

# NEW GEORGIA YOUTH ATHLETIC ASSOCIATION

## BY-LAWS

### ARTICLE I – Name and Purpose

- 1.1 The name of this non-profit organization shall be New Georgia Youth Athletic Association, Inc.
- 1.2 The primary purpose of this non-profit voluntary organization, hereinafter referred to as “NGYAA” or “The Association”, is to promote, encourage, direct and operate athletic programs for the children and youth of the New Georgia area, Paulding County, Georgia. 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. The recreational and athletic activities will include, but are not limited to, the operation of Football, Cheerleading, Baseball and Softball. The number of travel teams may be limited due to the playing field availability.

### ARTICLE II – Membership and Dues

- 2.1 Any person(s) having an active participant in NGYAA is eligible for membership. In the absence of having an active participant, membership rests with the Board of Directors. An annual fee of \$10.00 per person may be assessed by the Board for those persons approved for membership. This fee is an annual fee due each December.
- 2.2 NGYAA 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.
- 2.3 The Board of Directors shall, by a 2/3 vote, have the power and authority to expel from membership any person or persons whose activities might be termed detrimental to, or inconsistent with, the by-laws, Code of Conduct, and/or the basic principles of this Association.
- 2.4 A registration fee shall be charged for participation in each sport and or/activity at the rate specified by the Board of Directors based on budget requirements. All registration fees collected from all programs and activities shall be deposited in the Associations general fund.
- 2.5 The refund policy shall be as follows:  
Full refund of registration will only be allowed up to but not including the first official tryout or practice of each respective sport or activity.  
Exceptions may be made by the Executive Board.

### ARTICLE III – Meetings

- 3.1 A meeting of the members for the election of Officers and Directors of the Association shall be held annually. Nominations shall be received by the November Board of Directors meeting of each year. Elections shall be held at the December Membership Association meeting of each year. Elected Officers and Directors shall take office beginning January 1.
- 3.2 Annual meetings for Football, Cheerleading, Baseball and Softball shall be held on an as needed basis or as called for by the Board of Directors.
- 3.3 Special meetings of the general membership may be called for any lawful purpose provided ten (10) petitioning active members in good standing so indicate their assent to such a call or provided any officer or three or more directors call the meeting.
- 3.4 Any number of members present in excess of eight (8), excluding Board members, at any called Association meeting of the general membership constitutes a quorum. Voting shall be a majority vote cast in person. No proxy voting allowed.
- 3.5 Any motions presented, by the Board of Directors, to the general membership of the Association, shall be automatically approved in the absence of an Association quorum.
- 3.6 Regular meetings of the Board of Directors shall take place once per month or more frequently as deemed appropriate by the board. The Membership Association shall hold a minimum of three meetings of the general membership each year. These three meetings shall take place on the 2<sup>nd</sup> Sunday of the months of April, July, and December. Membership Association meetings may be rescheduled due to unforeseen conflicts in scheduling upon approval by the Board of Directors and communicated to the association members.
- 3.7 A quorum for the transaction of business at any regular or special meeting of the Board shall consist of one more than half of the voting members of the Board. The act of majority of the Directors at a physical meeting, in which a quorum is present, shall be considered an act of the entire Board. A written report of the business transacted at each Board meeting shall be made by the Secretary at the next meeting of the Board.
- 3.8 Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if written consent setting forth the action so taken shall be signed by all the Directors and filed with the minutes of the proceeding with the secretary. Such consent shall have the same force and effect as a unanimous vote.
- 3.9 In Case of Emergency Meeting Only: (Action by conference call): Members of the Board of Directors or any committee designated by the Board of Directors may participate at a meeting of the Board or such committee by means of a conference call or similar communication equipment by means of which all persons participating in the meeting can hear others and participation in a meeting pursuant to this section shall constitute presence in person at such meeting.
- 3.10 An Officer of the Association may be removed by a two-thirds vote of the Board of Directors whenever, in their judgment, the best interest of the Association will be served by the removal.

- 3.11 A member of the Association may be removed by a two-thirds vote of the Board of Directors whenever, in their judgment, the best interest of the Association will be served by the removal.

