

# **Bylaws: Delanco Youth Sports Association, Inc.**

Rev. 10/2011

## **Article I- NAME AND OBJECTIVE**

A. The name of the organization shall be Delanco Youth Sports Association, Inc. This Association shall be a non-profit incorporated association. The Association shall adhere to all applicable by-laws established within the Delanco Youth Sports Association, Inc.

B. Purpose.

The purpose of the Association shall be set fourth in its Articles and shall include but are not limited to the following:

1. To broaden the involvement of family member's youth, their families, and the Delanco community.
2. To support, promote, and maintain a high standard of integrity and good sportsmanship in all youth sports programs within Delanco Township.
3. To promote and encourage better attendance and support of all activities by parents, friends, and the general population of Delanco Township.
4. To promote and encourage more youth to get involved in youth sports; either as a participant or as a volunteer in some capacity.
5. To promote active participation of as many parents as possible in support of the individual sports programs.

## **Article II**

### **ADMINISTRATION AND OFFICERS**

The Association shall be administered by an Executive Board consisting of five (5) elected officers and four (4) or more elected Commissioners for each individual sport. The Executive Board officers shall consist of those persons elected to the following offices:

(1) President	elected
(2) Vice-President	elected
(3) Secretary	elected
(4) Treasurer	elected
(5) Sports Director	elected
(6) Commissioner(s)	elected

Each Executive Board officer shall meet qualifications for office as may be established from time to time by the Executive Board and outlined in the Duties & Responsibilities of the Association. To assist the Board in the conduct of this Association, the Board may establish such committees, as the Board deems as necessary as provided in Article IV. The President shall preside over meetings of the Board, and in his/her absence; the Board shall be presided over by the Vice-President.

## **Article III**

### **ELECTED OFFICERS**

The elected officers of this Association are to be elected by a majority of the quorum of members at the annual meeting and their duties are set forth below. All elected officers shall hold office for two years and are eligible for consecutive reelections. Terms of elected officers shall commence on January 1 and expire on December 31. Elected officers are voting members to issues relating to the Delanco Youth Sports Association.

The duties and responsibilities of the Elected Officers are outlined in the Duties & Responsibilities of the Officers.

#### **Roles and responsibilities for Elected Officers**

##### **President**

- Drive continuity throughout the entire organization.
- Reviews, coordinates and final approves all budgets for sports programs
- Assists in developing fund raising ideas and concepts with board and officers
- Coordinate each season's fundraiser
- Responsible to maintain sponsorship levels and funding for all Sports programs
- Responsible to review and purchase equipment
- Responsible to coordinate the events for Opening Day
- Responsible to run and set the agenda for DYSA's monthly meetings
- Coordinate photo shoot dates with Bassetti Photo
- Responsible to maintain contact sheet of the entire organization
- Sends out reminders via E-mail or phone on monthly meeting agenda
- Sets and communicates timelines and milestones to the board and members of when things are needed by. ie. Uniform orders, registrations, Opening Day, closing Day, fundraisers, sports equipment
- Must attend all monthly meetings

##### **Vice President**

- Maintains and manages content on DYSA's website
- Responsible to compile master roster list to Sports Director and commissioners
- Works with Sports Director and Commissioners to maintain website program content
- Provides a master list in excel of team's uniform sizes
- Maintains timeline defined by President
- Manages Pay pal account and all transactions made through DYSA's website.
- Responsible to maintain the equipment cage.

