

Greater Richland Youth Association
2010
BY – LAWS

ARTICLE I – NAME

Section 1: The name of this organization is “Greater Richland Youth Association.”

ARTICLE II – OBJECTIVE

Section 1: The purpose of this Association shall be to implant in the youth the ideals of good sportsmanship, honesty, loyalty, courage, and reverence through various organized, supervised programs, bearing in mind that attainment of exceptional skills and/or of good, clean, healthy future citizens is the prime importance.

Section 2: The objective shall be reached by providing planned, organized, and supervised sports programs for children in the Greater Richland Hills area, regardless of their ability, and within the current ability of this Association to provide the necessary supervision, equipment, and facilities.

ARTICLE III – POLICIES

Section 1: This Association will operate as a non-profit, non-commercial Non- sectarian and non-partisan organization as authorized by The State of Texas under Charter number 274663 dated April 20, 1970.

Section 2: The name of the Association or its officers in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest, or for other the regular programs the Association, with the exception that the Board of Directors shall reserve the right to elect to deal with specific issues that would benefit the Association.

Section 3: The rules and policies of each sport program that pertain to general playing rules and Draft Guidelines will be decided periodically in a meeting conducted by the proper commissioner or his/her representative, and by those members serving as certified coaches. Final interpretation and application of the rules will be at the discretion of the RYA Board.

Section 4: All leagues will have rules and regulations submitted to and approved By the Board of Directors regulating their respective leagues. Each league rules will include a defined succession of all post season teams, with the final approval by sports commissioner.

Section 5: Significant purchases must be approved by the Board of Directors. Significant purchases include the following.

Section 5.01 Any purchases over 1,000.00 to be competitively bid.

Section 5.02 Any purchases over 1,000.00 to be approved by the Board of Directors.

Section 5.03 Any purchases over \$250.00 to be approved by the President and/or Vice President.

ARTICLE IV – ADDRESS

Section 1: The office of the Association shall be at P.O. Box 820571, Fort Worth Texas, 76182, City of North Richland Hills, County of Tarrant, and State of Texas.

Section 2: The Association may also have offices at such other places as the Board of Directors may from time to time determine or the business of the organization may require.

ARTICLE V – MEMBERSHIP/VOTING

Section 1: Membership in this organization shall be open to parents of players, coaches, or officers, who participated within the current calendar year, regardless of race, color, or creed, who sincerely desires to further its purpose and are willing to uphold and actively support its policies and these by-laws.

Section 2: All adults 18 or over, qualifying for membership in accordance with Section 1 and who are in good standing are considered to have voting rights at annual and/or special meetings called by the Board of Directors. All eligible members must be verified on the voting register prior to voting.

Section 3: Any membership may be revoked or suspended for just cause by action of two-thirds of all board of Directors at any Board meeting. Such revocation can be set-aside only by petition and further action taken by the Board of Directors.

Section 4: Any member who is currently under temporary suspension during an annual meeting and or special meeting will not be considered in ‘good standing’ and will not have voting privileges at said meeting or be allowed to be nominated for a Board of Directors position.

Section 5: RYA will have a zero tolerance attitude towards any rule infraction in any sport especially if it is done to prove a point that is in any way detrimental to the safety of the children involved. And coach, parent pr child involved in such acts are subjected to a suspension until the Board of Directors can meet to discuss the matter and the involved parties are given a chance to speak in front of the Board, The punishment will stand as given and will have a certified letter sent explaining the action taken against them.

Section 6: Voting by proxy is prohibited in all circumstances that require voting by the Board of Directors and/or general membership concerning general or special meetings that require a general membership vote.

ARTICLE VI – MEETINGS

Section 1: Meetings of members may be held as often as necessary at such time and place designated by the Board of Directors.

Section 2: The regular monthly board meeting held by the board of directors shall commence on the first Wednesday of every month.

Section 3: Additional special and/or emergency meetings may be held at the sole discretion of the board of directors.

Section 4: An annual meeting of the members of the Board of Directors commencing with the year 1981, shall be held prior November 15 each year, at a time and selected by the Board of Directors, at which annual meeting the members shall elect the Board of Director positions as outlined in Section 12.

