



NAVARRE YOUTH SPORTS ASSOCIATION BY-LAWS

ARTICLE I – Name

This organization shall be known as the Navarre Youth Sports Association, Inc., hereinafter referred to as “Sports Association.”

ARTICLE II - Objective

Section 1. The objective of the Sports Association shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

Section 2. 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 Sports Association shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive games. No part of the net earning shall inure to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene on any political campaign on behalf of any candidate for public office.

ARTICLE III - Membership

Section 1. Eligibility – Any person sincerely interested in active no monetary participation to affect the objective of this organization may apply to become a Member, unless otherwise stated.

Section 2. Classes – There shall be the following classes of Members:

- a. Players Members – Any player candidate meeting the requirements of the Sports Association shall be eligible to compete for participation but shall have no vote, duties or obligations in the management or in the property of the Sports Association.
- b. Regular Members – Any dues paying person in good standing. Regular Members shall be issued a card number in sequential order annually. The secretary shall maintain the role of membership to qualify voting members.
- c. Honorary Members (optional) – Any person may be elected as an Honorary Member by the unanimous vote of all the Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Sports Association.

- d. Sponsor Members – Any person not a Regular Member who makes financial contribution to the Sports Association may, by a majority vote of the Board of Directors, become a Sponsor Member, but such person shall have no rights, duties or obligations in the management or in the property of the Sports Association.

Section 3. Other Affiliations – Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of the Sports Association.

Section 4. Suspension or Termination – Membership may be terminated by resignation or action of the Board of Directors.

- a. The Board of Directors, by a two-thirds vote of those 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 interest of the Sports Association. The Member involved shall be notified of such meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges. Termination or suspension shall be enforced by the future Board of Directors for the full duration of the termination or suspension.
- b. The Board of Directors shall, in case of a Player Member, give notice to the Manager of the team of which the player is a member. Said Manager shall appear, in the capacity of an Advisor, with the Player before a duly appointed Committee of the Board of Directors, which shall have full power to suspend or revoke such Player's right to future participation.

ARTICLE IV – Dues

Section 1. Dues for Regular, Honorary, and Sustaining Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period and be voted on by the general membership. Membership period is to run from **October 1 to September 30**. New Member dues will be prorated by calendar quarter year.

Section 2. Members who fail to pay their fixed dues by **October 1** will be dropped from the rolls.

ARTICLE V - Meetings

Section 1. Annual Meeting – The Annual Meeting of the Members of the Sports Association shall be held by the third week of October in each year for the purpose of electing Officers, Directors, receiving reports and for the transaction of such of such other business as may properly come before the meeting.

Section 2. Notice of the Meeting – Notice of Annual Meeting of the Members shall be mailed to each Member at his last recorded address at least ten (10) days in advance setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Members at an annually convened meeting.

Section 3. Special Meeting – Special Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10)

Members, the President shall call a Special Meeting to consider a specific subject. No other than that specified in the Notice of the Meeting shall be transacted at any Special Meeting of the Members.

Section 4. Quorum – The presence in person or by proxy of one-third of the Members shall be necessary to constitute a quorum.

Section 5. Voting – Only Regular Members shall be entitled to vote at meeting of the Sports Association at which the general membership are asked to vote.

Section 6. Proxies – Each Member, with proof of valid membership, shall be entitled to one vote in person or by proxy. All proxies must be in written form and notarized and may be withdrawn at any time.

Section 7. Rules of Order – Roberts Rules of Order shall govern the proceeding of all meetings.

ARTICLE VI – Board of Directors

Section 1. Board and Number – The management of the property and affairs of the Sports Association shall be vested in the Board of Directors. Number of Directors shall be twelve (12). The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified. The Directors will elect their officers for the upcoming year at the next scheduled Board of Directors meeting, which cannot be held later than seven (7) days following the Annual Meeting.

- a. The Board shall receive at the Annual Meeting of the Members of the Sports Association a report, verified by the President and Treasurer or a majority of Directors showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of the acquisition.
- b. The names and places of residence of the persons who have been admitted to the membership in the Sports Association during the year.
- c. Report shall be filed with the records of the Sports Association and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting.

Section 2. Term of Office – One half of the total number of Directors will be elected for a two-year term (this will allow for six Members carrying over with six new Directors). The Treasurer will serve a one-year term. Nominations will be accepted from the floor.

Section 3. Vacancies – If any vacancy occurs in the Board of Directors by death, resignation or otherwise, it will be filled within thirty (30) days at an open meeting and voted upon by the Regular Voting Members. Any vacancies occurring within sixty (60) days of annual meeting will be filled at the Annual Meeting. Notification of vacancies will be announced in the local paper.

Section 4. Resignation Procedures – Any Directors wishing to resign their position must submit their resignation in writing to the President. Resignation must be notarized. A cooling off period of three (3) days after submission of resignation to the President is required prior to finalizing resignation.