##### **Secretary**

- Coordinates mailings for sponsorships(initial and follow-up plus thank you cards), donation requests and submit bills for payment
- Records the minutes at the monthly meetings & attendance
- Prepares the monthly minutes notes and provides a copy to all members at the meetings
- Responsible to file and sort all registration copies for each sports season
- Sends out monthly reminders to DYSA members via E-mail
- Must attend all monthly meetings
- Website administration

#### Treasurer

- Control Costs and spending
- Prepare monthly income statements and equipment cost summary as needed
- Balance and maintain operating account
- Responsible to write all checks for operating account
- Prepare tax information
- Deposit all money from fundraising and registrations
- Must attend monthly meetings
- Reviews and collects un-paid online registrant monies

#### Sports Director

- Must attend monthly meetings
- Reviews, coordinates and plans all budgets for sports
- Oversees that Commissioners roles and responsibilities are adhered to.
- Develops and sets age appropriate skills standards with the commissioners to ensure coaches instruct children accordingly
- Responsible to maintain the equipment cage
- Responsible to report needed equipment for the upcoming seasons
- Works with the sports commissioners on all equipment needs
- Responsible to coordinate registration schedule dates for all sports events
- Responsible to issue facility request forms to BOE
- Acts as back-up to the commissioners when needed
- Works with Commissioners to ensure game and practice schedules are set
- Responsible to maintain coach's contact information

#### Commissioners

- Communicates mission statement to the coaches
- Reports directly to the Sports Director on all equipment needs, game and practice schedules, and program information
- Runs registration for the sports season
- Attends all league meetings
- Acts as DYSA's liaison for all league needs
- Responsible to coordinate player draft if needed
- Responsible to submit team rosters to Sports Director in a timely manner
- Responsible to coordinate practice schedules and provide a master home game schedule to Sports Director
- Responsible to coordinate any changes to the game schedule to the ref assignor and concession stand scheduler)
- Updates master game schedule and updates the schedule changes to the Sports Director
- Must meet the timelines set by the President & Vice President. ie. Uniform sizing, team rosters, practice schedules, sports equipment needs
- Responsible to hand out equipment and collect equipment in a timely manner.
- Responsible to maintain win/loss standings for each division and report to the league

## **Article IV**

### **APPOINTED OFFICERS**

The officers appointed by the elected officers shall serve the Association. These appointed officers should consist of the following offices.

#### **Head Coach-**

The Commissioner of their sport will appoint Head Coaches who shall be approved by the Executive Board after the appointment by the Commissioner. Head Coaches of a specific sport are responsible for a team on and off the playing field or court. They will keep a high standard; refrain from the use of profanity, tobacco products and alcohol around players on their teams and the organization. At no time during practices or games should tobacco, alcohol, or profanity be used. They will ensure each child who participates in practices and shows up to games gets adequate playing time. They will report to the Commissioner of their sport with any equipment and uniform needs. They will be responsible for the team equipment and uniforms to be turned in at the end of the season. They must be at least 18 years old & have a coaching certificate.

#### **Assistant Coach**

Chosen by the Head Coach or Commissioner and approved by the Executive Board; aids the Head Coach in all areas of the specific sport. The Assistant Coach shall refrain from profanity and tobacco and alcohol use around players on the team and the organization. Helps the Head Coach to ensure all players are getting adequate playing time. They must be at least 18 years old. If they are under the age of 18 another adult must be at all practices and games.

#### **Head of Concessions**

Head of Concessions will be in charge of the Concession Stands for a specific sport. They will be appointed by the Executive Board. They will work stock and inventory items that are needed. They will work with the Team Parents and /or to organize volunteers to work in the concession stand. They will be responsible for collecting and turning over all daily revenue from the stand to an appointed board member.

## **Article V**

### **COMMITTEES**

#### **A. Establishment of Committees.**

Such committee or committees shall serve for such period of time as is prescribed by the Executive Board.

#### **B. Record of Proceedings.**

Each committee shall report to the Executive Board their findings.