Section 5: The office of Basketball Commissioner will be held in April after the Basketball season has ended.

Section 6: A public notice stating the place, day, hour, and purpose of the annual/special meeting shall be given not more than (45) days nor less than five (5) days before the date of the meeting.

Section 7: Twenty-five (25) members, excluding the elected offices, present in person shall be a prerequisite and shall constitute a quorum at annual special meetings called by the Board of Directors for transaction of business.

Section 8: When a quorum is present at an annual or special meeting, the vote of the majority present shall decide any proper question brought before such meeting. The voting members present at a duly organized meeting may continue to transact business until adjourned notwithstanding the withdrawal of enough voting members to leave less than a quorum.

Section 9: A Board of Directors meeting will be called to order by the President when necessary or at the proper request of any elected officer of the organization.

Section 9.01 Meetings are ‘open’ to all members, except in special instances where the President shall declare a “closed” meeting.

Section 9.02 A meeting shall be designated “closed” only when an “open” meeting would be detrimental to individuals, or the welfare of the membership at large.

Section 9.03 A quorum shall be considered present for voting purposes whenever a majority of the current Board of Directors is in attendance.

Section 8: The order of business at all meetings of the members shall be as follows:

<i>Section 8.01</i>	Call to order
<i>Section 8.02</i>	Proof of notice of meeting
<i>Section 8.03</i>	Reading of minutes of preceding meeting
<i>Section 8.04</i>	Reports of Officers
<i>Section 8.05</i>	Reports of Committees
<i>Section 8.06</i>	Unfinished Business
<i>Section 8.07</i>	New Business
<i>Section 8.08</i>	Adjournment

Section 9: Any member desiring to bring any items of interest in regard to this organization before the Board of Directors at a meeting of the Board of Directors, for consideration by the Board of Directors, must contact the Secretary, in writing three

(3) days prior to the meeting (only one item per request will be accepted for insertion on the agenda).

Section 10: The “Robert’s Rules of Order, Revised” shall be the Parliamentary Authority for all matters of procedures not specifically covered by these By-Laws.

Section 11: The presence of at least two-thirds of the present board members at any Board of Directors meeting shall be necessary to conduct business.

ARTICLE VII – BOARD OF DIRECTORS

Section 1: The business and affairs of the Association shall be managed by its Board of Directors who may exercise all such power of the Association And do all such lawful acts and things as not by statute or by the Article of required to be exercised by the members.

Section 2: The Board of Directors and/or Commissioners shall have the authority to suspend, or otherwise discipline and person(s) related to the Association members, coaches, players, league officials, umpires or other person(s) whose conduct is considered detrimental to the best interests of the League.

Section 3: Once a Board Member has reached one hundred (100) of board duty volunteer hours registration fees for one (1) child per Board Member in one (1) sport per year not to exceed one hundred dollars (\$100.00) shall be waived in appreciation of their time volunteered as a board of directors memeber. In the event the family max is being requested the waived one hundred dollars (\$100.00) is applied first then the remaining balance can be applied to the family max if necessary.

ARTICLE VIII – NOMINATIONS/ELECTIONS OF OFFICERS

Section 1: Any eligible league member in good standing as described in article V Section 2 may be considered for nomination and hold voting rights for said election.

Section 1.01 All nominees must either have a current background check on file or have one preformed and passed prior to the deadline of nominations set forth by the current Board of Directors.

Section 1.02 All nominees must be verified by the current NYSCA Clinician to ensure a background check is on file or one needs to be preformed.

Section 1.03 Any eligible member must make their nomination known to the Secretary by the time appointed by the Board of Directors.

Section 1.04 All ballots at the general election will be counted by an outside accounting firm to be determined by the currant Board of Directors. All ballots must be counted in the presence of the Secretary and President or one other Board Member.

Section 1.05 No Person may run for more than one office on the same Ballot.

Section 1.06 No person may hold two offices at the same time.

Section 1.07 All final results from the election of officers must be posted/or made available to any interested parties within three days of general elections with the total count for each candidate.

Section 2: If a Board Member resigns from his/her position. They will not be allowed to run again on the Board for one calendar year.

Section 3: Nominations may be made from the floor with the approval of the nominee.

Section 4: The election shall take place as specified in Section 2, Article VI.