Section 5. Meeting, Notice and Quorum – At regular meeting any Executive Director may, whenever any of them deems it advisable and the Secretary shall, at request of five (5) Directors, issue a call for a Special Meeting of the Board. Special Meetings may or may not be open to public at Board discretion. Any Board Member missing three (3) consecutive meetings or six (6) meetings over a ninety (90) day period will be automatically terminated. Secretary will notify Member by mail of two consecutive unexcused absences. Notification of not being present at a meeting must be given to an Executive Board Member twenty-four (24) hours prior to that meeting. The only exceptions to the twenty-four (24) hour notification will be job related, hospitalization, or an extended illness, and all absences will be reviewed by the Board of Directors. Notice to each meeting shall be given by the Secretary to each Director by telephone or personal notice twenty-four (24) hours preceding the meeting.

Section 6. Duties and Powers – The Board of Directors shall have the power to appoint Standing Committees. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Sports Association as it may deem proper.

- a. The Board shall have the power by a two-thirds vote of those present at any Regular or Special Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Sports Association in accordance with the procedure set forth in Article III, Section 4(a).

ARTICLE VII – Executive Board

Section 1. The Executive Committee shall consist of all Executive Directors and one Board Member.

Section 2. The Managers Committee shall, at the request of the President of the Board of Directors, investigate complaints concerning the managers and coaches and make a report to the Board of Directors within seven (7) days of the initial request.

Section 3. Any recommendations made by the Executive Committee must be approved by a two-thirds vote of the Board of Directors before implementation.

ARTICLE VIII – Other Committees

Section 1. All Committees must submit a written budget at the Annual Meeting. All Committees must operate within budget. Committee recommendations must be submitted in writing to the Secretary one week prior to Board meeting. Secretary will provide Board Members with a copy of recommendations at least twenty-four (24) hours prior to Board Meeting. Failures to comply with these submittal and notification procedures are grounds to exclude Committee reports from agenda.

Section 2. Membership Committee – The Board of Directors will appoint a Membership Committee consisting of a Secretary (to be chairman) and at least two (2) Regular Members The Committee shall receive the names of all Members of all classes, investigate for eligibility and recommend those qualified for election at the Annual or any Special Meeting of the Members or the Board of Directors as the case may be. Committee will be responsible for keeping membership rolls current, notification of membership renewals, issuing new membership cards, and supplying each Director with a list of Members at the end of renewal period. This Committee will also be responsible for the billing and collection of the annual dues of the Sports Association.

Section 3. Finance Committee – The Board of Directors will appoint a Finance Committee consisting of one (1) Director (to be chairman) and at least two (2) Regular Members. The Treasurer shall be an Ex-Officio Member of the Committee. The Committee shall investigate ways and means of means of financing the Sports Associations. This committee will also be responsible for the collection of the annual dues of the Sports Association.

Section 4. Building and Property Committee – The Board of Directors will appoint a Building and Property Committee consisting of one (1) Director (to be chairman) and at least two (2) Regular Members. The Committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

Section 5. Ground Committee – The Board of Directors will appoint a Ground Committee, which shall be responsible for the care and maintenance of the playing field(s), buildings, and grounds. Committee will consist of at least one (1) Director and sufficient Members that each field of play will have at least one (1) Committee Member responsible for care and maintenance.

Section 6. Playing Equipment Committee – The Board of Directors will appoint a Playing Equipment Committee, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season. It will be the responsibility of the Committee to all of the equipment and supplies within ten (10) days of the last game of the season and make a final report to the Board of Directors. Committee is also responsible to submit a beginning inventory and resupply forecast at least two weeks prior to issuing a team's equipment.

Section 7. Commissioners Committee – The Board of Directors may appoint a Commissioners Committee consisting of one (1) Director, two (2) Members and the Commissioner of each league. The Committee shall interview and investigate candidates to the Board. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Sports Association.

Section 8. Umpire Committee – The Board of Directors may appoint an Umpire Committee consisting on one (1) Director (to be chairman) and at least two (2) Regular Members. The Committee shall recommend to the Board for appointment a staff of umpires. When appointed, the staff of umpires shall be under the personal direction of the Sports Association President.

Section 9. Oversight Committee - The Board of Directors shall appoint an Oversight Committee consisting of three (3) Board Members and three (3) Members. Their duties shall consist of scheduling teams for the concession stand, inventory control, reporting any damage or repairs that are needed of the real property to the Board of Directors. The Board Members will be responsible for the collection and the drop of moneys each day. Each Director will be scheduled for collection and drop of monies collected during event.

ARTICLE IX – Officers, Duties and Powers

Section 1. Election- Within seven (7) days following the Annual Meeting, the Directors present, provided there is a quorum, shall meet for the purpose of electing Officers and appointing Committees for the ensuing year.

Section 2. Officers – The Officers of the Sports Association shall consist of a President, one (1) or more Vice Presidents, a Secretary, a Treasurer, and a Player Agent or Agents, all of whom shall hold office for the ensuing year or until their successors are duly elected (regulation 1 (b)). The Board of Directors may appoint such other Officers or Agents as it may deem necessary or desirable, and may prescribe the powers and duties of each.

