

**AMENDED AND RESTATED BYLAWS, RULES & REGULATIONS OF**  
Of  
Krum Youth Sports  
Association (KYSA)

A Texas Nonprofit  
Corporation Revision 2

February 5, 2023

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These are the Bylaws of KRUM YOUTH SPORTS ASSOCIATION, (KYSA) duly adopted on February 5, 2023 , at an organizational meeting of the Executive Board named in the past minutes of the Association.

**Article I - NAME**

Section 1: *Name*

Krum Youth Sports Association (KYSA) is and will be the name of the organization.

**Article II- PURPOSE AND MISSION**

### Section 1: *Purpose*

The KYSA will be a non-profit organization with the primary purpose of providing the youth of our community an organized athletic program. The KYSA will take a proactive position in expressing its opinion to the town of Krum, Krum ISD and the Krum Young Citizens Club (KYCC) on long-term planning and facility issues for the benefit of the youth of the community.

The KYSA will also establish guidelines for scholarship and sponsorship programs to insure that all youth in Krum have the opportunity to participate in its programs.

### Section 2: *Mission*

The organization will instill in the youth of the community the ideas of fair play, sportsmanship, honesty, and leadership through fellowship. The KYSA will provide a program molded to develop athletic skills and create a spirit of healthy competition, stressing teamwork and individual sacrifice. At all times, the interests of participation will remain in any undertaking of the organization.

## **Article III- GOVERNMENT OF ASSOCIATION**

### Section 1: *Offices*

Principal Office - The principal address of the Association in the State of Texas shall be located in the town of Krum, County of Denton Texas and shall have a certified PO Box 911, Krum, Texas 76249. The KYSA may have such other addresses, either within or without the State of Texas, as the Executive Board may determine or as the affairs of the Association may require from time to time.

Registered Office and Agent Address - The Association shall have and continuously maintain in the State of Texas a registered address, and a registered agent whose address is identical with such registered address, as required by the Texas Non-Profit Corporation Act. The registered address may be, but need not be, identical with the principal address of the Association, and the registered address may be changed from time to time by the Executive Board.

### Section 2: *Books and Records*

The Corporation shall keep a correct and complete set of books and records of all accounts and shall keep minutes of all meetings.

Financial Records - The financial records shall be kept by and in the possession of the board member responsible (Treasurer) for such books and records and shall be made readily available for any and all regular and/or special meetings called by the Executive Board and at any committee meetings if requested by the committee chairperson.

Minutes - The Executive Board (Secretary) shall keep regular minutes of its proceedings. The minutes shall be placed in the minute book of the Association. Minutes shall be approved at the next Board Meeting and become available for any member to review within seven (7) days thereafter.

### Section 3: *Amendments to Bylaws*

Bylaw changes may be proposed at any time by any member of the Association and must be submitted to the Executive Board for consideration. The Bylaws may be altered, amended or repealed, or a complete set of new Bylaws may be adopted, at any meeting of the Association by a two-thirds (2/3) vote of the total present membership (including President); provided, however, that all members have been given at least ten

10. days written notice, including a written copy of the proposed changes. Each copy of all previous bylaws shall be kept and noted that new Bylaws have superseded such and as of which date.

### Section 4: *Resignation*

Any director, committee member, officer or agent may resign by giving oral and/or written notice to the President. The resignation shall take effect at the time specified therein, or immediately if no time is specified. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### Section 5: *Non-Discrimination*

KYSA shall accept any member into its organization regardless of their race, color, religious belief, sexual orientation, national origin, ethnic background, and/or disability.

### Section 6: *Compensation*

The Executive Board and any member of the Krum Youth Sports Association shall serve without salary or any form of compensation for their services. Any member may be reimbursed for expenses approved by the budget and/or the Executive Board.

## **Article IV – MEETINGS, NOTICE AND VOTING**

### Section 1: *Meetings*

Place of Meetings - Meetings of the KYSA shall be held at such place as shall be designated by the President. All meetings of the KYSA will be open to all members and to the general public. Any Executive sessions may be called by a 2/3 approval of the Executive Board present at any such meeting to discuss personnel or legal matters.

Board Meetings - The meetings of the Board shall be held on the first Sunday of each month. A quorum of the Board is required. If the meeting is changed, then notice must be given. Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting had not been previously legally adjourned.