Section 5: Voting for the purpose of electing officers shall be by secret ballot or nominee.

Section 6: Officers may be elected by a majority of votes providing a quorum, as defined in Section 4, Article VI, is present.

Section 7: There will be no nepotism on the Board of Directors.

Section 8: In the event of an unavoidable delay in electing successors, officers shall remain in office until suitable successor can be elected and qualified, unless the said officer has been removed by the board in accordance with Article VIII Section 7.

Section 9: In the event of a board position vacancy mid-term, a current commissioner of a sport will not be eligible to be nominated for any other board position vacancy mid-term unless it is a nomination for the position of President or Vice President.

Section 10: An elected officer can be removed from office by a two-thirds vote of the Board of Directors. Cause for removal must be given in writing to the person being considered for removal from office least one (1) week before the meeting.

Section 11: In the event an office is vacated mid term, the President shall solicit nominations for the vacant position for no more than 20 days and no less than 7 days prior to the election and then obtain votes of the nominations from the organization's current members in good standing. Elections will be done by ballot for a time of one hour. Nominations will close 3 days prior to the votes. This person will act in the office until the term of office expires. In case of vacancy occurs in the office of President, the Vice President shall assume the office of President, and a new Vice President shall be elected by the Board of Directors to serve until the next general meeting.

Section 12: The elected officers of this Association shall be:

Section 12.01 President and Chairman of the Board of Directors

Section 12.02 Vice President

Section 12.03 Treasurer

Section 12.04 Secretary

Section 12.05 Commissioner of Premier Baseball

Section 12.06 Commissioner of Recreational Baseball

Section 12.07 Commissioner of Basketball¹

Section 12.08 Commissioner of Football

Section 12.09 Commissioner of Cheerleading

¹ The office of Basketball Commissioner will be held in April after the Basketball season has ended

- Section 12.10* Commissioner of Super Kids
Section 12.11 Director of Communication
Section 12.12 Director of Public Relations / Association Sponsorship
Section 12.13 Director of Equipment / Purchasing
Section 12.14 Director of Special Events
Section 12.15 Director of NYSCA
Section 12.16 Director of Registration
Section 12.17 Director of Volunteer Services
Section 12.18 Director of Facilities
Section 12.19 Director of Team Moms / Fundraising

Section 13: The duties and power of the elected offices shall be as follows.

A) President:

- 1) The President shall call and preside over all meetings of the Board of Directors and the Association required to efficiently conduct the business functions and supervising the established sports program.
- 2) The President shall oversee the Vice President, Treasurer, Secretary, Director of Communications and Director of Registration Board positions.
- 3) The President shall be member ex-officio of all committees, except the nomination committee, and shall appoint representatives to other organizations and conferences as necessary.
- 4) The President may make special assignments and appoint special committees as required and shall perform all other duties pertaining to the office.
- 5) The President shall sign the Park Contract with the City of North Richland Hills.
- 6) The President may approve and co-sign checks for the payment of bills and other expenditures, as approved by the Board of Directors.
- 7) The President shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 8) The President shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

B) Vice President:

- 1) The Vice President shall oversee all Board Member positions not explicitly stated as a responsibility of the President.
- 2) The Vice President may approve and co-sign checks for the payment of bills and other expenditures, as approved by the Board of Directors.
- 3) The Vice President shall attend or appoint an alternate to attend at least one (1) City Parks and Recreation meeting per quarter.
- 4) The Vice President shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.

- 5) The Vice President shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 6) The Vice President shall perform duties as assigned by the President.

C) Secretary:

- 1) The Secretary shall prepare an agenda for each meeting of the Board of Directors.
- 2) The Secretary shall communicate the prepared agenda and notify all members of upcoming meetings.
- 3) The Secretary shall take and preserve the minutes of all meetings of the Association and the Board of Directors.
- 4) The Secretary shall maintain the record books in which the By Laws, standing rules, and minutes are entered with any amendments to these documents properly recorded to have the current record book on hand at every Board of Directors meeting.
- 5) The Secretary shall be responsible for canvassing the voting register to validate the election of all general meetings.
- 6) The Secretary shall act as apparel coordinator for the RYA Board of Directors proving options for such as deemed appropriate.
- 7) The Secretary shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 8) The Secretary shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 9) The Secretary shall perform duties as assigned by the President.

