

Riva Athletic Association

By-Laws

Article I General Provisions

Section 1. Name:

The Name of this Association shall be the Riva Athletic Association ("the Association"). Also known as Riva/Greater South River – (R/GSR)

Section 2. Offices:

The principle office of the Association shall be Post Office Box 190, Riva, Anne Arundel County, Maryland 21140. The Association may have such other offices as may from time to time be designated by the Board of Directors.

Section 3. Purpose:

The purpose of the Association shall be to promote educational, charitable and recreational activities for the benefit of the youth of Riva and its surrounding communities. The Association is organized and operated exclusively for the above stated purpose, and no part of the net earnings shall inure to the benefit of any private member.

Section 4. Fiscal Year:

The fiscal year of the Association shall be from July 1st until the following June 30th.

Article II Membership

Section 1. Qualification:

Membership shall be open to any household or person of race, creed, color, religion, sex or national origin. Membership in the Association will be begin on July 1 and shall automatically terminate upon June 30 of the following year.

Section 2. Classes of Membership:

The Association shall be made up of the following categories of members:

A. Voting Members:

1. Households: Defined as any household that has registered and participated in recreational activities sponsored by the Association during the previous 365 days. Each household shall be entitled to *one vote* on each matter that is submitted to a vote of the membership. A vote must be cast by a person 18 years or older.

2. Non-Member Commissioners, etc.: All Non-Member Commissioners shall be deemed a voting member of the Association and shall be entitled to one vote on each matter that is submitted to a vote of the members.

B. Non-Voting Members:

1. Honorary: This class of membership may be bestowed upon any person for outstanding contributions to the residents of Riva and its surrounding communities, by a vote of any three members of the Board after nomination.
2. Associate: This class of membership is available to families or individuals who do not have children directly involved in the Association's programs. Associate membership allows a family to receive the Association's Newsletter and attend Association's sponsored events.
3. Coaches shall receive the Association's Newsletter and be covered by insurance as a non-voting member of the Association, unless they are in accordance with Section 2(A)(1).

Article III Governing Body

Section 1. Board of Directors: The board of directors shall be the governing body of the Association. The board of directors shall consist of seven voting directors elected from the Association's membership.

Section 2. Officers of the Association: Officers of the Association are the President, Vice President, Treasurer, and Secretary. After the election of the board members, those members will meet to elect its officers; the newly formed board shall meet to elect its officers for the next year.

Section 3. Terms of Office:

- A. Board of Directors: The Board of Directors shall be elected at the Spring Meeting and shall take office on July 1st, and shall serve for a term of three years.
- B. Officer of the Association: The officers of the Association shall serve for a term of one year.

Section 4. Duties and Powers

- A. President: The President shall preside as chairman at all meetings of the Association. The chairman shall conduct each such meeting in a business like and fair manner in accordance with Roberts Rules of Order.

The President shall oversee the programs and activities of the Association according to its by-laws, conduct the affairs of the Association and execute the policies established by

the Board of Directors, and appoint such committees and the chairman of each such committee, with the consent of Board majority.

The President shall oversee and be responsible for the proper execution of the annual budgets prepared by the Finance Committee and approved by the Membership.

The President is authorized to appoint such persons to fill a vacancy on the Board or the unexpired term of any officer of the Association with the concurrence of Board majority.

- B. Vice President: The Vice President shall act in the absence of the President with the same power and authority and perform such other duties and acts as the President shall direct.
- C. Secretary: The Secretary shall keep an account of the meetings of the membership and of the Board and make available copies of the minutes to each Board Member upon request.

The Secretary shall prepare a summary of Board action to be included in the Association's Newsletter.

The Secretary shall keep current copies of the Association's articles of incorporation and by-laws and shall provide a copy to any member upon request.

- D. Treasurer: The Treasurer shall receive and be accountable for all funds belonging to the Association and deposit all funds promptly.

The Treasurer shall maintain bank accounts as needed by the Association. Expenditures approved by the Board in the annual budgets need only require the signature of *either* the Treasurer or the President. Expenditures that are required, but have not been approved of as a part of the annual budgets must contain the signatures of *both* the Treasurer and the President to be valid. Any non-budgeted items must have the consent of the Finance Committee and oversight of the Board.