## **Article VI**

### **POWERS OF THE EXECUTIVE BOARD**

- A. General Powers of Executive Board. The Executive Board shall have all powers conferred by law and these bylaws.
- B. Specific Powers of Executive Board. Without limiting the general powers of the Executive Board, the Executive Board shall have the following powers:
  - 1. To transact necessary Association business regularly scheduled meetings and at intervals between such meetings.
  - 2. To approve the plans and work of each commissioner.
  - 3. To prepare and submit to the Association for approval, a budget for each year.
  - 4. To adopt or alter the seal (logo) of the Association.
  - 5. To make and change regulations for management of the Association's affairs and the operation of the leagues conducted by it, not inconsistent with these bylaws.
  - 6. To designate the appointed officer of this Association and to prescribe their duties from time to time.
  - 7. To remove or suspend appointed officers.
  - 8. To appoint committees.
  - 9. To select and designate such bank(s) as it deems advisable as the official depository where funds shall be deposited or withdrawn.
- C. Compensation of Officers. Officers shall not receive any stated salary for their services as Executive Board Members. However, officers may be reimbursed for actual out-of-pocket expenses incurred during the performance of their duties and will be reimbursed for their children's registration fees.
- D. Requisite Votes. Except where a greater vote is required by law and Article VII of these bylaws, all actions by the Board shall be by a vote of a quorum of Board members at a regular or special meeting duly called. The preceding sentence notwithstanding, any action required or permitted to be taken by the Executive Board may be taken without a meeting, if all members of the Executive Board shall individually or collectively consent in writing to such action. Such written consent shall be filed with the official minutes. Such action by written consent shall have the same force and effect as the unanimous vote of such Board members.
- E. Quorum. Three (3) elected officers shall constitute a quorum of the Executive Board.
- F. The Executive Board members reserves the right to handle matters of confidentiality pertaining to personal issues and complaints which have been unresolved or cannot be resolved by said commissioner of a specific sport.

## **Article VII**

### **MEMBERSHIP**

- A. Qualification.

Any adult who agrees to be bound by the Articles of this Association and these Bylaws and by the rules and regulations adopted by the Executive Board and meets one of the following requirements shall be a member of this Association:

  - 1. Each parent or legal guardian of any child of ages 4 through 18 years, inclusive, who is registered for participation in any leagues operated by the Delanco Youth Sports Association.

2. Officer(s) of the Executive Board, elected or appointed to office;
  3. Coaches who have been approved by the Board;
- B. Incidents of Membership.
- Membership shall be personal, and no member shall transfer membership or any right arising there from. This association shall not issue membership certificates. Members shall not be required to pay annual dues to be an officer in this Association. No member shall have any right or interest in any of the property or assets of this Association. No member of this Association shall be personally liable for the debts, liabilities, or obligations of this Association. Each member shall be entitled to one (1) vote during elections.
- C. Quorum.
- Ten (10) members shall constitute a quorum.
- D. Termination.
- The Board by two-thirds vote at a duly called meeting may suspend any member or terminate the membership of any person whose conduct is, in the sole discretion of the Board, determined to be detrimental to the purposes of this Association.

## **Article VIII**

### **LEAGUES, TEAMS, AND PARTICIPANTS**

- A. Leagues and Teams.
- Provided it has sufficient participants to do so, the Association shall conduct each year:
1. Baseball, Softball, Tee-Ball, Basketball and Soccer teams and shall be composed of as many teams of such numbers as the Board directs, provided the number of participants would permit the operation of such teams.
- B. Participants.
- All children, ages 4 through 18 years, inclusive and meeting the eligibility requirements of this Association and league participation are eligible for participation in the leagues operated by this Association provided they register in such manner and at such times as this Association prescribes. At registration of any sport a code of conduct will be reviewed and signed by the participant's parent or guardian.
- C. Suspension.
- The President shall, upon evidence of the gross misconduct of any participant, call a meeting of at least four (4) members of the Executive Board for the purpose of determining what disciplinary action, if any, should be taken against such participant. Written or telephone notice of such meeting shall be given by the Secretary to the participant, his/her) parents, and his/her Head Coach not less than 24 hours before the meeting. The Executive Board shall then conduct a hearing concerning such misconduct and may impose such discipline upon the participant, as it deems appropriate.
- D. Registration Fees, Donations and Sponsor Funds.
1. The Board prior to sign-ups will determine requested registration fees for player registration each year for each individual sport. The parent(s) or legal guardian(s) of each player registering shall be required to pay the registration fee to the Association such amount as the Board may determine; however, no player shall be denied participation if their parent(s) or legal Guardian(s) show satisfactory evidence of being unable to donate to the Association as requested.
  2. Families who are registering three (3) or more children for the same sport (exclusive of Travel or Indoor teams) shall be eligible for a Multiple Child Registration Discount. The discount will entitle the 3<sup>rd</sup> registered player to a 50% discount of registration fees