Annual Meeting - An Annual Meeting of the KYSA shall be held each year on a day to be selected by the President during the month of November or December, at which they shall vote and announce newly elected officers for the upcoming terms of office in accordance with these Bylaws hereof, and transact such other business as may properly be brought before the meeting.

Special Meetings - Special meetings of the KYSA for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Incorporation or by these Bylaws, may be called by the President or when requested by three Directors, or by written request from at least five voting members. Meeting minutes will be documented and posted on the association website no later than thirty days after the meeting has occurred. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting. A quorum is not required for this meeting so long as notices of such meetings were properly given.

Emergency Actions - Any three (3) voting members of the Executive Board (which may include the President) may take emergency action on matters demanding immediate attention when it is impractical or impossible to call a meeting and shall report their actions to all of the Executive Board members either orally or in writing within thirty (30) days.

Quorum - A quorum shall consist of 50% of the Directors.

Procedures - The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are

applicable in which they are not inconsistent with the by-laws of the association nor any special rules of order the association may adapt.

## Section 2: *Notice and Communication*

Notice of Meetings - Written or printed notice stating the place, day and hour, of a meeting, and the purpose or purposes for which the meeting was called, shall be delivered not less than five nor more than forty five days before the meetings, either personally, electronically or by regular mail, by or at the direction of the President, to each delegate or Board Member of record entitled to vote at the meeting unless otherwise provided in these Bylaws. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the delegate or Board Member at their address as it appears on the records of the Association, with postage thereon prepaid.

Official Communication - Any KYSA business conducted through electronic mail must be sent to every Executive Board Member at their electronic mail address as it appears on the records of the Association. *Any KYSA business conducted through electronic mail not sent to every Executive Board Member shall be deemed unofficial.*

## Section 3: *Voting*

General Election Voting - It is the right of every Krum Youth Sports Association representative, including the general membership, to participate in the General Election voting as described in these articles, per the following minimum qualifications:

- a. Active as a coach or assistant coach within the previous 12 months of sports' seasons.
- b. Attended at least 2 general meetings in the previous 12 months, and can be verified by sign in attendance log. If a new resident, written notice to the Board can overrule this requirement prior to the time of the election.

Proxy Voting - There shall be no vote by proxy for any meetings.

Executive Board Voting - All voting shall be called for by the President and made in an oral statement of Yay or Nay.

- a. Two Positions - All Executive Board Members possessing two or more positions within the KYSA shall be restricted to one vote.



- b. President Voting – The President within the KYSA Executive Board shall only vote in the event of tie or as in such a situation called to vote as stated in these Bylaws. Any President possessing multiple roles within the KYSA Executive Board still maintains voting rights as the President only and shall only vote accordingly.

## **Article V–GOVERNING BODY**

### *Section 1: Officers*

The Officers of the KYSA will be one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, one (1) Digital Media Officer

### *Section 2: Commissioners*

- The Sports Commissioners will consist of one (1) Baseball Commissioner, one (1) Softball Commissioner, one (1) Football Commissioner, one (1) Cheer Commissioner, one (1) Volleyball Commissioner, (1) Basketball Commissioner, and one (1) Volleyball Commissioner. As the Executive Board considers additional sports, additional commissioners may be added as needed.

### *Section 3: Executive Board*

Executive Board shall consist of all Officers noted in Section 1 of this article, plus all individual Commissioners as noted in Section 2 of this article.

### *Section 4: Rights and Responsibilities of Board Members*

All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or removal.

All Board Members have the following rights guaranteed under parliamentary law:

- a. To be treated fairly and equitably.
- b. To receive notice of meetings, attend meetings, make and second motions when needed. Vote on motions.
- c. Nominate people for office, be nominated for office, and elect people for office.
- d. To speak on or debate an issue in turn.
- e. Object when rules are being violated.

- f. Have access to minutes of all meetings.
- g. Receive a treasurer's report once a month.
- h. Get a copy of the Association's constitution and bylaws.
- i. Not have to suffer personal abuse and attack from any other member(s).

All Board Members have the following responsibilities and obligations as well:

- a. Be ready to talk knowledgeable and intelligently on a topic.
- b. Be open-minded and attentive.
- c. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
- d. Follow the rules of debate and obey the rules of the association.
- e. Respect the rights and responsibilities of others.
- f. Abide by the final decision of the quorum vote.
- g. Bring in or recommend new members. Participate in committees as requested or needed.
- h. Promote the association's growth, influence and enhance the Association's reputation.
- i. All Executive Board Members must be available for all sports and their respective seasons.