The Chairman of the Finance Committee shall file all financial forms required by law with the appropriate authorities.

- E. Parliamentarian: A parliamentarian shall be appointed by the President for a term of one year. The parliamentarian will assure that meetings are conducted according to Roberts Rules of Order. The rulings on procedural matters by the parliamentarian will be conclusive and binding on all members, unless appealed by a voting member of the Association for a vote by the Board of Directors.

Section 5. Removal of Members of the Board:

Any Board member may be removed for cause upon a two-thirds vote of the full Board. In addition, the unexpired term of any Board member shall automatically terminate upon the notation in the minutes by the Secretary of three (3) consecutive unexcused absences from the regular meetings of the Board of Directors. Notification of such termination shall be in writing and signed *by* the President. A director so removed, within seven days

of receipt of notification of removal, may petition the Board for reinstatement. Reinstatement shall be awarded upon a vote of a majority of the Board.

Article IV Committees

Section 1. Appointment of Committee Members:

At the first meeting of the Board after July 1st, the President shall submit to the Board for approval a list of candidates to chair the committees described below.

At the request of the Board or the President, the chairman of each standing committee shall attend a meeting of the Board to report on the work in progress of that committee.

Section 2. Nominating Committee:

The Nominating Committee shall consist of not more than three members, including the Chair. The purpose of the Nominating Committee will be to solicit names from the Association membership and present to the Membership at the Spring Meeting a slate of eligible candidates for election to the Board of Directors. The Committee shall meet prior to January 1st to carry out Article VI, Section 1.

Section 3. Finance Committee:

On July 1st of each year, the President shall submit to the Board for majority approval a list of not less than three or more than five candidates to serve on the Finance Committee. The Treasurer shall be a member of the Finance Committee.

The Finance Committee shall require submission of all financial records during fiscal year and shall prepare quarterly financial reports of the activities of the Association for presentation at Board meetings and to the membership at the Spring Membership Meeting. From time to time, however, the President may request an interim financial report from the Finance Committee.

If approved by the Board, the Finance Committee may secure the services of a certified public accountant to accomplish such a review.

Prior to the Spring Membership Meeting, the Finance Committee shall prepare an annual operating budget for the next fiscal year. Approval of the annual operating budget shall be by a majority vote of the members present at the Spring Membership Meeting.

Prior to the Spring Membership Meeting, the Finance Committee shall also prepare an annual capital expenditures budget for the purchase of major items of equipment or capital expenditures for the next fiscal year. Approval of the capital expenditures budget shall be by a majority vote of the members present at the Spring Membership Meeting. If a budget is rejected by the general membership, the Finance Committee may modify the budget for re-approval.

The Finance Committee Chair shall report on the fiscal status of the Association at the Spring General Membership Meeting.

The Finance Committee shall have the sole authority to secure bids on needed supplies or equipment in excess of two hundred dollars (\$200.00) and make recommendations to the Board for approval. Athletic Program Coordinators may purchase item(s) for their program if the purchase amount does not exceed that specified in the operating budget

The Finance Committee shall have the sole authority to investigate the ways and means of financing programs of the Association, including the solicitation of grants for recommendation to the Board for approval.

Section 4. Rules Committee: - Optional

As necessary the President may submit to the Board for approval a list of three candidates to serve on the Rules Committee. The Parliamentarian shall be a member and the standing chair of the Rules Committee. Only one member of the Board may serve on the Rules Committee.

The purpose of the Rules Committee will be to review the Association's by-laws and articles of incorporation and to make recommendations to the Board at its Fall or Spring Meetings.

Section 5. Facilities Committee: - Optional

The president may submit to the Board for approval a list of three candidates to serve on the Facilities Committee. The purpose of the Facilities Committee shall be to manage the care of existing facilities and work with the County to maintain any new facilities.