after the first two (2) children have been registered and paid for in full. Any additional registered children after the third (3<sup>rd</sup>) child will have their registration fees waived & paid for by the Delanco Youth Sports Association. To be eligible for this discount all children must reside within the same household.

3. Sponsor fees shall be set each year by the Executive Board. The Association shall make every attempt to acknowledge sponsors for their contributions by presentation of a "Thank You" certificate/plaque.

E. Head Coaches and Assistant Coaches.

1. Head Coaches of all teams shall be selected by the Commissioner and approved by the Board. They shall be responsible for their team's conduct during league functions. Head Coaches must be of legal age, obtain a coaching certificate and have a background check as required by Delanco Township.
2. There shall only be one (1) Head Coach per team.
3. Each Head Coach shall select his or his assistant coaches who must also obtain a coaching certificate and have a background check as required by Delanco Township.
4. Each Head Coach shall call a meeting of the player's parents prior to the beginning of regular season play. This meeting is to inform the parents of their obligation to their child and the Association during the playing season.
4. At no time during practices or games should tobacco, alcohol, or profanity be used.

F. Playing Requirements.

During the regularly scheduled league play and regularly scheduled league tournament play, except in a game shortened by weather or score differential, every player in attendance must play. Players who fail to attend team practices without a legitimate excuse will not be protected by this rule:

## **Article IX MEETINGS**

A. Meetings of Members.

1. Annual Meeting.

An annual meeting of the members of this Association shall be held at a place designated by the Board on the 3<sup>rd</sup> Wednesday of November of each year. The elected officers of the Executive Board shall be elected at the annual meeting. Notice of the (Annual meeting continued) annual meeting shall be given not less than five (5) days prior to the date of the holding of such meeting. Notification in the local newspapers, at sign-ups, and/or posting the notice in a conspicuous place shall constitute sufficient notification. At the annual meeting, all annual reports shall be reviewed and the old and the new Executive Boards shall hold joint session.

2. Special Meetings.

Special meetings of the Board may be called from time to time by the President or any two (2) Officers. Notice of the time and place of a special meeting shall be delivered personally to each Officer or sent to each Officer by mail or by other form of communication 24 hours before the meeting.

3. Monthly Meetings.

If necessary, Meetings of the Association's members shall normally be held on the 4<sup>th</sup> Wednesday of each month. The Board will set the time. The location to be determined and publicly announced at least five (5) days prior. The Executive Board shall oversee

all meetings. All members of the Association are invited to attend the monthly meetings.

4. Executive Board Meetings.

The Board may call a closed executive session during any meeting by majority vote. The Executive Board shall meet one week prior to any scheduled meetings in order to prepare the agenda.

5. Attendance at Meetings.

All members are able to attend Board meetings, and have the right to participate in the open discussion portion of the agenda.

6. Minutes.

The minutes of all meetings shall be read and approved at the next monthly meeting.

## **Article X FINANCIAL POLICY**

A. Policy.

The Board shall decide all matters pertaining to the finances of the Association. It shall place all income in a common treasury, direct the expenditure of same in such a manner as will give no individual or team an advantage over any as to equipment, etc.

