
Secretary  
Treasurer  
Fund Raising Coordinator  
Concessions Coordinator  
Girls Tournament and League Coordinator  
Boys Tournament and League Coordinator  
Facilities Coordinator  
Equipment Coordinator

3.1.2 The association shall be required to maintain a minimum of eight (8) members. If at the end of a one-year period the association does not have at least eight members, the WDPYO will be dissolved. All funds will be turned over to the West De Pere Varsity basketball teams.

### 3.2 Election of Officers

3.2.1 Nominations for Executive Board positions must be made by an Executive Board member. Nominations should be presented at the April Meeting. People interested in serving on the Executive Board should contact a board member.

3.2.2 Members of the Executive Board present at the May meeting of the organization shall elect officers. If a Board member is unable to attend this meeting, their vote may be passed to the President prior to the meeting.

3.2.3 If the position is uncontested, the vote is by voice. Otherwise it is by anonymous written ballot.

3.2.4 Executive Board members shall serve a term of two years. Executive Board members shall assume their official duties in June. Board members may be elected to more than one term.

3.2.5 In the event of an unplanned officer vacancy occurring due to death, resignation, or inability to serve, the remaining Executive Board Members will be responsible for choosing an appointee to fill the position for the unexpired portion of the term.

3.2.6 Ideally, the Secretary, Treasurer, Equipment Coordinator, and Girls Tournament and League Coordinator are elected in odd years. The President, Vice-President, Boys Tournament and League Coordinator,

Facilities Coordinator, Concessions Coordinator, and Fundraising Coordinator are elected in even years.

3.2.7 The Girls and Boys Varsity coaches always fill the Girls and Boys Director positions, respectively. After completion of his/her term, the President fills the Past-President position.

3.2.8 A President nominee must be an active participant in WDPYO Board meetings for one year prior to being elected.

## Article 4 AMENDMENTS TO THE WDPYO

### 4.1 Introduction of Amendments

4.1.1 Proposed amendments to these bylaws shall be made in writing and presented for discussion during regular meetings.

### 4.2 Adoption of Amendments

4.2.1 An amendment shall be adopted if approved by a majority of WDPYO Executive Board members.

### 4.3 Amendments' Effective Date

4.3.1 Unless otherwise specified, amendments to these bylaws become effective immediately after the amendment is passed.

## Article 5 DUES

### 5.1 Timing

5.1.1 The WDPYO Executive Board shall establish dues each fiscal year.

### 5.2 Treasurer Responsibility

5.2.1 The WDPYO Treasurer is responsible for collecting and maintaining membership dues.

5.2.2 The WDPYO Treasurer shall deposit dues in the WDPYO checking account as soon as reasonably possible.

### 5.3 Exceptions

5.3.1 The Executive Board will approve hardship stipulations. It is not the intent of this organization to exclude anyone unable to pay dues.

## Article 6 REPORTING

### 6.1 Financial Reporting

- 6.1.1 The WDPYO Treasurer shall furnish a financial report to members during the monthly meeting. The report shall include the current checking account balance, unpaid debts, and receivables.

## Article 7 DUTIES OF OFFICERS

### 7.1 President

- 7.1.1 Preside at all WDPYO meetings.
- 7.1.2 Appoint committees as necessary.
- 7.1.3 Serve as an official member on all committees.
- 7.1.4 Promote increased membership and carry out the WDPYO programs and policies.
- 7.1.5 Sign checks as required.
- 7.1.6 Abide by the guiding principles of the Girls and Boys Directors.
- 7.1.7 Run meetings according to the agenda approved by the Executive Board.

### 7.2 Past-President

- 7.2.1 Serve as a consultant as needed.

### 7.3 Vice-President

- 7.3.1 In the absence of a President, perform the duties of that office.
- 7.3.2 Responsible for tasks as delegated by the President.
- 7.3.3 Develop and initiate programs to increase membership and provide for the effective retention of existing membership.
- 7.3.4 Serve on committees as appointed by the President.
- 7.3.5 Sign checks as required.

### 7.4 Secretary

- 7.4.1 Prepare agendas with the President and record minutes of all meetings.
- 7.4.2 Oversee all official correspondence and record of the association, except those held by other officers for the performance of their duties.
- 7.4.3 Notify WDPYO Executive Board of all meetings called by the President.
- 7.4.4 Perform other duties as delegated by the President.
- 7.4.5 Update on-line registration yearly and prepare registration reports.
- 7.4.6 Oversee the website and keep information current.

### 7.5 Treasurer

- 7.5.1 Receive all money for the WDPYO and issue receipts when appropriate.
- 7.5.2 Deposit all funds in an account in the name of and approved by the WDPYO.
- 7.5.3 Maintain a complete record of all WDPYO financial transactions.