#### ARTICLE IV – Governance

- 4.1 Beginning November 2007, thirteen (13) Board Members, four (4) of whom shall be Executive officers, will be elected on a rotating basis. Executive officers shall consist of President, Vice President, Secretary and Treasurer. Position terms are defined as follows:
- a. President 2 year term – elected in even years (Dec. 2008, etc.)
  - b. Vice Pres. 2 year term – elected in odd years (Dec. 2007, etc.)
  - c. Secretary 2 year term – elected in odd years (Dec. 2007, etc.)
  - d. Treasurer 2 year term – elected in even years (Dec. 2008, etc.)
  - e. Directors 2 year term – elected on a rotating basis as follows:
    - Football, Baseball, Park Director I, Team Mom / Fundraising Director – elected in even years
    - Cheerleading, Concession, Park Director II and Softball Director – elected in odd years
  - f. Park Chaplin shall be appointed by the Board of Directors.
- 4.2 If a Board member or officer resigns during their term, they may not be appointed or elected to another Board position unless approved by the Board of Directors to stand for election. No board member shall serve in any governing capacity in any other recreational athletic association in direct competition with NGYAA. All Board members are expected to support NGYAA by child participation in age appropriate sports offered by NGYAA. Failure to do so will result in immediate termination of your position as a Board member.
- 4.3 The Board shall consist of thirteen (13) members. The Executive Board shall consist of the President, Vice President, Secretary and Treasurer. Two or more members of the same immediate family may not serve on the Executive Board at the same time. All Executive Board members shall be bonded in an amount not less than \$25,000. The balance of the Board of Directors shall consist of a Football Director, a Cheerleading Director, a Baseball Director, a Softball Director, (2) Park Directors, a Concessions Director, a Team Mom / Fundraising Director, and a Park Chaplin. All above members shall be voting members. No one shall be eligible to hold any of these offices who is not a member of the Association. This will be a policy making board and will have the responsibility for setting policy as it pertains to the association. The Board will be responsible for the approval of all fund-raisers, the approval of the Association's role in such organizations as the North Georgia Football League, Dizzy Dean Baseball League, and Douglas County Girls Softball League, establishing the rules and regulations for concession and gate receipts, and the implementation of a budget approval process for each sport. The Board shall act as the appeals board should anyone's right to participate in the Association be terminated for one or more reasons and other matters relevant to the operation of the Association. The Board shall approve all contracts pertaining to the association entered into by any

- member of the Association, shall make a final decision regarding any changes in sport affiliation, and implement and enforce the policies of the association.
- 4.4 The executive committee shall be composed of the President, Vice President, Secretary, and Treasurer which have the power to act in the place of the Board on policy matters on an emergency basis that require immediate action.
- 4.5 The President shall be the Chief Executive Officer of the Association and Chairman of the Board of Directors charged with the duty of supervising all its functions subject to policy direction from the Board of Directors. The President shall be responsible for the implementation of the total Association program and shall see that the policies set by the Board be carried out by each participant in the Association. The President shall serve as an ex-officio member of all committees except the Nomination Committee. The President of the Association shall only vote in case of a tie. The President shall be a signer of association checks and other legal instruments.
- 4.6 The Vice President shall have all such powers and duties as generally are incidental to the position of Vice-President as may be assigned to him/her by the President or the Board of Directors. He/she shall assume the duties of the President when the President cannot perform them. The Vice-President shall assist the President in the furtherance of his duties as might be requested by the President. The Vice President shall be a signer of association checks and other legal instruments.
- 4.7 The Secretary shall be responsible for keeping all books and records of the Association in an organized, concise fashion, including the minutes of the Board of Directors, Executive Board and Association meetings, as well as maintaining the membership roster. The Secretary shall issue notices of all meetings, shall serve as a parliamentarian at these meetings or shall appoint someone to so serve, and shall provide such assistance to the President as may from time to time be requested. The Secretary shall be a signer of association checks and other legal instruments.
- 4.8 The Treasurer shall be the Chief Financial Officer of the Association, shall have and keep accurate financial records of disbursements and receipts of all money received by the association or its committees from whatever sources, shall coordinate the receiving and deposition of all fund-raising, registration and sponsor money, shall review and reconcile the bank statement monthly. The Treasurer will maintain cash verification forms and ensure that money is counted and signed for by two people prior to accepting it. The Treasurer shall submit an updated financial report to the board on a monthly basis and at the meetings of the Member Association, shall financially audit the concessions, fundraisers, and other money raising events sponsored by the Association on an as-needed basis as determined by the Board, and shall provide other assistance to the President, Vice President and Secretary as may from time to time be requested. The Treasurer will maintain correct signature cards at the bank and shall be a signer of association checks and other legal instruments.
- 4.9 The Director of Football, Director of Cheerleading, Director of Baseball and the Director of Softball or any other sport sponsored by NGYAA shall, in consultation with their respective board members, be responsible for all matters related to the playing or scheduling of their respective sports. The Directors will

