

# Plano Youth Organization (PYO) Bylaws

*Adopted October 2025*

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## Article I – Name and Purpose

### Section 1. Name

The name of this organization shall be the **Plano Youth Organization (PYO)**.

### Section 2. Purpose

The purpose of the Plano Youth Organization is to organize, promote, and govern youth athletic and community programs in Plano, Illinois. PYO is dedicated to fostering personal growth, teamwork, discipline, and respect among participants through structured and inclusive programs.

The objectives of the Organization shall include:

1. Providing safe, structured, and affordable athletic and recreational opportunities for youth of all backgrounds;
  2. Promoting sportsmanship, teamwork, discipline, and mutual respect among players, coaches, parents, and spectators;
  3. Encouraging community involvement and volunteerism to support positive youth development;
  4. Maintaining programs that are inclusive, equitable, and accessible to all participants regardless of background or ability;
  5. Preparing youth athletes for success in middle school, high school, and lifelong recreation;
  6. Developing leadership, citizenship, and character in young people through sports and community engagement.
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# Article II – Organizational Structure

## Section 1. Overview

PYO operates as a unified nonprofit organization supporting multiple youth sports and activities, including but not limited to Baseball, Softball, Basketball, T-Ball, Soccer, Wrestling, and other programs approved by the Board of Directors.

Requests for new sports or events shall require:

1. A formal written proposal by a community member or group;
2. Discussion and evaluation by the Board; and
3. Approval by a majority vote of the Board of Directors.

## Section 2. Authority

All divisions of PYO operate under the direction and authority of the **PYO Board of Directors**. Divisions may establish rules, schedules, and procedures consistent with these bylaws and subject to Board review and approval.

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# Article III – Board of Directors

## Section 1. Governance

The **Board of Directors** shall serve as the governing body of the Plano Youth Organization and shall have full authority and responsibility for all affairs, finances, and operations of the Organization.

## Section 2. Composition

The Board shall consist of no fewer than five (5) and no more than fifteen (15) voting members, which may include the following roles:

- President
- Vice President
- Secretary

- Treasurer
- Sport Directors (Baseball, Softball, Basketball, Wrestling, etc.)
- At-Large Members as approved by the Board

### Section 3. Terms

Board members shall serve two-year terms, with staggered elections to maintain continuity.

- **Winter Sport Directors:** elected in August.
- **Spring/Summer Directors:** elected in January.  
Officers may serve successive terms if re-elected.

### Section 4. Duties

The Board shall:

1. Establish and enforce all organizational policies and procedures;
2. Approve annual budgets and oversee financial integrity;
3. Coordinate facility usage and scheduling;
4. Approve and oversee coaches and volunteers;
5. Resolve disputes or disciplinary issues within the Organization.

### Section 5. Meetings

The Board shall meet at least **four (4) times annually**, typically in January, March, July, and November, or as otherwise determined by the Board.

- Meetings shall be publicly announced via the Organization's website and social media.
- A **quorum**, defined as a majority of voting members, is required for official action.
- Minutes shall be recorded and publicly posted following each meeting.

### Section 6. Voting

Each Board member, including officers, has one (1) vote.

- Decisions shall be made by **majority vote**.
  - In the event of a tie, the **President**, or in their absence the **Vice President**, shall cast the deciding vote.
  - Electronic voting is permitted when time-sensitive decisions are necessary; however, all votes must be documented, signed, and posted to the Organization's website for transparency.
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## **Article IV – Officers and Executive Board**

### **Section 1. Eligibility**

Board members must reside within the Plano School District boundaries unless no qualified volunteer is available. In such cases, a non-resident may serve in an **interim capacity** until a qualified Plano resident expresses interest.

### **Section 2. Officers and Executive Board Composition**

The officers of the Plano Youth Organization shall consist of the **President, Vice President, Secretary, and Treasurer**, collectively known as the **Executive Board**. These officers shall provide leadership, operational oversight, and decision-making authority between regular meetings of the full Board of Directors.

The Executive Board is empowered to act on urgent matters that require immediate attention, subject to later ratification by the full Board at its next scheduled meeting.

### **Section 3. General Duties of the Executive Board**

The Executive Board shall:

1. Provide leadership and direction consistent with the mission and bylaws of the Organization;
2. Administer and supervise day-to-day operations of the Organization between regular Board meetings;
3. Oversee adherence to all PYO policies, codes of conduct, and financial procedures;

4. Review and approve emergency expenditures or decisions as necessary;
  5. Ensure compliance with federal, state, and local regulations governing youth sports and nonprofit operations;
  6. Evaluate program performance and recommend improvements to the full Board;
  7. Maintain transparency by documenting all Executive Board actions and submitting them for full Board review;
  8. Assist in recruitment, orientation, and training of new Board members and volunteers;
  9. Oversee all personnel matters, including coach and volunteer selection, evaluation, and discipline;
  10. Represent the Organization in all official matters with community partners, the City of Plano, the school district, and other entities.
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## **Section 4. Specific Duties of Officers**

### **A. President**

The President shall serve as the chief executive officer of the Plano Youth Organization and shall:

1. Preside over all Board and Executive Board meetings;
2. Serve as the official spokesperson and representative of PYO;
3. Ensure all actions and policies adopted by the Board are implemented;
4. Serve as coordinator of sport divisions, ensuring Directors comply with PYO policies and timelines
5. Serve as liaison to municipal, school, and community entities;
6. Oversee resolution of conflicts and disciplinary matters;
7. Review and sign all official correspondence, contracts, and agreements approved by the Board;

8. Ensure that all organizational activities align with PYO's mission and bylaws;
9. Facilitate long-range planning and development for future organizational growth.