D) Treasurer:

- 1) The Treasurer shall receive all monies of the Association and shall keep an accurate record and accounting of all receipts, expenditures, deposits, and shall pay out funds only as authorized by the Board of Directors.
- 2) The Treasurer shall present a statement of current financial status of the Association as directed by the President, and shall make a full and complete report at the end of the calendar year.
- 3) The Treasurer shall procure and manage the insurance for Richland Youth Association with Board approval.
- 4) The Treasurer shall provide such data as required for timely preparation of all insurance, tax and/or other business statements necessary for the operation of the calendar year.
- 5) The Treasurer shall have the authority to co-sign checks with the President and/or Vice President.
- 6) The Treasurer shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 7) The Treasurer shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.

- 8) The Treasurer shall perform duties as assigned by the President.
- 9) The Treasurer shall be Chairman of the Budget Committee of all Sports Programs.

E) Commissioners:

- 1) The Commissioners shall perform such duties as directed by the Board of Directors and shall be responsible to the body for their respective area of concern.
- 2) The Basketball Commissioner's term shall run from April 1st to March 31st to allow for preparation of the following season.
- 3) The Commissioners shall interact with the Director of Public relations / Associate Sponsorship, Director of Registration, and Director of Communications as necessary to ensure a smooth season for their sports program.
- 4) The Commissioners shall appoint, upon approval of the Board of Directors, those officers, aides, committees, and representatives, necessary for the operation of the sport program for which they are responsible.
- 5) The Commissioners MUST appoint Vice Commissioners and communicate expectations and guidelines for each league of their sport prior to the draft of their sport.
- 6) The Commissioners shall assist in the procurement of coaches for all teams.
- 7) The Commissioners shall assist in the draft of the teams for their sport's program.
- 8) The Commissioners shall schedule all games, make ups, tournaments and practice locations.
- 9) The Commissioners shall communicate the schedule to the Director of Volunteer Services, Director of Team Moms / Fundraising and the selected Officials organization.
- 10) The Commissioners shall submit team updates to the Director of Registration in order to maintain accurate team rosters in the database.
- 11) The Commissioners shall preside over all team management meetings.
- 12) The Commissioners shall serve as member of the Budget Committee.
- 13) The Commissioners shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 14) The Commissioners shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 15) The Commissioners shall perform duties as assigned by the President.

F) Director of Communication:

- 1) The Director of Communication shall make and distribute copies of the By Laws, standing rules, and any standing resolutions to new officers of the association.
- 2) The Director of Communication shall make and distribute Business Cards for Board Members upon taking office.

- 3) The Director of Communication shall maintain and keep the www.myrya.com website current with good content for the public at all times.
- 4) The Director of Communication shall assist the Director of Registration and Director of Public Relations / Association Sponsorship with Registration and Public Relations as necessary.
- 5) The Director of Communication shall prepare all official correspondence and maintain a file of such correspondence and other records and documents of the association.
- 6) The Director of Communication shall serve all notification of the association.
- 7) The Director of Communication shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 8) The Director of Communication shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 9) The Director of Communication shall perform duties as assigned by the President.

G) Director of Public Relations / Association Sponsorship:

- 1) The Director of Public Relations / Association Sponsorship shall be responsible for all publicity in schools, newspapers, etc. pertaining to registration and work in conjunction with the Commissioners.
- 2) The Director of Public Relations / Association Sponsorship shall be responsible for getting any and all sponsors for the Association.
- 3) The Director of Public Relations / Association Sponsorship shall run advertisements in the local newspapers for registration.
- 4) The Director of Public Relations / Association Sponsorship shall produce registration flyers and distribute to local schools and public bulletin boards.
- 5) The Director of Public Relations / Association Sponsorship shall write and submit articles to the newspaper for the organization.
- 6) The Director of Public Relations / Association Sponsorship shall write (a minimum of 2 per season) and provide to the Director of Communication for publish, a newsletter to be sent to the membership each season.
- 7) The Director of Public Relations / Association Sponsorship shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 8) The Director of Public Relations / Association Sponsorship shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 9) The Director of Public Relations / Association Sponsorship shall perform duties as assigned by the President.