- also be responsible for coordinating post season activities, shall attend all necessary league meetings, and shall be that sports representative on the Board of Directors. Each Director shall have the responsibility for coordinating with the Board of Directors the policy for: field assignment, coach selection process, budget approval process, equipment manager process, as well as the implementation of other policy making decisions rendered by the Board. The Sports Director shall act as the Chief Executive Officer for that sport and shall have the right to make day to day decisions regarding that sport subject to the policy making decisions set by the Board of Directors.
- 4.10 The Concession Director shall be responsible for scheduling, purchasing of goods, maintenance and cleaning, maintaining a budget, hiring and firing of part-time help. The Director has the authority to pay hired help out of the concession budget. All transactions must be documented. The Director will also be responsible for the implementation of other policy making decisions rendered by the Board.
- 4.11 The Team Mom Director shall be responsible for working with all Directors and coaches to coordinate park activities, obtain sponsorships etc. This Director will need to organize bi-weekly meetings during all sports. The Director will also be responsible for the implementation of other policy making decisions rendered by the Board.
- 4.12 The Fundraising Director shall be responsible for working with all Directors and coaches to coordinate fundraisers, obtain sponsorships, etc., as well as coordinating special events during all sports, such as Big Day and Homecoming. The Director will also be responsible for the implementation of other policy making decisions rendered by the Board.
- 4.13 The Park Director shall be responsible for coordinating field maintenance and work days, purchasing of supplies and field equipment, as well as maintaining equipment. The Director will also be in charge of coordinating building maintenance, lighting and score boards. The Director will also be responsible for the implementation of other policy making decisions rendered by the Board.
- 4.14 The Board of Directors shall be responsible for fulfilling any vacancy in a Directors position. The President will be responsible for delegating the duties.
- 4.15 All documents pertaining to the association shall be filed and stored on premises at the end of each month. This will include, but not limited to: All meeting minutes, membership roster, bank statements, monthly treasurers report, cash verification forms, participant registration forms, coaches forms, coaches documents, etc...
- 4.16 The Board of Directors shall fill a vacancy on the Board and this appointment shall stand for the remainder of the unexpired term.
- 4.17 All board members and any coach affiliated with NGYAA shall be subject to a background check performed by the secretary or the respective sports director.

#### ARTICLE V – Budgets

- 5.1 The Board of Directors shall submit a proposed annual budget to the Association for approval at the December Association meeting.

- 5.2 Expenditures must remain within the budget guidelines approved by the Board of Directors and the general membership. Expenditures exceeding this must be approved by the Board of Directors, which will be based on the present overall financial position of the Association.
- 5.3 Each Sport Director, in conjunction with the Treasurer, will prepare a detailed annual budget for each sport within 60 days upon the completion of the sport, for approval by the Board.
- 5.4 The Board of Directors and Association must approve all capital expenditures in excess of approved annual budget for each individual sport area and all other expenditures of any individual sport.
- 5.5 Any equipment and/or capital project purchases exceeding \$500 will require a minimum of two quotes and specific board approval.
- 5.6 Any purchase less than \$500 may be carried out by any board member subject to their approved budget and authorization by the President or Vice President and Treasurer.

#### ARTICLE VI – Dissolution’s Clause

- 6.1 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 divided equally between Pine Ridge Baptist Church and New Georgia Baptist Church.

#### ARTICLE VII – Board member Attendance

- 7.1 All members of the Board of Directors are expected to be in attendance at all board meetings whether it is a regular scheduled meeting or a meeting called by the President. If a Board Member cannot attend a meeting, he/she must notify the President, the Vice President or the Secretary at least eight (8) hours before the meeting begins. Failure to notify the above people, and failure to attend meeting, will be handled by the President as follows:

First Offense: The member must submit in writing to the Board the reason for his/her absence and intentions on where he/she stands with serving as a Board Member.

Second Offense: The member must state his/her reason for absence to the Board in person at the next scheduled Board meeting and request permission to remain on the Board.

Third Offense: The member will be removed from his/her position on the Board with written notification of removal.

It will be required that after removal from office, all correspondence, material, receipts, financial data, equipment, monies due, etc. with respect to the Association must be returned to the association within seven (7) days. All returns must be made to a member of the Executive board.

## ARTICLE VIII – Election of Officers

- 8.1 Board member nominations will be submitted in writing and must be received by the Secretary prior to the 1<sup>st</sup> Sunday in November. The names of all nominees will be entered on a single ballot and submitted to the membership present at the December Association meeting. The nominees getting the greatest numbers of votes will be deemed to have been elected as the new Board of Directors. There is no proxy voting. Each member is entitled to one vote only. There is no fractional voting. A minimum of two-thirds of the Board of Directors must reside within Paulding County.
- 8.2 A nominee must be a member in good standing not in legal dispute with the association and shall have been an active participant in the functions of the park by means of coaching, working additional hours in concessions, registration, etc... for the previous annual year.
- 8.3 Association members recorded on membership roster for more than 45 days are eligible to vote.