Section 6. Communications Committee: - Optional

The president may submit to the Board for approval a list of three candidates to serve on the Communications Committee. The purpose of the Communications Committee shall be to conduct all business correspondence and maintain a file of such. All elected officers and appointed chairpersons must provide to the Communications Committee Chairman a copy of all correspondence for file purposes.

Section 7. Administration Committee: - Optional

The president may submit to the Board for approval a list of three candidates to serve on the Administration Committee. The purpose of the Administration Committee shall be to keep current the Association's Directory.

Section 8. Ad Hoc Committees:

An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project. An ad hoc committee may be

established and its charge determined by the President or by a majority vote of the Board. The number of members of an ad hoc committee shall be determined at the time of its charge and it is not a prerequisite to its creation that a member of the Board serve during the life of the committee.

Section 9. Removal of Committee Member:

Any Committee Member may be removed by majority vote of the Board of Directors.

Article V Meetings

Section 1. General Membership Meetings:

- A. Fall: There shall be a fall general membership meeting no earlier than the first Tuesday nor later than the last Thursday in October. Notice of such meeting shall be provided to the Association's membership not later than thirty (30) days before the time for the appointed meeting. Notice shall include an agenda of any business to be conducted by the membership at the meeting.
- B. Spring: There shall be a spring general membership meeting no earlier than the first Tuesday nor later than the last Thursday in April. In addition to any item of business listed on the agenda for the Spring Meeting, the Association will elect new Board members. The Finance Committee will report on the proposed annual operating and capital expenditure budgets for the next fiscal year. Notice of the Spring Membership Meeting shall include a list of candidates for election to the Board. Notice shall be provided to the Association's membership not later than thirty (30) days before the time of the appointed meeting and include an agenda of any business to be conducted at the meeting.
- C. Special Meetings: Special Meetings of the general membership of the Association may be called at any time by the President with concurrence of the Board of Directors; by the written request of a majority of members of the Board; or at the written request of not less than one-third (1/3) of the members of the Association. Notice of such meetings shall be given to the general membership no later than thirty (30) days before the time for the appointed meeting. Notice shall include an agenda specifically describing the purpose of the meeting, and any business to be conducted by the membership at the meeting.

Section 2. Board of Directors' Meetings:

The Board shall meet on a regular basis at the discretion of the President. Any two Board Members upon twenty-four (24) hours notice, oral or written, may call special Meetings of the Board.

Section 3. Quorum:

A quorum (majority of Board Members) is required to conduct the business the Board of Directors. It is not mandatory to have a quorum at the general membership meeting to conduct any standing business.

Article VI Elections

Section 1. Nominations:

The Nominating Committee shall solicit from the voting membership nominations for the Spring election to the Board.

Nominations must be completed 30 days prior to the Spring meeting in order to provide a ballot of nominations to the Association's membership.

At the Spring meeting nominations may be made from the floor with the consent of the nominee.

Section 2. Elections:

The election of members to the Board shall be held at the Spring Meeting of the Association.

Section 3. Voting:

Voting shall be by oral, written or absentee ballot. If required, written voting for the Board of Directors will close 30 minutes after the published start time for the Spring General Membership meeting. An absentee ballot must be obtained from the nominating committee no later than one day before the spring meeting. An Election Committee (or Nomination Committee in its absence) will accept ballots. An active roster will be checked to ensure the household is active. The roster will be annotated to ensure that that only one ballot is case per household. The committee will continue to check household information past the 30-minute deadline but not allow additional voting. If a household's membership is in question, the ballot will be marked provisional with identifying Household information. There shall be no proxy voting. An absentee ballot must be obtained from the nominating Committee no earlier than 20 days before the spring meeting and returned to the nominating Committee no later than one day before the spring meeting.

Section 4. Counting of Ballots:

An Election Committee (Nominating committee in its absence) will count the ballots after voting has closed. Absentee ballots will be kept separate and counted only in the event that they would change the outcome of the election. Family information on absentee ballots will be compared to a roster of active families and votes cast at the membership meeting. If a household cast in person at the General Membership an absentee ballot from that family will be discarded. If a household submits more than one ballot, the last ballot cast will be counted and the remainder discarded. Provisional ballots will be kept separate and considered by the Board of Directors on only in the

event that they could change the outcome of the election.