H) Director of Purchasing / Equipment:

- 1) The Director of Purchasing / Equipment shall be responsible for keeping inventory and supervising the storage and securing of all of equipment owned by RYA. The Maintenance of equipment, keeping track of equipment, and working with Commissioners on the needs for new equipment/supplies.
- 2) The Director of Purchasing / Equipment shall be responsible for all major purchases, except foodstuffs for the concession stand and trophies. Major purchases may require three (3) written bids to be presented to the Board of Directors approval.
- 3) The Director of Purchasing / Equipment shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 4) The Director of Purchasing / Equipment shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 5) The Director of Purchasing / Equipment shall perform duties as assigned by the President.

I) Director of Special Events:

- 1) The Director of Special Events shall be responsible for coordinating Picture Day with the photography studio and communication the details to the Team Mom for Scheduling.
- 2) The Director of Special Events shall also be responsible for coordinating all activities for the execution of the Carnival for each sport.
- 3) The Director of Special Events shall be responsible for working with the Commissioners for each sport to coordinate the Opening Day ceremonies for each sport.
- 4) The Director of Special Events shall be responsible for coordination other special events for the organization, including those where fundraising for the organization is the primary goal.
- 5) The Director of Special Events shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 6) The Director of Special Events shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 7) The Director of Special Events shall perform duties as assigned by the President.

J) Director of NYSCA:

- 1) The Director of NYSCA shall be responsible for all Association NYSCA sporting activities and background checks for all coaches that register at RYA.
- 2) The Director of NYSCA shall be responsible for keeping up to date records of all coaches who have been NYSCA certified for each sport

along with how many years they have been certified for each sport with NYSCA.

- 3) The Director of NYSCA shall conduct NYSCA training for new coaches.
- 4) The Director of NYSCA shall conduct, attend and/or assist with scorekeeper training for each sport.
- 5) The Director of NYSCA shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 6) The Director of NYSCA shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 7) The Director of NYSCA shall perform duties as assigned by the President.

K) Director of Registration:

- 1) The Director of Registration shall be responsible for maintaining the current membership rolls and provide such reports to the organization no less than one (1) week prior to the annual membership.
- 2) The Director of Registration shall update and maintain the association's database for all registered sports.
- 3) The Director of Registration shall conduct registrations including the following:
 - a. Set up registrations, soliciting volunteers to work registrations.
 - b. Completing and reviewing with all registration volunteers, detailed instruction on accepting registrations.
 - c. Ensuring code of conduct forms are signed for each player.
 - d. Ensuring birth certificates, weight, heights, chest, waist and leg lengths are collected for all registered players.
- 4) The Director of Registration shall assist the Commissioners and Vice Commissioners with the draft for each sport.
- 5) The Director of Registration shall collect team fees from the coaches prior to the distribution of Team Rosters.
- 6) The Director of Registration shall provide team management their rosters.
- 7) The Director of Registration shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 8) The Director of Registration shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality
- 9) The Director of Registration shall perform duties as assigned by the President.

L) Director of Volunteer Services:

- 1) The Director of Volunteer Services shall be responsible for getting volunteers for the following RYA events including but not limited to:

- a. Scheduling of Concession Duty for all RYA Sporting Events at all location including Baseball and Football games during the regular season, playoffs and tournaments hosted by RYA. When scheduling for events at multiple locations, the amount of time each team is required to work should be fair and based on the number of volunteers required in the location.
 - b. Scheduling of volunteers for scorebook and clock keepers for playoff games. Note that the persons selected for these tasks cannot be person with a personal interest in the game they are scheduled. (i.e., persons scheduled to work during a Bantam game cannot currently coach or have a child in the Bantam league, regardless if the child is playing in the game or games).
 - c. Scheduling of volunteer for Gate Collection as needed.
 - d. Scheduling of Gym Monitoring during the Basketball Season.
 - e. Scheduling of volunteers from the membership for other RYA activities such as Opening Day Decorations, Carnival Assistance (before and after clean up) and other special activities / events planned and coordinated by RYA.
- 2) The Director of Volunteer Services shall be responsible for providing a schedule for posting on the website to the Director of Communication, the Commissioner and Vice Commissioners, the Director of Team Moms / Fundraising and Concession Manger after the game schedule has been released but prior to the Team Mom meeting so the schedule can be communicated during the meeting. Additionally, changes to the schedule should be communicated to the persons above.
 - 3) The Director of Volunteer Services shall be responsible for sending email reminders and making reminder phone calls to scheduled volunteers.
 - 4) The Director of Volunteer Services shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
 - 5) The Director of Volunteer Services shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality
 - 6) The Director of Volunteer Services shall perform duties as assigned by the President.

