

South River Youth Athletics

By-laws

Article I General Provisions

Section 1 Name:

The Name of this Association shall be South River Youth Athletics (referred herein as "the Association"), also known as SRYA.

Section 2 Mission Statement:

SRYA is a non-profit organization administered by a volunteer board representing the South River Community at large, whose mission is to: promote, encourage, direct and operate athletic programs for the children and youth of the South River area, Anne Arundel County, Maryland. The association shall also strive to promote ideals of good citizenship as well as good sportsmanship through its athletic programs and activities, and for the benefit of the community.

Section 3 Offices:

The principle address of the Association shall be PO BOX 1300 EDGEWATER, MD 21037. The Association may have such other offices as may from time to time be designated by the Board.

Section 4 Purpose:

The purpose of the Association shall be to promote educational, charitable and recreational activities for the benefit of the youth of the South River area. 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 5 Philosophical Beliefs:

We believe that participants in youth recreation should learn the benefits of sportsmanship and teamwork while having a whole quality experience that is fun and safe. Participants should be challenged to improve their skills while succeeding to learn the fundamentals of the sports they are participating in. SYRA coaches should be leaders and role models in the community and on the field.

In order for SRYA to be successful we believe the program requires; organization and planning, appropriate facilities and equipment, adequate funding, qualified volunteer

leadership, instruction in the fundamentals of the sports, encouragement of spirit in sportsmanship and fair play.

Section 6 Roles of the Executive Board:

The roles of the Executive Board are as follows; provide leadership and direction, provide quality recreational opportunity, evaluate the program to ensure its success, encourage spirit in sportsmanship and fair play, facilitate communication to the community, approve annual operating budget and to operate within said mentioned budgets, establish and maintain SRYA bylaws, appoint non-voting positions as needed, conduct additional meetings as needed, operate within the approved bylaws of the Association.

Section 7 Financial Year:

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

Section 8 Financial:

SRYA is a non-profit organization that shall at all times observe all local, state and federal laws which apply to non-profit organizations as defined in Article 501(c) (3) of the Internal Revenue Code. All checks issued by SRYA must bear two (2) signatures, which must be from any two of the following: President, Vice President, Athletic Director or Treasurer. SRYA will receive funding from registration fees in an amount to be decided by the commissioners of each sport as well as from donations from any person and/or organization and fundraising activities.

Each sports commissioner, in conjunction with the treasurer, shall prepare a detailed annual budget for their sport for the next fiscal year to be presented to the Board for approval. These budgets are to be submitted in a format approved by the Board. Any equipment and/or capital project purchases exceeding \$1000 will require a minimum of three (3) written quotes. The Executive Board shall submit the board-approved budget to the Association for approval at the Spring Membership meeting. Once approved, any unbudgeted expenditures, those not included in the approved budget, must be presented to the Board for approval.

Article II Membership

Section 1 Qualification:

Membership shall be open to any household or person regardless of race, creed, color, religion, sex or national origin.

Households: Defined as any dwelling with at least one individual that was registered and participated in any athletic program sponsored by the Association during the previous 365 days. Each household shall be entitled to *one vote* on each matter that is

submitted for a vote of the membership. A vote must be cast by a person 18 years or older.

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

Article III Governing Body

Section 1 Board of Directors: The Board of Directors (referred herein as "the Board") shall be the governing body of the Association. The Board shall consist of nine (9) voting directors elected from the Association's membership.

Section 2 Officers of the Association:

Officers of the Association are the President, Vice President, Athletic Director, Treasurer, and Secretary. After the election of the Board members at the Spring Membership meeting, the newly formed Board shall meet to elect its officers from the members of the newly formed Board for the next year. If the position of Treasurer and/or Secretary is not filled by a Board member, the position shall be filled by a qualified member of the Association with Board approval.

To be eligible for a position on the Board, a nominee must be a member of the Association and receive a nomination from the nominating committee prior to the Spring Membership meeting.

If a Board member should be unable or unwilling to continue their term, the position shall be filled by the First Alternate.

Section 3 Terms of Office:

Board of Directors: The Board shall be elected at the Spring Membership meeting and shall take office on July 1st, and shall serve for a term of two (2) years. Five (5) of the Board member positions (President, Secretary, Athletic Director and two members at large) will be elected in even years and the other four (4) positions (Vice President, Treasurer and two members at large) will be elected in odd years.

Section 4 Duties and Powers:

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 the Roberts Rules of Order. The President shall oversee the programs and activities of the Association according to its bylaws, conduct the affairs of the Association and execute the policies established by the Board, and appoint such committees and the chairman of each committee, with the consent of Board majority. In the event of a "tie" vote, during Board voting matters, the President shall be the tie

breaking vote and only vote if said matter is not majority agreed upon by the other Board members.