- 7.5.4 Give a report at each meeting on financial transactions and the condition of the treasury.
- 7.5.5 Sign all checks and pay all bills that are submitted and approved by the Executive Board.
- 7.6 Girls Tournament and League Coordinator
  - 7.6.1 Send out registrations for WDPYO Tournaments as required.
  - 7.6.2 Coordinate and obtain participants for the WDPYO Tournaments.
  - 7.6.3 Perform any other duties necessary in hosting WDPYO Tournaments.
  - 7.6.4 Track league games and tournament registrations to ensure each team is following the Program Framework in regards to the number of games and tournaments allowed.
  - 7.6.5 Provide the Secretary with tournament updates to ensure the website is kept current.
  - 7.6.6 Direct coaches to a list of available tournaments in the area as requested.
- 7.7 Boys Tournament and League Coordinator
  - 7.7.1 Send out registrations for WDPYO Tournaments as required.
  - 7.7.2 Coordinate and obtain participants for the WDPYO Tournaments.
  - 7.7.3 Perform any other duties necessary in hosting WDPYO Tournaments.
  - 7.7.4 Track league games and tournament registrations to ensure each team is following the Program Framework in regards to the number of games and tournaments allowed.
  - 7.7.5 Provide the Secretary with tournament updates to ensure the website is kept current.
  - 7.7.6 Direct coaches to a list of available tournaments in the area as requested.
- 7.8 Facilities Coordinator
  - 7.8.1 Act as the key contact between the coaches and the schools to set up gym time for practice.
  - 7.8.2 Maintain a log/record of all scheduled practices – team, coach, school, times, etc.
  - 7.8.3 Ensure all events (tournaments, practices, etc.) are put on the appropriate school calendars.
  - 7.8.4 Maintain communication with West De Pere School District Activities Director concerning WDPYO activities.
  - 7.8.5 Set up schedule for assigned personnel to open and close gyms.
- 7.9 Fundraising Coordinator
  - 7.9.1 Propose fund raising events to the Executive Board.
  - 7.9.2 Promote and coordinate all fundraising events.
  - 7.9.3 Coordinate volunteers to work all WDPYO events.
- 7.10 Concessions Coordinator
  - 7.10.1 Coordinate concessions activities and oversee concessions committee.
  - 7.10.2 Purchase approved items to run concessions.

7.10.3 Collect concessions funds and give to Treasurer to deposit.

7.11 Equipment Coordinator

7.11.1 Transfer necessary equipment to coaches.

7.11.2 Track the number of uniforms and order new uniforms per the guidelines set by the WDPYO Board.

7.11.3 Maintain records of player uniforms provided to each member.

7.11.4 Ensure all equipment is returned at the end of the season.

7.11.5 Maintain inventory of uniforms and equipment. Make additional purchases as approved by the WDPYO Board.

7.12 Girls and Boys Director

7.12.1 Promote increased membership.

7.12.2 Act as a liaison between the school athletics program and WDPYO.

7.12.3 Guide the WDPYO coaches and Executive Board in the matters of preparing the youth for transition into the high school athletics program.

7.12.4 Dictate scope and spec of player development by age group.

## Article 8 MEETINGS

8.1 Rules of Procedure

8.1.1 The rule of procedure for the WDPYO Executive Board and all other meeting of the WDPYO shall be governed by the WDPYO bylaws.

8.1.2 All procedures not expressly governed by the WDPYO bylaws will be conducted as set forth in Robert's Rule of Order.

## Article 9 SPECIAL TOPICS, MEETINGS

9.1 Use of WDPYO Name

9.1.1 No member of the WDPYO shall, using the name of WDPYO, make any public statement or originate any external correspondence that establishes new policy or conflicts with any existing WDPYO policy. The mission and fundamental goal of the WDPYO is contained in the Preamble.

9.2 Audits

9.2.1 The President shall appoint two members in good standing to act as auditors to audit the financial records of the WDPYO annually. The audit shall take place during the month of August. The findings of the audit shall be reported to the Executive Board.

9.3 Parental Role

9.3.1 The parental role in the WDPYO is one of support and encouragement of our youth participants.

9.4 Late Membership

9.4.1 No additional members may be added once registration closes except:

- A new student has moved into the district.
- A circumstance approved by the WDPYO Board.

9.5 Situations Not Specifically Addressed

9.5.1 The Executive Board will resolve any situation not specifically covered in these bylaws.

Article 10 ORGANIZATIONAL PURPOSE, EARNINGS AND DISSOLUTION (3/20/02)

10.1 The West De Pere Youth Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

10.2 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and contributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or any corresponding section of future Federal Tax Code.

10.3 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

We declare that the West De Pere Youth Organization document titled "Mission, Articles of Organization and Bylaws" last revised on April 22, 2023, is our current organizing document:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_