M) Director of Facilities:

- 1) The Director of Facilities shall work very closely with the Basketball Commissioner to find gym space for the upcoming season.
- 2) The Director of Facilities shall work with local school districts, private businesses etc. to negotiate the best possible solution for our gym space for the organization.
- 3) The Director of Facilities shall coordinate with the Basketball Commissioner and coaches on practice space needed for all teams.

- 4) The Director of Facilities shall make sure there is adequate space for all games and practices
- 5) The Director of Facilities shall follow up with contracts to confirm space availability for all games and practice dates.
- 6) The Director of Facilities shall work closely with the Commissioners of Football, Baseball, Super Kids and Cheerleading to determine if a need for space is imminent for their respective seasons.
- 7) The Director of Facilities shall negotiation facility fees for each event.
- 8) The Director of Facilities shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 9) The Director of Facilities shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 10). The Director of Facilities shall perform duties as assigned by the President.

N) Director of Team Moms / Fundraising::

- 1) The Director of Team Moms / Fundraising shall schedule and conduct all Team Mom meetings.
- 2) The Director of Team Moms / Fundraising shall confirm all Team Parent's have been assigned to the appropriate teams in Sports Manager.
- 3) The Director of Team Moms / Fundraising shall confirm all Team Parents have received information distributed at the Team Mom meeting.
- 4) The director of Team Moms / Fundraising shall have final authority for determining fundraising opportunities to be offered for each sport.
- 5) The Director of Team Moms / Fundraising shall work closely with the Director of Special Events and Commissioners for times and dates of all events.
- 6) The Director of Team Moms / Fundraising shall assist coaches in ensuring each team has a Team Mom or Dad.
- 7) The Director of Team Moms/ Fundraising shall help new Team Moms with issues and/or questions during each sport's season.
- 8) The Director of Team Moms / Fundraising shall keep the Team Moms informed of dates for fundraising, special events, (i.e. Fundraiser turn ins and pick up times, pictures, carnival, pep-rallies, ect).
- 9) The Director of Team Moms / Fundraising shall help Team Moms with end of year parties, where to get uniforms, expense reports as needed.
- 10) The Director of Team Moms / Fundraising shall also volunteer in the concession stand at least once per season and at other times, as available, during other RYA events, including but not limited to volunteering during sports registrations, opening day decorations, playoffs and tournaments.
- 11) The Director of Team Moms / fundraising shall also handle issues regarding members, coaches, team moms, etc. with the utmost professionalism, tact and above all confidentiality.
- 12) The Director of Team Moms / Fundraising shall perform duties as assigned by the President.

Section 14: The duties and responsibilities of the appointed officers, aids committee members, representatives, and supervisory personnel shall be directed by their respective Commissioner and the Board of Directors.

Section 15: Any Officer may resign by giving written notice to the President and/or the Secretary. Such resignation shall take effect at the time specified therein, or immediately if a time is not specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 16: Any Board Member missing two (2) consecutive regularly scheduled meetings or a total of four (4) during the current year, will be automatically terminated from the Board. This procedure may be halted if the board member in question would like to address the current board of directors regarding any extenuating circumstances on the missed meetings and a vote of 2/3 of the current board of directors is obtained.

ARTICLE IX – MISCELLANEOUS

Section 1: The By-Laws may be altered, amended, or repealed only once during the calendar year, at a special meeting of the Association for the express purpose, provide requirements of Section 3, 4, and 5 of Article VI are met.

Section 2: The number of elected officers may be increased or decreased by amendment to these By-Laws, but no decrease shall have the affect of shortening the term of any incumbent officer. Any office to be filled by reason of increase in the number of officers shall be filled by election in the annual meeting of the Association for that purpose.