#### Section 5: *Election of Officers*

Each year during the month of November or December, the Annual Meeting will be called of the association membership for the purpose of electing officers for the following year.

Nominations - All nominations for the board positions must be received via email or in writing two weeks prior to the election. New floor nominations the day of the election will not be accepted, except in the instance that no qualified candidates are available. Nominee names will be posted on the association web site no later than one week prior to the election. A current Board Member will serve as Chair person for the purpose of organizing the election, communicating to the membership the time and place for the election, accepting nominations for filling the board positions and creating ballots.

Eligibility - To be eligible, any candidate of the Executive Board must reside within the KYSA jurisdiction and they must not be bound by any other association, subject to board approval. Should any member of the Executive Board change residence outside said jurisdiction, the position shall be grandfathered until the end of the term of such position. Members living within the same household may not serve on the Board concurrently.

Any Board Member that desires to seek election to another office must first resign from the office he/she is holding, prior to the election. To qualify for the positions of President and/or Vice-President, a candidate must have previously served at least one (1) year as a KYSA Officer or 2 years as Sports Commissioner. Any other officer candidate only needs to be approved by the Executive Board. In the instance that a qualified candidate is not available, a candidate can be approved by a majority vote of the Executive Board on the day of the election.

Election - All nominees are required to attend the election and be prepared to present their qualifications to the membership. A ballot will be distributed to all voting members. The candidate receiving the larger number of votes for each position shall be declared the winner. Margins of less than five votes shall require a recount. The Secretary will conduct the recount. There shall be no proxy votes. Only members who are present at the meeting are allowed to vote and may only receive one ballot.

Open Position - Any position not filled in the Annual Meeting, shall be deemed a vacancy of the Executive Board as subject to the terms within these Bylaws.

#### Section 6: *Term of Officers*

The term of each Executive Officer position will be two years, and each may succeed themselves in such office. The President, Secretary, and Concessions Officer election will be held during the even years. The Vice President and Treasurer election will be held during the odd years. Section 7: *Term of Commissioners*

The term of each Commissioner position will be two years, and each may succeed themselves in such office. The Commissioner election will be held one month preceding the end of the current sport season.

Nominations - All nominations for the commissioner positions must be received via email or in writing at least one week prior to the election. New floor nominations the day of the election will not be accepted, except in the instance that no qualified candidates are available. Nominee names will be posted on the association web site no later than three days prior to the election.

Eligibility - To be eligible, the commissioner nominee must reside within the KYSA jurisdiction and they are not bound by any other association, subject to board approval. Should any commissioner change residence outside said jurisdiction, the position shall be grandfathered until the end of the term of such position. To qualify for the position of commissioner, a candidate must have previously served at least one

1. season as a Coach, Assistant Coach, Manager, or KYSA Board member.

Election - All nominees are required to attend the election and be prepared to present their qualifications to the membership. Each Commissioner will be elected by a simple majority vote of the KYSA Executive Board. Any Sports Commissioners may be a Coach, Assistant Coach, or Manager in their sport during their term as Commissioner. In the instance that a qualified candidate is not available, a candidate can be approved by a majority vote of the Executive Board on the day of the election.

#### Section 8: *Vacancies*

Vacancies on the Executive Board shall exist upon (a) the death, resignation, or removal of any Executive Board Member; or (b) by declaration of a majority vote of the current Executive Board. A majority of the Executive Board may declare the office of an Executive Member vacant if the Executive Member is (1) adjudged incompetent by a court; (2) is convicted of crime involving moral turpitude; (3) fails to accept election to the Executive Board; or (4) for extreme misconduct, failure to fulfill his/her duties as an Executive Board Member, of good cause shown.

Vacancies to the Board will be filled on an interim basis by a simple majority vote of the remaining Executive Board. Such interim position will be held until the next scheduled election for that position.