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. The Vice President shall assist the President in the performance of his/her duties as well as advise President and the Executive Board of any and all matters concerning SRYA. In addition, the Vice President must review and approve all community communication, marketing and web content.

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 as well as provide the Executive Board with copies of any and all minutes, reports, documentation, etc. The Secretary shall also keep current copies of the Association's articles of incorporation and bylaws and shall provide a copy to any member upon request.

Treasurer: The Treasurer shall receive and be accountable for all funds belonging to the Association and deposit all received funds within seven (7) days. The Treasurer shall maintain bank accounts as needed by the Association. The Treasurer shall prepare and maintain financial records, including, but not limited to, accounts receivable and accounts payable, including payment of all invoices and documentation of all said invoices. The treasurer is responsible for; preparing and disbursing updated financial reports to Board members at association meetings, maintaining the current year budget balance, assisting the Executive Board to establish financial reporting procedures, supervise any and all income received from all subcommittees (concessions, apparel, and fundraising).

Athletic Director: The Athletic Director (AD) shall be in charge of all field maintenance. This includes, but is not limited to, all field equipment (mowers, spreaders, aerators, seeders, etc) and procuring and maintaining field maintenance grants from the county. It is the AD's responsibility if he/she so chooses to find and delegate duties to a field engineer at each of the SRYA permitted parks. The AD is also responsible to support and help the commissioners with respect to all aspects of all sports.

Member at Large: The Member at Large shall be responsible for assisting the Executive Board with any responsibilities as well as taking an active role in subcommittee start-up and execution.

Section 5 Removal of Members of the Board:

Any Board member may be removed from the Board for cause upon a majority 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. Notification of such termination shall be in writing and signed *by* the President. Once a Board member is removed from the Board there will be no process for appeal.

Article IV Committees

Section 1 Appointment of Committee Members:

When deemed necessary, 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 (3) members, including the Chair. The purpose of the Nominating Committee shall be to solicit names from the Association's membership and present to the Membership prior to the Spring Membership meeting a slate of eligible candidates for election to the Board. The Committee shall meet prior to January 1st to carry out Article VI, Section 1.

Section 3 Finance Committee: Optional

On July 1st of each year, the President shall submit to the Board for majority approval a list of not less than three (3) or more than five (5) 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 the 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 general membership meetings. 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. This budget will be voted on by the Board or Directors and, if approved, will be presented to the membership for approval at the Spring Membership meeting. Approval of the annual operating budget shall be by a majority vote of the members present at this 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. This budget will be voted on by the Board and, if approved, will be presented to the membership for approval at the Spring Membership meeting. Approval of the capital expenditures budget shall be by a majority vote of the members present at this 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 Membership meeting.

The Finance Committee shall have the sole authority to secure bids on needed supplies or equipment in excess of five hundred dollars (\$500.00) and make recommendations to the Board for approval. Exception: Athletic Program Commissioners may make purchases for their program if the per item and total amount have been specified in the annual operating budget and the purchase meets the budget constraints (The budget is considered approval for purchase).

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 (3) candidates to serve on the Rules Committee. The Parliamentarian shall be a member and the standing chair of the Rules Committee. Only one (1) member of the Board may serve on the Rules Committee. The purpose of the Rules Committee will be to review the Association's bylaws and articles of incorporation and to make recommendations to the Board at the fall or spring meetings.

Section 5 Facilities Committee: - Optional

The President may submit to the Board for approval a list of three (3) 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 (3) 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 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 8 Removal of Committee Member:

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

Article V Meetings

Section 1 General Membership Meetings:

The fall meeting to be held in September at a date to be determined by the President

The spring meeting to be held in April at a date to be determined by the President

The winter meeting to be held in January at a date to be determined by the President.

Special meetings of the general membership of the Association may be called at any time by the President with concurrence of the Board; 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 Director Meetings:

The Board shall meet at least six (6) times per year or bimonthly on dates determined by the President. Any three (3) Board Members upon twenty-four (24) hours notice, oral or written, may call special meetings of the Board.

Section 3 Quorum:

A quorum, one more than half of the current Board, is required to conduct the business of the Association at Board meetings and General Membership meetings.

Article VI Elections

Section 1 Nominations:

The Nominating Committee shall solicit from the membership nominations for the available Board positions to be voted on at the Spring Membership meeting.

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

Section 2 Elections:

The election of members to the Board shall be held at the Spring Membership meeting.