## ARTICLE IX – Legal Instruments

- 9.1 All checks issued by the New Georgia Youth Athletic Association must bear one (1) signature, which must be an Executive officer of the Association. Each Executive Board member of the association will be bonded for a minimum of \$25,000 conditioned upon the performance of the duties of the office.
- 9.2 Board and Association approval must be obtained prior to the borrowing of funds on behalf of NGYAA. Loan documents shall be signed by a minimum of two Executive board members.

## ARTICLE X – Compensation

- 10.1 All board members serve without compensation for financial re-numeration in any regard. Members of NGYAA, spouses and children shall be eligible for paid concessions, clean up or other such activities that may be open for hire to the general membership.

## ARTICLE XI – Records

- 11.1 The Board of Directors may review the financial records of the association at any time.
- 11.2 All books and records of the Association may be inspected by any member, Director, agent, attorney or proper person within 24 hours upon written request stating such purpose. Copies of such records shall be furnished upon the paying of the costs associated with compiling same.

## ARTICLE XII – Liability Insurance

- 12.1 Premise Liability Insurance in an amount not less than \$1 million shall be maintained by the Association. Building & Contents coverage as well as Participant coverage shall be maintained also.

## ARTICLE XIII - Use of Facilities and Property

- 13.1 All equipment owned and operated by NGYAA shall be locked and remain on premise unless otherwise authorized by the Board of Directors.
- 13.2 Park functions, not benefiting NGYAA, will not be allowed use of concessions.
- 13.3 Only paying participants of NGYAA sports will be allowed use of park unless otherwise approved by the Board of Directors.

## ARTICLE XIV - Hardship clause

- 14.1 Financial hardships may be available as deemed appropriate by the Board of Directors. All financial hardships must be submitted to the Board for approval. Persons applying for hardship are required to work a minimum of 15 hours per child as directed by the board. These hours will be in addition to the required work hours for each sport or child (concession duty). Failure to complete assigned hours will prohibit child / children from participating in future NGYAA sports.

## ARTICLE XV - Election of Coaches

- 15.1 All coaches participating at NGYAA will be subject to a criminal background check.
- 15.2 Head football coaches must have previous verifiable football coaching experience with a good following. Nominations are submitted to the Board of Directors prior to the first Sunday in April for approval. Head football coaches are elected at the April association meeting by eligible association members. Head football coaches for D1 teams may not begin coaching a team in which an immediate family member is a participant. Assistant coaches are selected by head coach and are subject to board approval.
- 15.3 All coaches and or Assistant coaches may be removed after three (3) justifiable written complaints and is decided by the Board of Directors that removal is in the best interest of the park.
- 15.4 Cheerleading coach nominations are submitted to the Board of Directors prior to the first Sunday in April for approval. Head cheerleading coaches are elected at the April association meeting by eligible association members. Assistant coaches are selected by head coach and are subject to Board approval.
- 15.5 Head baseball coaches must be approved by the Board of Directors.. Nominations for spring baseball season are submitted to the Board of Directors prior to the first Sunday in December for approval. Head spring baseball coaches are elected at the December association meeting by eligible association members. Nominations for fall baseball season are submitted to the Board of Directors prior to the first

- Sunday in July for approval. Head fall baseball coaches are elected at the July meeting by eligible association members.
- 15.6 Softball coaches follow the same guidelines as baseball coaches (15.5).

ARTICLE XVI – Amendments

- 16.1 Nothing contained herein is intended to abrogate the powers of the Board of Directors to set policy, approve budgets and make decision for the Association. While the Association Board is a policy making Board and should not become involved in day to day sport decisions, they do retain the right to do so should an action by the Sports Committee be in material and direct contradiction to Board established policy. The Sports committees, subject to the direction provided by the Sports Directors, are responsible for decisions affecting their individual sport. No sports Committee shall have the power to contract with any entity without specific Board approval.
- 16.2 These by-laws may be altered or amended and additional by-laws adopted through the following process:
- By-law amendment is submitted to Board of Directors for review. Board of Directors must review the proposed amendment at the following Board of Directors meeting. Board of Directors must approve proposed amendment by 2/3 vote before being submitted to the association.
  - After board approval, the proposed amendment is submitted to the association for approval. The association must approve the proposed amendment by 2/3 vote to become a part of NGYAA by-laws.