#### Section 9: *Removal*

A Board Member can miss no more than four (4) scheduled meetings per calendar year. Board member will have his/her office declared vacant unless such absences are excused by the Executive Board. A vote of "no confidence" by the Board may be taken upon the first meeting following the fourth consecutive absence. Meeting must be in person. If the vote of "no confidence" should pass, his/her office shall then be filled by an appointment approved by a majority vote of the Board until the next annual election meeting. Removal of a position will be voted on upon the Board. Board member must wait a total of one (year) from the removal date to be eligible to run for another Board position. Should the vote of 'no confidence' pass, his/her office shall then be filled by an appointment approved by the majority of the Executive Board as an interim until the election meeting for the vacant position.

#### Section 10: *Grievance Involving Executive Board Members*

A member of the Executive Board can be a member or official of another association team, league or club, subject to previous board approval. In the event of any grievance involving such organization, he/she may not act on its behalf nor be entitled to vote on the grievance.

#### Section 11: *Conflicts of Interest*

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Conflict of Interest - Any member of the Board, Delegate, or any other Member of the association shall abstain from discussion of and voting upon any subject matter being considered by the respective body if such would constitute a conflict of interest, directly or indirectly, with any individual, player, coach, manager, official, referee, parent, or team, including, without limitation, those conflicts of interest related to hearing protests or appeals related to the member's team, club players or coach, or parents or managers involved with the member's team or club.

Other Conflicts of Interest - It is the policy of the Association that no Member of the Board, Delegate, Member, or any employee of the Association shall have any association with or interest in any business enterprise which would conflict with the proper performance of his/her duties or responsibilities of which might tend to affect his/her independence or judgment with respect to transactions between the Association and any such business enterprise.

Material Interest - It is also the policy of the Association that no Member of the Board, Delegate Member, or any employee of the Association shall have, directly or indirectly, any material personal business or financial interest with, or in any business enterprise with which, the Association does business, including, without limitation, the member, or any person in the immediate family of the member, holding a position with a supplier of goods and/or services to the Association, unless the material facts of the relationship or the interest in the business are disclosed to the Board and the Board in good faith authorizes the contract, of the disinterested Officers. If a member of the Board, rather than a member, is the person making the disclosure, the interested Member may be counted in determining the presence of a quorum at a meeting of the Board, whereas the disinterested Board Members consider whether to authorize the contract, transaction, or relationship.

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

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

Procedures for Addressing the Conflict of Interest—Procedures for addressing the conflict shall be as follows:

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board shall determine by a majority vote whether the transaction or arrangement is in the Organization's best interest and enter into the transaction or arrangement.

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

## **Article VI- Duties**

### Section 1: *The President*

The President will be the principal Executive Officer of the KYSA, and will facilitate all the business affairs of the KYSA. The President, when present, will preside over all meetings of the KYSA. Duties include, but are not limited to:

- a. Sign all written contracts approved by the Executive Board on behalf of the KYSA.
- b. Vote only in the event of tie decisions, and or in an emergency demanding immediate attention as stated in Article IV Section 1, and or any By-law changes as stated in Article III Section 3.
- c. Perform such duties as assigned by the Executive Board. Serve as, or delegate to a member of the Executive Board, the liaison role between KYSA and the City of Krum, Krum ISD, and any other municipal entity as needed.
- d. Oversee (in conjunction with the appropriate Sports Commissioner where applicable) the process of obtaining background checks on all prospective KYSA Executive Board Members, and Coaching candidates.
- e. Oversee any communications to KYSA members regarding other sports which are not governed by a specific Commissioner.

## Section 2: *The Vice President*

The Vice President will, in the absence of the President, assume all the President's roles and responsibilities. In addition, he/she will assume the following duties:

- a. Chair all FundRaising Committees, when established.
- b. Chair a committee appointed by the Executive Board to review the By- Laws of the KYSA during the 1st Quarter of the following year and propose appropriate amendments for Executive Board consideration and action.

## Section 3: *The Secretary*

The Secretary will keep a record of meetings and post notice of upcoming meetings. The minutes will be presented and approved at the following meeting. The Secretary will be the custodian of all meeting records. The *original* meeting minutes, records, and documents will be presented to the successor of that office within one week of the end of term. The Secretary will receive and read pertinent letters and communications to the KYSA. All correspondence will be the responsibility of the Secretary. The Secretary will also maintain a directory of the names and addresses of all current KYSA members.