Section 3: Any contract or other transaction between the Association and any of its officers (or any corporation or firm in which any of its officers is directly or in directly interested) shall be valid for the purposes notwithstanding the presence of such officer at the meeting authorizing such contracts or transaction, or his/her participation in such meeting. The forgoing shall, however apply only if the interest of each officer is known or disclosed to the Board of Directors, and it shall nevertheless authorize or ratify such contract or transaction by a majority of Directors present, each such interested officer to be counted in determining weather a quorum is present, but not in calculating the majority necessary to carry such vote. This section shall not be construed to invalidate any contract or transaction, which would be valid in the absence of this section.

Section 4: All property acquired by the Association will be owned and controlled by this Association and made available by the Association.

Section 5: The Board of Directors will provide a yearly audit of the financial and accounting activities to be conducted by an independent auditor.

Section 6: No Commissioner may serve as Manager, or Head Coach of any team within the division and/or league of the sports program he/she is responsible. No Vice

Commissioner can serve over the league he/she head or assistant coaches in or has a child in, in any sport with the exception of Cheerleading.

Section 7: Officers, Commissioners, Coaches, Team Moms, or any individual holding an authoritative position in any sports program shall be held liable for any moneys, equipment, or property belonging to this association. Sold equipment, or property, or moneys not returned or submitted within a reasonable length of time will result in said Officers, Commissioners, Coaches, Team Moms, or any individual from participating in any subsequent sports program until said situation is resolved to the satisfaction of the Board of Directors.

Section 8: Coaches will be mandated to be certified by NYSCA as required by the City Council, City of North Richland Hills, Texas. Purpose of this Organization shall be to implant in the youth the ideas of good sportsmanship, honesty, loyalty, courage, and reverence through various organized, supervised programs, bearing in mind that attainment of exceptional skills and/or good, clean, healthy future citizens is of prime importance.

Section 9: Definition of a Volunteer:

Section 9.01 A person who performs a service of one's own free will without pay or reimbursement

Section 9.02 A Richland Youth Association volunteer will be considered a Volunteer of RYA only when they are volunteering at a RYA function

Section 10: Definition of a RYA function:

Section 9.01 An event that is hosted and organized by RYA and an RYA approved location. An RYA function shall include but not limited to the following:

A. Team Parties

B. Games per schedule obtained by that sport's commissioner

C. Post Season games as organized by RYA

D. Carnival

E. Pep Rallies

F. Coaches Meetings

G. Drafts

Section 11: Team sponsorship by Employer:

Section 11.01 The following guidelines must be followed for an individual to receive a donation of money for their team from their employer in return for hours they volunteered at RYA:

A. All hours must be documented and approved by the RYA Volunteer Services Coordinator

B. No monies will be given over to any team until all hours have been worked and accounted for.

C. Examples of approved hours include but are not limited to: Hours spent being a Coach, Team Mom, Vice Commissioners or Officer of RYA.

Please refer to Article VIII Section 9 for a current list of RYA Officers.

D. Any member of RYA who wishes to volunteer hours for their team to receive money from their employer must contact the RYA Volunteer Services Coordinator.

E. The RYA Volunteer Services Coordinator and the Commissioner of that sport must approve ALL requests for sponsorship money from and RYA Member's employer in exchange for volunteer hours worked.

Section 12: Team Fundraising and Team Expenses

Section 12.01 The Head coach/AND team mom shall be solely responsible for any and all team income and expenses where team money is used.

Section 12.02 All teams will be required to submit an Estimated Budget Report with any and all anticipated income and expenses prior to the first game of the season, with a date and time appointed by the Board of Directors and/or Commissioner of the current sport.

A. The Estimated Budget Report MUST be signed and approved by ALL parents on your team prior to the submission of the report.

B. The Estimated Budget Report will not be accepted without ALL parents' signatures from your team. The current sports Commissioner and/or his or her representatives will perform verification of all parents.

C. The Estimated Budget Report must include the actual cost of your teams' game uniforms, and the location in which you purchased them. Exception to this rule will be Cheerleading, since their complete game uniforms are purchased through R.Y.A.