## **B. Vice President**

The Vice President shall:

1. Assist the President in all organizational duties;
2. Assume the powers and responsibilities of the President in their absence or at their request;
3. Supervise risk management, including safety protocols, emergency procedures, and compliance with background check requirements;
4. Coordinate the review and update of bylaws, policies, and operational handbooks;
5. Oversee volunteer recruitment and recognition programs;
6. Support conflict resolution between divisions, coaches, and parents.

## **C. Secretary**

The Secretary shall:

1. Maintain accurate minutes of all Board and Executive Board meetings;
2. Maintain and preserve all organizational records, correspondence, and official documents;
3. Ensure timely public posting of meeting notices, agendas, and approved minutes;
4. Manage internal communications and ensure transparency between divisions and the community;
5. Certify Board votes and maintain a record of all motions, decisions, and amendments;
6. Oversee the filing and retention of organizational records in compliance with applicable laws;

7. Assist in preparing official reports or submissions required by the City of Plano, leagues, or governing bodies.

#### **D. Treasurer**

The Treasurer shall serve as the chief financial officer of the Organization and shall:

1. Maintain accurate and complete records of all financial transactions;
2. Prepare and present monthly financial statements to the Board;
3. Develop and present an annual budget for Board approval;
4. Collect and deposit all funds in the Organization's approved financial institution;
5. Ensure dual authorization for all disbursements and maintain receipts for all transactions;
6. Prepare and file all tax forms, financial reports, and documents required by law;
7. Oversee fundraising and sponsorship revenues to ensure compliance and accountability;
8. Coordinate with an independent reviewer or auditor for annual financial review;
9. Advise the Board on financial implications of policy decisions and expenditures;
10. Maintain the financial integrity of the Organization by enforcing strong internal controls.

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### **Section 5. Elections**

Officers shall be elected biannually in August as follows:

- **Odd-numbered years:** President and Treasurer
- **Even-numbered years:** Vice President and Secretary

Elections shall occur by majority vote of the full Board following open nominations and public notice.

### **Section 6. Vacancies**

In the event of a vacancy, notice shall be posted publicly for at least ten (10) days. The Board shall appoint a qualified replacement by majority vote. Appointees serve until the next scheduled election.

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## **Article V – Background Check Policy**

### **Section 1. Applicability**

The following individuals must successfully complete a **criminal background check** prior to participating in any PYO activity:

- All head and assistant coaches;
- All Board members and officers;
- Volunteers with regular or unsupervised contact with players;
- Individuals handling funds, registrations, or records;
- Contractors or vendors regularly interacting with players or teams.

### **Section 2. Process**

1. **Initial Check:** Must be completed prior to the first scheduled activity.
2. **Renewal:** Conducted annually for coaches and every two (2) years for Board members, or as otherwise required.
3. **Self-Reporting:** Any covered individual must immediately notify the Board of any new arrests, charges, or convictions following their last check.

### **Section 3. Disqualifying Offenses**

Individuals shall be ineligible to serve if convicted or having pled guilty to:

- Violent crimes (murder, manslaughter, assault, or battery);
- Child abuse, neglect, or endangerment;



- Sexual offenses or any crime requiring sex offender registration;
- Felony drug offenses;
- Any other offense that, in the judgment of the Board, may compromise safety or integrity;
- **Treasurer-specific:** Any theft, fraud, or financial misconduct offense.

## Section 4. Appeal Process

An individual may submit a **written appeal** for Board review. The appeal must include evidence of rehabilitation, elapsed time since the offense, and any mitigating factors. The Board's decision shall be final.

## Section 5. Conditional Participation

No individual may begin duties until their background check has cleared.

In rare cases, the Board may authorize **conditional participation** under direct supervision pending results. Disqualifying results will result in immediate removal.

## Section 6. Compliance and Review

Failure to comply with this policy or to disclose required information shall result in immediate suspension or removal.

This policy shall be reviewed annually to ensure compliance with **Illinois School Code** and **ISBE standards**.

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# Article VI – Sport Divisions

Each sport or activity shall have a **Director** appointed and approved by the Board.

## Director Duties

- Manage registration, team assignments, and scheduling;
- Oversee coaches and volunteers;
- Ensure compliance with all PYO and league rules;
- Facilitate communication between participants and the Board.

## **Director Positions**

Baseball, Softball, Basketball, Wrestling, and T-Ball are standing divisions.  
New divisions require Board approval and the appointment of a qualified Director.