B. Contributions to Teams.

The Board shall discourage the contribution of funds to individuals or individual teams and shall solicit same for the common treasury of the Association. The above regulation is to discourage favoritism among teams and to endeavor to equalize the benefits of the Association.

C. Purchases.

The President, Commissioner of the Sport, and Board members must authorize all expenditures of equipment and materials for the Association use. All checks for the Association shall require the signatures of the Treasurer and the President.

D. Payment of Debt.

Payment of debts by the Treasurer will be made only by specific authorization of the Board and must be in payment of obligations incurred. The disbursement of any money shall be by check and shall require two (2) signatures as specified above and or by debit cards that have been issued by the Association's designated bank. Disbursements by the Head of Concession for concession stand supplies may be made by cash, provided a receipt or voucher or such cash payment is obtained and filed with the concession stand records.

E. Sources of Revenue.

Financing of the Association will be accomplished primarily through registration fees; fundraisers, concession stand profits, and sponsor donations. The Board shall establish annual sponsors' donations.

F. Fiscal Year.

The fiscal year of the Association shall be from January 1 through December 31 of the calendar year, with the annual accounting period ending on December 31st.

G. Reports.

1. If required by Board decision, an audit shall be performed before November 30th, by an auditor independent of the Board and will be paid for by the Association. The annual financial report shall be submitted by the Treasurer to the board at the annual meeting.
2. Quarterly audits and review by the Executive Board may be performed.



3. The Treasurer shall perform monthly reconciliation of the Association's bank statements and financial ledger.

## **Article XI**

### **CALENDAR YEAR OPERATION AND RENEWAL.**

A. Calendar year operations.

The Association at the Annual Meeting will prepare a planned schedule of events.

## **Article XII**

### **RULES AND REGULATIONS**

The Board may adopt such additional rules and regulations as may be deemed necessary or desirable for the operation of any of the leagues conducted by this Association consistent with those for the sport at hand. All rules and regulations that shall be adopted shall be in writing and shall be made available to each member.

## **Article XIII**

### **INVENTORY/UPKEEP AND DISPOSITION OF EQUIPMENT/FUNDS/PROPERTY UPON DISSOLUTION OF THE ASSOCIATION**

A. The Executive Board is responsible for ensuring the appropriate equipment is available for use. The Commissioner for each sport will recommend what equipment is required and advise when equipment needs repair. Each youth is responsible for his/her own personal equipment. The Executive Board, upon advice from each sports Commissioner, shall be responsible for ordering equipment and securing repairs when necessary. The Executive Board shall annually conduct an inventory of all Association owned equipment. The President and Secretary will keep a hardcopy of the inventory. Upon dissolution of the Association, the present Executive Board officers or personnel appointed by the Delanco Youth Sports Association's Executive Board shall:

1. Conduct an audit of all financial records. Liquidate accounts payable and make all efforts to accept accounts receivable.
2. Transfer all remaining cash on hand and bank checking and savings balances to a like youth organization.


## **Article XIV**

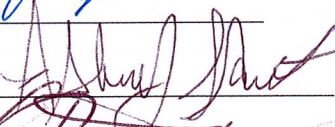
### **GENERAL**

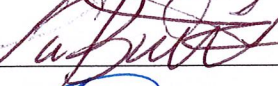
These By-laws will be reviewed at least once per year and amended/added to as decided by a majority vote of the elected officers of the Association. Amendments may be proposed in writing to the Executive Board who will then present them to the elected officers prior to a vote. The Secretary shall be the custodian of the By-laws; however, each member of the Executive Board and other committees shall be given a copy. Each member of the Association may request a copy at any time.

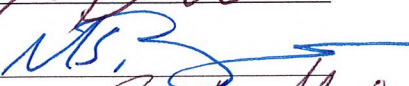
**Article XV**  
**EFFECTIVE DATE**

These policies are effective as of 1-28-2020 and will remain in effect until changed in accordance with Article XIV.

President 

Vice-President 

Secretary 

Treasurer 

Sports Director 