D. The Estimated Budget Report must also include the amount each parent has paid to go towards any uniform cost and/or additional team expenses. (i.e. team fee, equipment, etc.)

Section 12.03 All teams will be required to provide a Team Expense Report with all actual income and expenses to date as well as anticipated income and expenses for the remainder of the season. It will be at the Board of Directors and/or at the current Commissioners discretion on date and time the report shall be turned in.

A. During the review of all expense reports, the team must be prepared to provide original receipts for all transactions conducted with team money

Section 12.04 The Estimated Budget Report and Team Expense Report may be requested at any given time and an unlimited amount of times during a current active sport at the sole discretion of the Commissioner and/or Board of Directors of the current active sport.

Section 12.05 Any and ALL companies and/or persons requesting to donate monies to a particular team may do so by providing a check made payable to the Richland Youth Association.

A. Once the sponsorship/donation check has been given to the RYA Treasurer, he/she will conduct a search to verify if said team has paid the team fee.

B. If the team fee has been paid then a check will be written to the Head Coach of said team for the amount of the original check submitted.

C. If the team fee has not been paid then any remaining funds after the fee has been deducted will be given to the Head Coach in the form of a check made payable to the Head Coach of said team

Section 12.06 Any and all team monies raised for or donated to a particular team MUST be disbursed and/or spent equally among ALL players, regardless of the amount each child raised through sponsorships or fundraisers.

Section 12.07 The following disciplinary action can and will be taken as the result of any infraction of Article X. The following action may be taken, but will not be limited to the following.

- A.** In the event that any requested reports and/or original receipts are not provided by the date and time provided by the Board of Directors and/or the current active sports commissioner, the Head Coach will be suspended until further notice.
- B.** Once the reports and/or original receipts that were requested are turned in AND approved by the Board of Directors and/or the current sports commissioner, the suspension may be lifted, but will not be guaranteed.
- C.** Any theft of team monies can result in, but not be limited to, an indefinite suspension or a full expulsion from RYA and/or could result in the legal prosecution from the team parents and/or RYA.

Section 13: VIOLATIONS/DISCIPLINE

Section 13.01 Violations of the articles or covenants of the Bylaws for this organization shall be subject to punitive action by the Board of Directors and/or said Commissioners of a sport. All accusations that a violation has occurred shall be presented to the Board of Directors/and or Commissioner in writing who will then review the accusation and if a violation has occurred, shall then notify the member(s) being accused. The Board of Directors and /or Commissioner will set a date and time for a special hearing within ten (10) days of receipt of the written accusation and shall inform all parties concerned of the date and time of the hearing. The hearing by the Board of Directors and/or Commissioner shall hear the case within twenty (20) days of receipt of the written accusation.

Section 13.02 Any person(s) having been suspended, expelled, terminated and/ or having other action taken against him/ her may, at his/her request, have an appellate hearing before the Board of Directors for reinstatement and/or reversal of the decision of the Board of Directors and/ Commissioner. This appellate hearing shall be held no less than twenty (20) days and no more than thirty (30) days from the date the appeal is filed in writing with the Board of Directors. Until such time as the process of appeal is completed, the original ruling(s) of the Board of Director and/or Commissioner shall be in effect, and all provisions thereof shall be enforced until such time that said ruling(s) and/or provisions are held as correct, reversed and/or altered by the appeal process with the exception that no suspension will be served until after the said hearing, in the event of reversal of the original ruling(s). Any such reversal or alteration of the original action taken against the member(s) must be accomplished by a two-thirds (2/3rds) vote of the Board members present at said appellate hearing. All votes must be cast by secret ballot.

Section 13.03 All suspensions will remain in effect until the end of the next year's season from which the sport the suspension occurred in. Unless the commissioner of the said sport in which the suspension took place states differently.

Section 13.04 Name and NYSCA card numbers of coaches found guilty of serious violations may be submitted to NYSCA authorities for permanent suspension. Serious violations include, but are not limited to:

- A.** Alcohol or drug abuse;
- B.** Inappropriate physical contact;
- C.** Abuse or endangerment of a minor
- D.** Continuous unsportsmanlike conduct, and/or
- E.** Continued use of profanity or abusive language