

## I. Mission Statement and Core Values

### 1. Mission Statement:

**The Orland Park Magic Sports Association is a travel organization with a mission to contribute to increasing the passion for sports in the community through the operation of a model youth baseball, basketball, and softball program that emphasizes strong fundamentals, excellent instruction/coaching, equal and maximum opportunities and a transparent administration.**

### 2. Core Values:

- **Player Development** – The advancement of individual and team skills of all participants through practice and games is at the core of what we are attempting to accomplish. We will strive to provide as many opportunities to practice and play for as many kids as is reasonable.
- **Sportsmanship** – We expect that all participants in our league, including players, coaches, referees, league officials and parents will conduct themselves with respect and a positive, constructive attitude toward the game and toward each other. The Orland Park Magic Sports Association expects all participants to exhibit: winning without bragging, losing without complaining or making excuses, treating referees and opponents with respect, encouraging teammates, respecting the coaches, officials and volunteers of the organization. Without this fundamentally positive and respectful attitude, attempts to accomplish any of our goals are undermined.
- **Competition** – Competition and the desire to win are essential elements of The Orland Park Magic Sports Association. This is based on our belief that competition is an important part of player development and that playing to win is an important part of competition. We recognize, however, that the level of competition and playing to win will vary based on age, league, regular season and playoffs. .
- **Fairness and Transparency** – Our processes and our management will be fair and transparent. Merit, skill, positive attitudes and hard work will be rewarded. Our selection processes for our teams and coaches, along with our finances and rules and regulations will be managed in a clear, direct and open way. Not everyone will agree with every selection or decision. We will strive to ensure that the processes by which selections or decisions are arrived at are fair to the whole and transparent to all.
- **Fun and Safety** - We believe the most important reason young people play sports is to have fun. This does not mean that everything every player does is fun all the time. It does mean that when a player looks back on the year, they feel they been in an environment that was fun. We also require that the environment is safe for players, coaches and all involved.

## II. Board of Directors

- The Board of Directors shall serve without pay and consist of 4 voting members as well as non-voting representatives from various underlying boards, committees and administrative roles.
- Voting members include: President (elected), Vice President (elected), Treasurer (elected), Secretary (elected), other minority officials
- Replacement of Board Members will be subject to an open nominating process and majority vote by existing board of directors for election.
- Subsequent to the initial terms, Board members shall serve 3 year terms.
- The Board can nominate any Board Member for another term.
- The role of the Board of Directors is to oversee the Orland Park Magic Sports Association operations by

**1. Setting the policy for the organization.** This is done by:

- Creating or updating the mission statement, purpose and core values.
- Determining the organization's important policies, processes, programs, services and rules.
- Build formal feedback and review into the annual operating plan
- Approving the annual budget and operating plan
- Approving a long term strategic plan
- Acting as the final authority on all matters of conflict arising from the Executive Team or underlying parts of the organization
- Appointing the Director of Basketball Operations
- Approving executive team appointments

**2. Monitoring the organization's operations:**

- Reviewing actual performance vs. budget, operating plan, etc.
- Approving major contracts and grants
- Soliciting and reviewing program evaluations.
- Troubleshooting as necessary.

**3. Other board responsibilities**

- Documenting executive policies and decisions to create an organizational memory.
- Assist in fundraising by soliciting donations to support the initiatives of the organization
- Advocating for the organization in the community
- Preparing for and attending board meetings.
- Researching and discussing issues before decisions are made.
- Replacing and orienting board members when a vacancy arises.

➤ **While serving as a member of the board, Directors are expected to:**

- Take reasonable care when making decisions for the organization
- Act in the best interest of the organization
- Act in accordance with the organization's mission and core values
- Stand aside when there is a conflict of interest

➤ **While the board has many responsibilities, there are also things it should avoid. The board of directors should not:**

- Concern itself with the day-to-day management of the organization. The operational and administrative leadership should be able manage things.
- Rubber stamp decisions. While the board should take the recommendations of the various constituents, the board needs to be an independent decision-making body.
- Committees- the Board may appoint standing and ad hoc committees as needed.
- Meetings
- Regular meetings shall be held once per quarter
- Special meetings may be held at any time when called for by the Chair or a majority of Board members.
- Agendas shall be provided at least 2 days in advance.
- Voting

- (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- Passage of a motion requires a simple majority (ie, one more than half the members present).
- Conflict of Interest - Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.
- Fiscal Policies - the fiscal year of the board shall be
- Amendments - These bylaws may be amended by a 4/5<sup>th</sup>'s vote at official meetings, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

### **Board Members**

The following positions should be filled by members of the Orland Park community with an interest in building the long term success of the Orland Park Magic Association sports program. Things that are prerequisites for participation include: Experience in coaching, people who can help create and communicate a long term vision for success, and those who can recruit people to fulfill roles in the operating committees, fund raising, coaching, etc.

Voting Members of the Board include:

**President** - shall preside at all Board meetings, call items to vote and

**Vice-President** - shall assume the duties of the Chair in case of the Chair's absence.

**Treasurer** - shall keep record of the organization's budget and prepare financial reports as needed

**Secretary** - shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all

### **III. Executive Team**

- The role of the Executive Team is to manage: the execution of the yearly operating plans, strategic initiatives and day to day operations of the Orland Park Magic Association in a manner consistent with the mission and core values of the organization.
- The Executive Team is responsible for appointing, approving and removing personnel from operating roles.
- The Executive Team is responsible for the resolution of disputes that have not been able to be resolved in underlying committees or teams. Disputes will be resolved with the mission statement and core values as guides. Should a dispute be determined so controversial that the Executive team is not able to resolve it; the resolution responsibility shall be passed along to the Board of Directors.
- The Executive Team consists of three members appointed on an annual basis:
- Director of Baseball Operations – selected via open nomination and Board of Director vote.
- Director of Basketball Operations – selected via open nomination, subject to Board of Directors approval.
- IT Coordinator – appointed by current Board members

### **IV. Policy Change**

- Suggestions for policy change for the Orland Park Magic Association's programs can come from the Board members and/or the Executive Team. These changes will need a majority vote from the committee to move on. The Executive Team will review the prospective changes and pass along a recommendation to the Board of Directors. The Board of Directors will vote to approve or decline the prospective change.

#### **V. Disciplinary Actions**

- When it is believed that a violation of policy occurs, it is the responsibility of the applicable program coordinator and Board members to attempt a resolution.
- If there is no resolution, and it is believed that suspension or removal is warranted by the applicable program coordinator or coach, the matter is forwarded to the Executive Team to attempt a resolution.
- If still no resolution, the matter is brought to the Board of Directors with the recommendations of the Executive Team for discussion and resolution. Pending this "hearing" the Executive Team may choose to suspend the individual in question from performing their role.