Section 3 Voting:

Voting shall be by oral, written or absentee ballot. Written voting for the Board will close thirty minutes after the published start time for the Spring Membership meeting. An absentee ballot must be obtained from the nominating committee no later than one day before the Spring Membership meeting. An Election Committee (or nomination committee in its absence) will accept ballots. There shall be no proxy voting. An absentee ballot must be obtained from the nominating committee no earlier than twenty (20) days before the Spring Membership meeting and returned to the nominating committee no later than one day before said meeting. An active roster will be checked to ensure the household is eligible to vote. The roster will be annotated to ensure that that only one ballot is cast 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.

Section 4 Counting of Ballots:

An Election Committee (nominating committee in its absence) will count the ballots after voting has closed. Family information on absentee ballots will be compared to a roster of active families and votes cast at the membership meeting. If a household has cast a ballot in person at the general membership meeting and an absentee ballot is found, the absentee ballot from that family will be discarded. If a household submits more than one ballot at the meeting, the last ballot cast will be counted and the remainder discarded.

Alternates: The candidate receiving the next highest number of votes after the Board positions have been filled shall serve as First Alternate. The candidate receiving the next highest number of votes after the First Alternate shall serve as Second Alternate. The First Alternate shall be the first choice of the Board to fill a Board vacancy. The Second Alternate then moves into the position of First Alternate. The Alternate positions shall be updated at the Spring Membership meeting or Special meeting of elections for Board members, if one is so called. Alternates should expect to be called upon by the Board for special projects and/or committee positions.

Article VII Association Athletic Programs

Section 1 Program and Development Procedures:

The addition or removal of Athletic Program(s) require majority approval of the Board and must also be approved by the Membership at one of the General Membership Meetings. As of the ratification of these Bylaws the only athletic programs that are grandfathered are the following:

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| A. Baseball | G. Rugby |
| B. Basketball | H. Soccer |
| C. Cheerleading | I. Softball |
| D. Field Hockey | J. Wrestling |
| E. Football | K. Volleyball |
| F. Lacrosse | |

Section 2 Athletic Program Commissioners:

Athletic Program Commissioners will be approved by a majority of the Board and shall serve a term of at least two (2) years at the pleasure the Board. A Commissioner may resign his/her term prior to completion, 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 Commissioner must have approval of a majority of the Board or two-thirds (2/3) approval of the Association's membership. The Commissioner will be required to sign a "Notice of Commitment" before undertaking the Athletic Program Commissioner position. The notice of commitment will be terminated upon completion of the Commissioner's term, resignation in written form or removal from the Commissioner position as described in this section.

Section 3 Duties and Specifications of commissioners.

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

Completion of the annual program budget in a timely manner: setting the registration fees and dates for the sport they commission; soliciting an assistant commissioner (successor); all program activities (Sign-ups, Facility Scheduling, Game Announcements, Field prep and lining 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 commissioners fundraising if appropriate and / or necessary), make all operating decisions regarding their specific sport to include all coaching appointments. Act as the liaison with the county as it pertains to registering the teams and providing payment to the county.

Section 4 Coaches:

All coaches participating at SRYA will be subjected to a criminal background check as required by Anne Arundel County. Any coach and/or assistant coaches may be removed from their position after three (3) justifiable written complaints and is decided

by the majority of the Board that removal is in the best interest of SRYA. Any removed coach has the right to appeal a Commissioner's or Board's decision of removal by presenting his/her case to the Board with the removing Commissioner present and only with the Commissioner present.

Section 5 Hardship Clause:

Financial hardships may be available as deemed appropriate by the Executive Board. All financial hardships must be submitted by the Commissioner to the President or Vice President for approval prior to participation and must be noted in the budget. All hardship cases must be documented within the organization for accounting purposes with the Secretary.

Section 6 Special Volunteer Compensation:

SRYA does not financially compensate any member but allows for a registration exemption based on position. All Board positions will be granted a registration fee exemption for all of their children participating in SRYA sports while they are serving on the board. First and Second Alternate positions will be granted a registration fee exemption for all of their children participating in SRYA sports while they are serving as Alternates. All Commissioners children will be granted a registration exemption during the season in which they are commissioning. The season they are commissioning will be defined as fall, winter and spring. If the sport is recognized by the county as multi-season the Commissioner's children will be granted a registration exemption during county recognized seasons.

Article VIII Miscellaneous

Section 1 Records:

The Executive Board may review the financial records of the Association at any time. The financial records of the Association may be inspected by any member or proper person within 72 hours upon written request stating such purpose. Copies of such records shall be furnished upon the paying of the costs associated with compiling same. All books must be reviewed and discussed annually in addition to the departure and arrival of a new Treasurer

Section 2 Effect of these Bylaws:

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

Section 3 Amendment of Bylaws:

Any voting member may propose amendments to these bylaws at any association meeting. Proposed amendments to these bylaws may be adopted by a majority of the voting membership present at a general membership meeting with prior majority Board

approval of said proposal. To be voted on, proposed amendments to the bylaws must have been read at the preceding general membership meeting or have been provided in writing to the Board and the Association membership at least thirty (30) days before the meeting. Once approved, the amendment must be attached to the SRYA bylaws within three (3) weeks.