## Section 4: *The Treasurer*

The Treasurer will manage custodial affairs of all financial records. Duties include, but are not limited to:

- a. Prepare a budget and monthly financial report for KYSA. This monthly financial report will be broken down into (1) general activities of the KYSA and (2) separate categories for each of the different sports included in the KYSA.
- b. Keep accurate records of all monetary transactions and budgets. All documents and records shall be transferred to successor within one week from the end of the term.
- c. After each season, within 30 days of end of season, the treasurer shall disburse funds from each sport account to the general account leaving up to \$5000 to begin the next season, with the exception of previously board approved ear-marked amounts.
- d. Assume accountability for the deposit of all revenues.

- e. Accountable for the custody of all monies including reconciling of bank statements. Assist the Commissioners in a periodic review of concession pricing to insure that the items sold result in adequate profit for the program.
- f. Ensure the preparation of a yearly tax return
- g. Conduct periodic reviews to ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status. The periodic reviews shall, at a minimum, include the following subjects:
  - 1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
  - 2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

#### Section 5: *The Digital Media Officer*

The Digital Media Officer plans, manages, and oversees all aspects of the digital marketing for the KYSA. This includes planning any digital campaigns, maintaining a social media presence, and updating the KYSA website. The Digital Media Officer will be responsible for coordinating/scheduling any media committees, as deemed necessary.

#### Section 6: *The Athletic Director*

The Athletic Director plans, manages, and oversees the communication between each sport. The Athletic Director will be responsible for coordinating/scheduling facilities with the school district. The AD will oversee all background checks. Documentation must be kept.

#### Section 7: *The Sport Commissioners*

The Sport Commissioner is a KYSA representative for their respective league. The Sport Commissioner will primarily be responsible for the league's operation. Duties include, but are not limited to:

- a. The Sport Commissioner has the authority to appoint members to assist in the operation of their sport and is encouraged to delegate whenever possible.
- b. Schedule and organize skill evaluations/try-outs, if appropriate for that sport.



- c. Arrange season scheduling and games. Coordinate practice scheduling of available facilities with the Athletic Director.
  - d. Secure birth certificates and medical release forms (copy to KYSA Secretary, originals to Coaches) for players and completed necessary contracts signed by their parents or legal guardian.
- e. Conduct an annual meeting for the coaches in the league.
- f. Work with the coaches to prepare orders for uniforms and expendable equipment.
- g. Manage KYSA owned equipment.
- h. Oversee scheduling and payment of officials.
- i. Make recommendations to the Executive Board as to which league affiliation best meets the objectives of the KYSA.
- j. Create a budget for his/her sport which will be approved by the KYSA Executive Board.
- k. Keep a copy of the Coaches Code of Ethics and Conduct on file.
- l. Each respective Commissioner shall be allowed to spend up to \$500.00 on necessary items, without the Executive Board approval and must use an official KYSA check with two signatures or the KYSA debit card. All purchases/receipts must be submitted at the following meeting. Any abuse to this policy as deemed by the Executive Board will result in immediate removal.
- m. Hold annual parent meetings to address questions and concerns as needed.
- n. Present an end of season review/evaluation, including any suggested changes for the next season.

## **Article VII- Financial Responsibilities**

### *Section 1: Money Collected*

All monies collected shall be used to further the objectives of the KYSA. Other than team sponsorships, no cash contribution will be accepted by individual teams or by a Sports Commissioner. All funds (i.e. sponsorships, donations, and fund raising money) shall be raised in the name of the KYSA and shall be recorded in the financial statement for the related specific sport(s) under the appropriate income line. These funds may not be earmarked or reserved for any specific purpose without the prior approval of the KYSA Executive Board.

### *Section 2: Expenditures*

Disbursement of monies will be agreed on by the majority vote of the Executive Board. It is the goal of the KYSA that each sport will have a budget that is designed to be self-sufficient and should not require subsidies from other sports. Should circumstances dictate the need for such a subsidy, it will have to be approved by a majority vote of the Executive Board.

### *Section 3: Right of Reimbursement*

The Executive Board reserves the right to refuse the reimbursement of expenditures deemed unnecessary or extravagant. Additionally, any reimbursement check to any member of the Executive Board cannot be signed by that member.

#### Section 4: *Bank Accounts*

Each sport shall have its own bank account with designated signors as approved by the Executive Board and each account shall maintain a minimum balance of \$500 at all times.