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## **Article VII – Coaches and Volunteers**

### **Section 1. Selection and Approval**

All coaches and volunteers must:

- Apply annually;
- Complete and pass a background check;
- Be approved by Board vote.

### **Section 2. Expectations**

Coaches must model professionalism, integrity, sportsmanship, and prioritize participant safety. They must uphold all organizational policies and the Code of Conduct.

### **Section 3. Removal**

Coaches or volunteers found in violation of policies, misconduct standards, or the Code of Conduct may be suspended or removed by Board action.

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## **Article VIII – Code of Conduct and Discipline**

### **Section 1. Purpose**

To maintain a positive, respectful, and safe environment for all players, coaches, parents, and spectators.

### **Section 2. Standards of Conduct**

All participants must:

- Treat others with respect;
- Refrain from profanity, fighting, harassment, or use of substances;
- Demonstrate good sportsmanship at all times.

### **Section 3. Disciplinary Actions**

Violations may result in verbal or written warnings, suspension, or removal, as determined by the Executive Board.

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## **Article IX – Registration and Eligibility**

### **Section 1. Player Eligibility**

Eligibility shall be determined by age or grade level per sport-specific rules. Plano residents shall receive priority registration in cases of capacity limits.

### **Section 2. Registration Procedures**

Registration shall be open to all eligible participants, with fees and deadlines set annually. Refund policies will be clearly stated prior to registration.

### **Section 3. Financial Assistance**

Confidential financial assistance of up to 50% may be granted. Exceptions beyond that limit require Board approval.

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## **Article X – Finances**

### **Section 1. Fiscal Year**

The fiscal year of PYO shall begin on **August 1** and end on **July 31**.

### **Section 2. Budget and Oversight**

The Treasurer shall prepare an annual budget for Board approval.

An annual financial review or audit shall be conducted to ensure compliance and transparency.

## Section 3. Financial Management

All organizational funds shall be held in PYO accounts. No disbursement of funds shall occur without dual authorization by the Treasurer and one additional Executive Officer.

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## Article XI – Amendments

These bylaws may be amended by a **majority vote** of the Board, provided that notice of the proposed amendment has been distributed to all Board members at least **ten (10) days** prior to the meeting.

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## Article XII – Nonprofit and Dissolution Clause

The Plano Youth Organization shall operate as a **nonprofit entity**. No part of the Organization's net earnings shall benefit any private individual. Upon dissolution, all assets shall be distributed to a **501(c)(3) youth or community organization** within Plano, Illinois.

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## Article XIII – Nondiscrimination Policy

The Plano Youth Organization prohibits discrimination on the basis of race, color, religion, sex, national origin, disability, or socioeconomic status in any of its programs, services, or activities.

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**Adopted by the Plano Youth Organization Board of Directors  
October 2025**

## PLANO YOUTH ORGANIZATION CONFLICT OF INTEREST POLICY

### ARTICLE I – PURPOSE

It is important for Plano Youth Organization directors, officers, and staff to be aware that both real and apparent conflicts of interests or dualities of interest sometimes occur in the course of conducting the affairs of the corporation and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with the corporation should be expected to have and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations, a person will sometimes owe identical duties of loyalty to two or more corporations. The purpose of the conflict-of-interest policy is to protect the corporation's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. Conflicts are undesirable because they potentially or eventually place the interests of others ahead of the corporation's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved. Each member of the board of directors and the staff of the corporation has a duty of loyalty to the corporation. The duty of loyalty generally requires a director or staff member to prefer the interests of the corporation over the director's/staff's interests or the interests of others. In addition, directors and staff of the corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the corporation or cause there to arise any sanction or penalty by a governmental authority. The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **ARTICLE II – DEFINITIONS**

### **Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, in an interested person.

### **Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the corporation has a transaction or arrangement.
- A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement.

- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **ARTICLE III – PROCEDURES**

#### **3.1 Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### **3.2 Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### **3.3 Procedures for Addressing the Conflict of Interest**

- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing body or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### 3.4 Violations of the Conflict-of-Interest Policy

- If the governing body or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **ARTICLE IV – RECORDS OF PROCEEDINGS**

The minutes of the governing board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceeding.

## **ARTICLE V – COMPENSATION**

5.1 A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.3 No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **ARTICLE VI – ANNUAL STATEMENTS**

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- Has received a copy of the conflict-of-interest policy.
- Has read and understands the policy.
- Has agreed to comply with the policy, and
- Understands that the corporation is charitable and in order to maintain its status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **ARTICLE VII – PERIODIC REVIEWS**

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information and the results of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management corporations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

#### **ARTICLE VIII – USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing body of its responsibilities for ensuring periodic reviews are conducted.

#### **CERTIFICATE OF ADOPTION OF CONFLICT-OF-INTEREST POLICY**

I do hereby certify that the above stated Conflict of Interest Policy and Agreement for Plano Youth Organization were updated, approved, and adopted by the Board of Directors in October of 2025 and constitute a complete copy of the Conflict of Interest Policy of the corporation.



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Name and Title Printed

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Signature

Date Signed: \_\_\_\_\_