Article VII Association Athletic Programs

Section 1. Programs and Development Procedures:

Association athletic programs are to be passed by a majority of the Board of Directors, and approved by the General Membership at one of the annual meetings. As of the ratification of these By-Laws the only athletic programs that are grand-fathered are the following:

- A. Soccer
- B. Basketball
- C. Baseball
- D. Softball

Section 2. Athletic Program Coordinators:

Athletic Program Coordinators will be approved by a majority of the Board of Directors, and serve a three-year term, at the pleasure the Board of Directors. The Coordinator may resign his/her term before the completion of the three-year term, but may not at any time during the remainder of the term, serve in another association within Anne Arundel County in the same or similar capacity. Removal of a Coordinator must have approval of a majority of the Board of Directors or two-thirds approval of the Association's membership. The Coordinator will be required to sign a "Notice of Commitment" before undertaking the Athletic Program Coordinator position. The notice of commitment will be terminated upon completion of the Coordinator's term, resignation in written form or removal from the Coordinator position as described in this section.

Section 3. Duties and Specifications:

The Coordinator is responsible for, but not limited, to the following:

- Program annual budget
- All program activities (Sign-ups, Facility Scheduling, Game Announcements, etc.)
- All program inventory, including equipment and uniforms
- All required/necessary literature to enhance the program
- Notice to coaches of County certification requirements
- Development and coordination of the program that will enhance the development and education of all participants regardless of age, ability, race or gender that the program is designed for.
- All program administration (Newsletter articles, local paper inserts, awards, coaches' clinics, participant clinics, and liaison for the County Sports Coordinators.
- Fundraising if appropriate and / or necessary.

Article VIII Miscellaneous

Section 1. Effect of these By-Laws:

These by-laws will take effect upon adoption by a majority of the full Board of Directors; and upon notification to the voting membership of the availability of these by-laws for review.

Section 2. Amendment of By-Laws:

- A. Any voting member may propose amendments to these by-laws at any association meeting.
- B. Referral to the Rules Committee. Proposed amendments to these by-laws shall in all cases be referred to the Rules Committee for consideration. The Chairman of the Rules Committee shall report to the General Membership regarding the proposed amendment at the next General Membership Meeting.
- C. Procedures. Proposed amendments to these by-laws may be adopted by a simple majority of the voting membership present at a General (Spring or Fall) Membership Meeting. To be voted on, proposed amendments to the by-laws must have been read at the preceding General Membership Meeting or have been provided to the Association membership at-least thirty days before the meeting.

Section 3. Interim Amendments:

- A. Procedure. Upon a written finding by any Board Member that the business of the Association is seriously impaired, these by-laws may be amended at a regular or special meeting of Board of Directors by a majority vote. Thereafter, the Board and the Association will be governed by the adopted amendment until the next GeneralMembership Meeting. It is necessary to refer an interim amendment to the Rules Committee.
- B. Notice. Notice of the adoption of an Interim Amendment by the Board must be provided to the general membership within thirty days of the adoption of such an amendment.
- C. Duration. The force and effect of an interim amendment adopted under this Section shall expire at the next General Membership meeting when a vote on the interim amendment is taken.

Section 4. Control of the Riva Athletic Association Name:

Use: The exclusive use and control of the Association's name shall rest with the Board of Directors. Except as provided below, no person, director, officer, commissioner or coach may use the Association's name to associate with or solicit funds from any corporation or individual for the purposes of scheduling athletic events or scheduling practice time, or athletic contests except as permitted by the Board of Directors.

- Section 5. No Officer or member of the Board may receive compensation directly or indirectly for services rendered as a member of the Board or Officer.
- Section 6. Except as expressly provided for herein, the Board shall not permit the solicitation of funds in the name of the Association unless a written agreement exists that provides that all such funds so raised be placed in the Association treasury.
- Section 7. No Officer or member of the Board may vote on a matter before the Board or the Association if they are financially involved or may gain in any way in that transaction.

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