#### Section 5: *Refunds*

KYSA will provide a full registration refund less a \$10.00 administrative fee if the respective Commissioner has not yet ordered uniforms. KYSA will provide a partial registration refund less a \$10.00 administrative fee, also less the cost of the uniform if the Commissioner has already ordered uniforms. The respective Commissioner has the right to order uniforms at any point after the registration has been closed. KYSA will not provide a refund once the Official Season has started. 1. Refund requested by the final day of sign-ups 100%. Refunds requested during the first week of official practice, prior to uniforms being ordered, will receive a 50% refund. No refund after 1st week of practice. Any uniform/extra costs will be deducted from the refund amount. Fees for background checks or any other fees are non-refundable.

#### Section 6: *Discounts*

A family registration discount will be given in the amount of five (5) dollar discounts per additional child registering for the same sport. Executive Board members will receive a discount for registration of a child in their household. Any Board member receiving a discount is required to participate in the KYSA annual fundraiser. All discounts paid for from General Funds.

### **Article VIII–Rules of Conduct and Disciplinary Actions**

#### Section 1: *Background Checks*

Background Checks are to be conducted on all Executive Board Members and Coaches involved in KYSA. Executive Board has the right to exclude any potential candidates based on the discretion of the Executive Board. Background check fees to be paid for by the volunteer. Proof of external background check

may be provided and verified by the Board. (ie. school background check)  
Background checks will be monitored by the Athletic Director.

### Section 2: *Sportsmanship*

A spirit of good sportsmanship should prevail during and after the game for all players, coaches, fans, board members, and commissioners. Any member of the KYSA (including coaches, assistants, and fans) should act in accordance to a good moral character and shall in no way use profane language or alcohol during practices or games they are participating in.

Any member of the association will not show disrespect to a parent of a participating child, even when a parent has been disrespectful to a coach.

### Section 3: *Issues*

Head coaches will be expected to handle all parent/player issues on their team.

Those issues, which cannot be resolved, will be brought to the attention of the appropriate Commissioner.

If unresolved at that level, the issue/complaint may be submitted to the Executive Board. A decision made by a Sports Commissioner may also be appealed to the Executive Board.

Any violations of these rules should be reported to the Sport Commissioner of that league. Only the Head Coach can report violations pertaining to a game in progress.

### Section 4: *Participation*

Player participation rules, as specified by the appropriate league will be enforced.

### Section 5: *Practice/Game Restrictions*

No mandatory practice/games shall be held on any Wednesday or Sunday.

### Section 6: *Officials*

Profanity and arguing with any game official is not allowed. This does not mean that a coach cannot disagree with a call however; it does mean that they cannot act in any way that would bring a penalty or repercussion to the KYSA.

## Section 7: *Ejection*

A head coach who is ejected from a game will be suspended for a minimum of one game pending reinstatement by the association.

A player, parent/guardian or assistant coach who is ejected will be suspended for the next game just as with the head coach.

## Section 8: *Suspensions*

Subsequent problems with parents/guardians or assistant coaches may result in their child being suspended for the rest of the season with no refund.

## **Article IX- Appeals**

### Section 1: *Filing an Appeal*

In no event shall any person, persons, or organizations under the jurisdiction of this Association resort to the Courts until all appeal procedures have been exhausted. For violations to this rule, the offending party shall be subject to the sanctions of suspension and fines and shall be liable for all expenses incurred by KYSA and its officers and members in defending each court action, including but not limited to court costs, attorney fees, reasonable compensation for time spent by the KYSA officers and members in responding to and defending against allegations in the actions, including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

### Section 2: *Submittals and Notices*

All appeals to the Executive Board must be submitted in writing and received within ten (10) days of the appealed decision. All appeals must be made in writing to the President of the Board. In cases of controversy as to timely receipt of appeals, the postmark date (postage meter not acceptable) will govern.

Upon receipt of appeal, properly submitted, the President of the association shall set a time and place for the hearing and will advise all appropriate parties. Such hearing settings are solely the responsibility of the President, but all such hearings must be scheduled within ten (10) days of receipt of the appeal and the appealing party is bound to present all information and evidence relative to the appeal at the hearing.

Notification of hearing may be initially done by phone, but the parties involved must receive written notification by mail or electronic mail with proof of delivery.

Unless competition or circumstances dictate otherwise, notification shall be provided at least ten days prior to the hearing. Notification is extremely important to provide due process and shall include the following:

1. A statement of the reason for the hearing – including initial charges or alleged violations
2. A statement of possible and worst-case consequences if charges are found true
3. Identification of Date, Time, and Location for the hearing
4. An outline of the procedures for the hearing – including the format to be followed, who will be allowed to testify, and the timeline imposed.