Section 3. President – The President

- b. Conduct the affairs of the Sports Association and execute the policies established by the Board of Directors.
- c. Present a written report of the condition of the Sports Association at the Annual Meeting prior to Officer Elections.
- d. Be responsible for the conduct of the Sports Association in strict conformity to the policies, Principles as agrees to under the conditions of Charter issued to the Sports Association by that organization.
- e. Designate in writing, other Officers if necessary, to have power to make and execute for/and in the name of the Sports Association such contracts and leases with prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to the Sports Association and report thereon to the Board of Executive Board as circumstances warrant.
- g. Coordinate with Committee and League Commissioners in the preparation of operating budgets of each sport prior to commencement. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- h. With the assistance of the Player Agent, examine the applications and supporting proof-of-age documents of every player candidate and certify to the residence and age eligibility before the player may be accepted for tryouts and selection.

Section 4. Vice President – In case of the absence or disability of the President, and provided he is authorized by the President of the Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of the office, and shall have such other duties as from time to time may be assigned to him by the Board of Directors or by the President.

- a. Responsible for ensuring that each Board Member is a Chairman of a Committee.

Section 5. Secretary – The Secretary – The Secretary shall:

- a. Be responsible for recording the activities of the Sports Association and maintain appropriate files, mailing lists and necessary records.
- b. Maintain a list of all Regular, Sustaining and Honorable Members and give notice of Annual Meeting of the Sports Association.

- c. Keep the Minutes of the Meetings of the Members, the Board of Directors and the Executive Board, and cause them to be recorded in a book kept for that purpose.
- d. Shall conduct all correspondence not otherwise specifically designated.

Section 6. Treasurer – The Treasurer shall:

- a. Perform such duties as are herein specifically set forth or may be assigned by the Board of Directors.
- b. Record all moneys and securities and deposit same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all monies and securities of the Sports Association and make all payments from allotted funds and draw checks thereof.
- d. Coordinate with Committee and League Commissioners in the preparation and submission of operating budgets. Prepare an annual budget under the direction of the President for submission to the Board of Directors at the Annual Meeting.
- e. Be responsible for having the books reviewed by a Certified Public Accountant in the absence of an Oversight Committee. The audit must be submitted to the Board within fourteen (14) days prior to the Annual Meeting.

Section 7. Player Agent – The Player Agent shall:

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review application for Player Candidates and assist the President in checking residence and age eligibility.
- c. Conduct the Player Auction or Draft and all other Player transactions or selection meetings.
- d. Prepare for the President's signature and submission team rosters, including players claimed, and the Tournament Team's Eligibility Affidavit.
- e. Prepare the Player Agent's List.
- f. Make proper notification of any subsequent Player trades or replacements.
- g. The Player Agent should not have a child participating in the League that he or she is an agent for, nor can he or she be an assistant coach or coach in that league.

ARTICLE X – Managers, Coaches and Umpires

Section 1. Coaches shall be chosen prior to tryouts in accordance with Commissioner Committee's rules. They shall be appointed annually by the President, with the approval of the Board of Directors, and shall be responsible for the selection of their teams and for their actions on the field.

Section 2. Umpire shall be recommended annually by the Umpire Committee, with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field.

Section 3. While holding such office, the President and the Player Agents should not manage or coach. The President should not umpire. Should they choose to coach, they are exempted from any vote or decision concerning operation or management of their league. Any Director not directly involved in the results of the vote or decision shall be appointed to act as President.

ARTICLE XI – Financial and Accounting

Section 1. The Board of Directors shall decide all matters pertaining to the finances of the Sports Association, and it shall place all income in a Common League Treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2. The Board shall not permit the contribution of funds or property to individual teams, but shall solicit same for the Common Treasury of the Sports Association, thereby to discourage favoritism among teams and to endeavor to equalize the benefit of the Sports Association.

Section 3. The Board shall not permit the solicitation of funds unless all of the funds so raised be placed in the Sports Association Treasury.

Section 4. The Board shall not permit the disbursement of Sports Association funds for other than the conduct of activities relative to sports in accordance with the policies set forth by the Board of Directors.

Section 5. No Director, Officer or a Member of the Sports Association shall receive, directly or indirectly, any salary, compensation or emolument from the Sports Association for services rendered as Director, Officer or Member.

Section 6. All monies received shall be deposited to the credit of the Sports Association in the chosen bank, and all disbursements shall be made by check. All checks shall be signed by the Sports Association Treasurer and such other Director as the Board of Directors present shall determine.

Section 7. The fiscal year of the Sports Association shall begin on the first day of October and shall end on the last day of September.

Section 8. Distribution of Property upon Dissolution – Upon dissolution of the Sports Association and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the Sports Association to such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501 (c) of the Internal Revenue Code or any future corresponding provisions.

|| *Indicates changes to By-Laws*