Section 4 Interim Amendments:

- A. Procedure. Upon a written finding by any Board Member that the business of the Association is seriously impaired, these bylaws may be amended at a regular or special meeting of the Board by a majority vote. Thereafter, the Board and the Association will be governed by the adopted amendment until the next general membership 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 (30) 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 5 Control of the South River Youth Athletics Name:

Use: The exclusive use and control of the Association's name shall rest with the Board. 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.

Section 6 No officer or member of the Board may receive compensation directly for services rendered as a member of the Board or officer.

Section 7 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 8 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.

Section 9 Dissolution's Clause: In the event of dissolution of the Association, all property will be sold, all outstanding debts shall be settled and any remaining proceeds shall be donated to a charity/non profit at the Board's discretion.

Appendix A. MSYSA Policy Agreement

- A.) SRYA will abide by all rules, policies and regulations of MSYSA, US Youth Soccer and US Soccer.
- B.) SRYA will register at least annually all players, coaches and teams who participate in the organization's soccer program.

End of Document

REFUND POLICY

PURPOSE: To outline procedures for withdrawing athletes from a sport and provide an organizational policy for refunding registration fees.

PROCEDURE: Except as provided in this statement, all refunds requests must be made in writing by the individual who made the original payment. All requests must be provided to the Commissioner of the specific sport by e-mail (email address) or by regular mail (address). The timing of the refund will be determined by the date the email is received or the date stamp of the letter. Any calculated refund of a registration fee will be made payable to the individual(s) who made the original payment and unless otherwise requested, will be mailed to the address provided on the athlete's registration form. Currently, there is a fifteen dollar (\$15.00) administrative fee built into the cost of registration. Under no circumstance will the administrative fee be included in any refund.

Written requests made **before** registration closes, the season begins, equipment is issued or program costs are incurred (whichever comes first) will be refunded in the amount equal to the cost of the specific program fee minus the administrative fee.

Written requests made **after** the registration closes, the season begins, equipment is issued or program costs are incurred (whichever comes first) will not result in a refund absent exigent circumstances as determined by the sport Commissioner. Examples of exigent circumstances would include, but not be limited to, an injury in the first two weeks of a season, a family forced to move out of the SRYA area, or whatever the Commissioner deems appropriate. No pro-rata refunds will be made. If a refund is approved under these circumstances, the amount of the refund would be equal to one-half of the specific program fee minus the administrative fee.

No written request for a refund will be required if (a) SRYA cannot field a team in that child's age group; (b) a child is mistakenly registered in a sport or age group in which he/she is ineligible to participate; or (c) such other reasons as the Commissioner of that specific sport deems appropriate.

Absolutely no refunds will be made for cancelled games or session due to weather or other unforeseen circumstances and absolutely no refunds will be made for uniforms, apparel, or equipment purchased for the player unless the Commissioner can cancel the order or process the item to another player.

SRYA will do its best to insure that participants have a positive experience; however, the organization cannot accommodate all special requests. Except as otherwise stated in this policy, no registration fee will be refunded because an individual participant does not get placed on the team of his/her choice, with a coach of his/her choosing, or a request is not granted by the organization.

PARENT CONDUCT POLICY

Anne Arundel County Parks and Recreation requires that every athlete and every parent sign a Youth Player contract. Included in that contract is a Players and a Parents Code of Conduct. The county has policies in place to address those individual parents or players that violate the provisions of that contract. These penalties include but are not limited to game suspensions. These policies are set forth on the county website (website address). SRYA encourages every parent to comply with that code of conduct.

In addition to whatever penalties that the County may deem to be appropriate, SRYA has its own separate policy governing the behavior of parents at athletic events. Specifically, in the event that a parent's/spectator's behavior results in an ejection from a sporting event by County personnel and/or a game official, the individual that is ejected shall be suspended from all SRYA sponsored events for a minimum of two games for a first offense. In the event that a parent is ejected from a sporting event a second time, that individual shall be suspended from all SRYA sponsored events for up to four games and their child shall be suspended from participating in the next two games in that sport.

In the event that a subsequent ejection occurs, the player shall be suspended for an additional two games and the parent shall be suspended indefinitely from all SRYA sponsored events. The parent may request that the Board of Directors consider reinstatement after one full calendar year. However, that parent can only be reinstated by a majority vote of the Board of Directors.

Should an ejection occur at the end of a season, the suspensions will carry over for both the parent and the player in the same sport in the following season.

Should a parent or child be subject to these policies, there will be no refund for any registration fees or program costs.