### Section 3: *Appellate Hearing*

A defendant, to whom a judgment was rendered against, may appeal the judgment by request in writing to the Executive Board of KYSA. All appeals shall be administered by an Executive Committee, of which, the committee shall be chaired by the President (or designee from the Executive Board) and consist of at least five (5) other Executive Board members (if a quorum of the Executive Committee is not possible, then the President may appoint another designee from within the Executive Board). The purpose of the appellate hearing is to ensure the initial disciplinary action was fair in the hearing process, just in the decision process, and penalty was administered in an appropriate manner. The Executive Committee shall determine whether an appeal has merit, identify and explore other facts, or call for additional witnesses- rescheduling the hearing as necessary or convening or dismissing the appeal. Attendees to the hearing shall be limited to the Executive Committee, representatives from the accusing party, and the accused individual (or individuals).

The chairperson shall ensure that equal time is provided to both parties. Decisions shall be made on written requests/responses and testimony at the hearings. The hearing shall follow the following outline:

1. President calls to order;
2. Introductions and identification of roles;
3. Charges stated and procedures for hearing itemized – including timeline;
4. Representative from the initial hearing stating the purpose of the original hearing, the decision process for the hearing, and the penalty declared;
5. Opposing party or alleged violator with equal time to state reason for appeal of the problems from the initial hearing process;
6. Committee members allowed time to question and cross examine both parties;
7. Equal time for closing statements of both parties;
8. Chairman details the time and place for the committee decision and the plan for notification of results;
9. Both parties dismissed;
10. Committee decision and publication.

In all hearings, the outlined shall be followed, notes must be taken and a decision published in a timely manner. The utmost care shall be taken to be honest, objective, and fair. Any punishment identified must fit the offense.

All decisions at all levels of the appeal process shall stand and be of full force and effect until changed by a higher authority.

## **Article X–Other General Rules and Miscellaneous**

### *Section 1: Committees*

The Executive Board may designate one or more committees to conduct the business and affairs of the KYSA to the extent authorized. Each such committee shall contain at least one (1) Executive Board Member. The Executive Board shall have the power to fill vacancies in, and dissolve any committee at any time.

### *Section 2: Indemnity*

The KYSA shall indemnify all Officers, Commissioners, employees, and agents to the extent required by law. The Executive Board may, by separate resolution, provide for additional indemnification as allowed by law.

### *Section 3: Liability Insurance*

The KYSA may purchase and maintain liability insurance on the Executive Board whether or not the KYSA has the power to indemnify.

### *Section 4: Scholarships*

The Association will provide need based scholarships for participants who cannot afford the registration fees. An application will be completed, the Sports Commissioner and President may approve scholarships on a needed basis to participants who are not able to afford the cost. Final payment for cheerleading and football must be paid in full by date set

by cheer and football commissioners. Final payment for all other sports must be paid in full by

the last day of sign-ups.

Fundraiser Assistance

a. Fundraiser assistance is available at the 1st signup date only.

b. Any funds over and above the needed registration fees will become a donation to KYSA

scholarship fund or can be transferred to another family, upon Board approval.

c. Fund will not be refunded to the participant scholarships.

1. The organization will sponsor any player who desires to participate in KYSA and cannot

afford the registration fees, depending upon the availability of funds and Board approval.

2. Scholarships will be issued in accordance with the following guidelines:

a. Scholarships will be issued on a season to season basis.

b. The following criteria are met:

i. Application completed with the President or Vice President

ii. All sports scholarship recipients will be required to pay \$50 toward their fees at the first sign up

iii. All scholarship recipients will be required to participate in Fundraiser Assistance program

iv. A mandatory minimum of 8 hours of volunteer work from parents/guardians is required for any and all scholarship recipients. If hours are not

completed by the end of the season, recipients will not be eligible for any future scholarships. Volunteer hours will be documented by the Sports Commissioner and presented to the Executive Board.

## Section 5: *Payment Plans*

All registrations may include a payment plan for those participants who want and/or need the ability to use it.

## Section 6: *Use of Outside Experts and Advisors*

When conducting ordinary business within the duties of all members of the organization, any member may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility.