

**By-Laws**  
**For the**  
**Gunter Youth Association**

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## Article I

### Name and Purpose

#### Section I

The name of this organization is and will be Gunter Youth Association; hereby known as GYA.

#### Section II

GYA is a non-profit organization with the primary purpose of providing an organized athletic program for the youth of Gunter. This organization will instill in the youth of the community the ideas of fair play, sportsmanship, honesty, and leadership through fellowship. GYA will provide a program molded to develop athletic skills and create a spirit of healthy competition with a focus on teamwork and individual sacrifice. At all times, the interests of participation will remain paramount in any undertaking of this organization.

#### Section III

GYA will take a proactive position in the City of Gunter and the Gunter Independent School District to ensure GYA is included in long term planning of facilities used by the organization. GYA will seek to have representation on appropriate city and school committees.

#### Section IV

GYA will implement guidelines to ensure scholarship opportunities are available so that all children deserving to participate in youth sports may do so.

## Article II

### Board of Directors and Governing Body

#### Section I

The governing body of GYA will include both officers and sports commissioners; hereby known as the Board of Directors.

The GYA officers will include a President, Vice President, Secretary / Treasurer, and Activity Chairperson.

The placement of board members will be elected by a simple majority vote of those present, and who are eligible to vote, at the general meeting held in August.

The term of each position will be two years.

Elections will be held for the office of President and Secretary / Treasurer in an even year; and elections for the office of Vice President and Activity Chairperson will be held in an odd year.

In the event an office becomes vacant for any reason, a special election will be held to fill the position for the remainder of the term and for the next term period.

## Section II

The GYA sport commissioner will consist of an individual representing each organized sport program elected by a simple majority vote of those present at the general meeting, and who are eligible to vote, at the time of the election.

Elections for sport commissioners may be held at any time to fill a position as it becomes vacant to ensure representation at league activities and adequately prepare for the upcoming season.

The term of each position will be two years. Each commissioner should have an elected representative.

## Section III

The GYA sport representative will consist of an individual representing each organized sport program elected by a simple majority vote of those present at the general meeting, and how are eligible to vote, at the time of the election.

Elections for sport representatives may be held at any time to fill a position as it becomes vacant to ensure representation at league activities and adequately prepare for the upcoming season.

The term of each position will be two years.

## Section IV

Board of Directors will consist of all officers and sports commissioners.

## Section V

Vacancies on the Board of Directors will result in a special election in which the elected officer or commissioner will complete the term previously vacated and continue in the position for two years.

A position on the Board of Directors shall be deemed vacant when (a) an increase in the number of Directors is required; (b) upon the death, resignation, or removal of any Director, (c) by declaration of a majority vote by the current Board of Directors.

The Board of Directors may declare a position vacant on the Board if the Director is (1) adjudged incompetent by a court; (2) is convicted of a crime; (3) refuses to accept a position on the Board; (4) fails to attend three consecutive General or Board meetings; (5) for misconduct, failure to fill the duties assigned, or for cause shown.

No Board member may seek re-election to their previous position or another position for a minimum of two (2) years if their position is deemed vacant for any reason.

## Section VI

GYA shall indemnify all Officers, Commissioners, and representatives to the extent required by the law.

## Article III

### Duties of the Board of Directors

#### Section I

##### President

The President will be the principle executive officer of GYA and will facilitate all the business affairs of the organization. Duties include, but are not limited to:

- A. Presides at all meetings.
- B. Co-signs all written contracts approved by the Board of Directors on behalf of GYA.
- C. Holds the vote in the event of tie decisions with the exception of revisions to the by-laws as outlined in Article VI.
- D. Assigns duties to Board members and / or committees in the organization.
- E. Represents GYA and serves as a liaison between GYA, the Gunter Independent School District, and the City of Gunter.
- F. Appoints other Officers to conduct the program as necessary.
- G. Appoints committees and acts as ex-officio member of all committees.
- H. Performs duties as assigned by the Board of Directors and as implied by the By-Laws.
- I. Oversees the process of obtaining background checks on all Board members, Representatives, Coaches and Assistant Coaches.

#### Section II

##### Vice President

The Vice President will, in the absence of the President, assume all the roles and responsibilities of the President. Additional duties include, but are not limited to:

- A. Oversees the draft process, when applicable, for any sport in the program.
- B. Coordinates the activities and responsibilities of the Sport Commissioners and Representatives ensuring the goals of GYA are achieved and the By-Laws are honored in all situations.
- C. Investigates reasons for dropping players with the assistance of the Sport Commissioner and Head Coach of the appropriate team.
- D. Co-signs all written contracts approved by the Board of Directors on behalf of GYA.
- E. Oversees the maintenance of facilities through coordination of volunteers.
- F. Informs the Board of maintenance and repair issues.
- G. Has the final authority regarding playability of fields.
- H. Coordinates the effort to start new programs, including "select" teams, as necessary.
- I. Is the officer responsible for counting any ballots to determine the outcome of an election or decision, if necessary.
- J. Performs other duties as assigned by the President or Board.

### Section III

#### Secretary / Treasurer

The duties of the office of Secretary / Treasurer will include, but are not limited to:

- A. Assumes responsibilities in the absence of the Vice President.
- B. Keeps a record of all meetings.
- C. Presents meeting minutes at the following meeting for approval by the Board of Directors.
- D. Be the custodian of all meeting minutes, documentation and correspondence for the organization.
- E. Receives all correspondence for GYA and acts on correspondence as necessary.
- F. Maintains a database of all current GYA members to be used in the event the association is dissolved.
- G. Manages the custodial affairs of all financial records.
- H. Requires all expenditures to be approved by a minimum of two other officers.
- I. Requires all checks to be co-signed by members designated on each individual account.
- J. Prepares an annual budget, with the assistance of all Sports Commissioners, and presents to the board for approval.
- K. Keeps accurate records of all financial transactions.
- L. Assumes responsibility for the deposit of all revenue and brings delinquent accounts to the attention of the Board.
- M. Maintains custody of all funds or designates an approved member to manage funds in their absence.
- N. Obtains an annual review of all accounts by an approved third party.
- O. Assists the Activities Chairperson in a review of prices to insure items sold result in an adequate profit for the program.
- P. Presents copies of signed medical release waivers and birth certificates to the Sport Commissioner for distribution to Head Coaches prior to regular season play.
- Q. Ensures all documentation is kept on the file based on the minimum retention period required by the State.
- R. Transfers all financial records, documentation, correspondence, meeting minutes and records to their successor within one week of election.
- S. Performs other duties as assigned by the President or Board.

## Section IV

### Activities Chairperson

The Activities Chairperson will be responsible for all concessions, fundraising, and sponsored events. Duties include, but are not limited to:

- A. Secures volunteers to operate concessions and gates at sponsored events.
- B. Purchases supplies to operate concessions.
- C. Responsible for all revenue generated from sponsored events, including concessions, presenting them in to the custody of the Secretary / Treasurer at the close of each event.
- D. Determines when and if concessions should be open for sponsored events.
- E. Presents fundraising activities to the Board for prior approval. All GYA sponsored fundraising activities must be pre-approved by the Board.
- F. Coordinates the bid process for uniforms, equipment and supplies with the assistance of each Sport Commissioner.
- G. Presents bid results to the Board for approval of expenditures prior to purchase.
- H. Organizes and oversees registration periods for each sports program.
- I. Secures birth certificates, signed medical release waivers, and signed Code of Conduct for each player. Presents all documents to the Secretary / Treasurer to be maintained at the end of each registration period.
- J. Performs other duties as assigned.

## Section V

### Sport Commissioner

The Sport Commissioner represents GYA to their respective league and will be responsible for the operation of the sports program. Duties include, but are not limited to:

- A. Assures that GYA is in compliance with all rules and regulations for that sport program.
- B. Schedules and organizes tryouts, if necessary.
- C. Conducts the draft process, ensuring compliance with league rules and regulations, if applicable to their sport.
- D. Schedules games, practices and field use for each team. Presents a final schedule to the Board of Directors and ensures schedules are posted on the GYA website.
- E. Assists the Activities Chairperson in the selection of and pricing for uniforms, equipment, and supplies required to operate the sports program.
- F. Arranges for officials and ensures officials are available at each game.
- G. Monitors both the performance of officials and coaches ensuring the compliance with all league rules, GYA By-Laws and Code of Conduct.
- H. Works with the Secretary / Treasurer and Activities Chairperson to present a proposed budget, for their sports program, to the Board prior to the regular registration period.
- I. Performs other duties as assigned.

## Section VI

### Sports Representative

The Sport Representative will represent GYA, in the absence of the Sport Commissioner, to their respective league and will be responsible for the operation of the sports program. In the event the office of Sport Commissioner becomes vacant for any reason, the Sport Representative will immediately assume the Commissioner's responsibilities until an election is held. The Sport Representative may be included in the election for Commissioner, if they choose. The special election will result in completion of the term vacated by the previous Commissioner and the following two years. Duties include, but are not limited to:

- A. Coordinates the ordering of uniforms and equipment with Head Coaches, once the expenditure has been approved by the Board. Assists the Activities Chairperson in placing the orders and distributing the orders upon delivery.
- B. Assists the Vice President in the activities to ensure fields are maintained and helps coordinate volunteers to maintain the fields and equipment.
- C. Secures volunteers to operate concessions and gates at sponsored events.
- D. Maintains all equipment for their sport program in a secured and organized manner.
- E. Coordinates the issuance of equipment to Head Coaches and secure an equipment deposit, if necessary.
- F. Coordinates the return of all equipment at the end of season play. Return equipment deposits, as necessary.
- G. Participates in the draft process for their sport, if applicable.
- H. Performs other duties as assigned.

## Article IV

### Membership

Membership of GYA is available to any individual who attends three consecutive meetings and pays any applicable membership fee. In return, members are eligible to participate in the election of Board Members and Representatives. Voting privileges do not extend to the amendments of By-Laws which are governed by the Board of Directors.

## Article V

### Meetings

#### Section I

General meetings will be held on a monthly basis to communicate the activities of GYA to the community. General meetings will be conducted in an open forum and anyone who supports the purpose and goals of GYA is welcome to attend.

Board meetings will be held as needed and may be called at the request of the President or any Board member.

General meetings may be combined with Board meetings at the discretion of the President.

An agenda of items to be addressed will be made available no less than three days prior to the scheduled meeting.

Meeting minutes from both general meetings and board meetings will be presented at the following general meeting for approval by the Board. Meeting minutes will be available on the GYA website within seven days of the approval.

#### Section II

A minimum of five board members must be present to conduct GYA business.

#### Section III

Coaches and / or their representative are required to attend each general meeting scheduled one month before, during and one month after the season for which they are selected to coach.

## Article VI

### Amendments of By-Laws

Amendments to the By-Laws may be proposed by any Board member, but must be submitted to the President for review. Proposed changes will be considered at a public meeting of the Board of Directors and may be voted on at that meeting or the following meeting. Amendments to the By-Laws require a 2/3 majority vote of the Board members present at the meeting.

## Article VI

### Financial

#### Section I

Revenue may be generated from registration fees, organizational activities, membership dues, and sponsorships. Revenue generating activities must receive prior approval from the Board of Directors.

#### Section II

Disbursement of funds must be pre-approved by at least two GYA officers other than the Secretary / Treasurer.

#### Section III

All checks require co-signers.

#### Section IV

The Board of Directors reserves the right to refuse reimbursement of expenditures deemed unnecessary or extravagant.

#### Section V

A minimum of three bids is required for all planned expenditures.

#### Section VI

Registration fees must accompany signed registration forms for a player to be included on a team. Registration forms will not be accepted without payment of fees.

#### Section VII

Scholarship awards will be available during the regular registration period and must be completed at the time of registration to be considered. Awarded scholarships will cover up to 50% of the registration fee.

Parents and / or guardians receiving scholarship assistance are required to volunteer their time to the organization by assisting in concessions, facility maintenance or field maintenance at the first three sponsored events after the season begins for which the scholarship was awarded. Failure to comply will cause awarded scholarship to be rescinded and registration fees to be paid in full. Registration fees left unpaid will prevent a player from participating in future programs until their account has been brought current.

#### Section VIII

Families registering three or more players for the same sport will receive a \$10 reduction in registration fees per player.

#### Section IX

Late registration fees will not apply to those members registering after the registration period.

## Section X

Team fundraisers will be allowed only if they benefit a single team and the funds are allocated to each team member. Funds from team fundraisers will not be deposited into GYA accounts for disbursement.

## Section XI

A fee will be assessed to all checks returned for Non-sufficient funds.

## Article VII

### Code of Conduct

The Code of Conduct will be the fundamental guideline for all GYA members in addition to the following:

A signed Code of Conduct is required from each players, parent and / or guardian and must be attached to the registration form.

A signed Code of Conduct is required from each Coach and Assistant Coach. Refusal to sign and comply with the Code of Conduct will result in removal from the team and possibly suspension from GYA.

A spirit of good sportsmanship shall prevail before, during and after the game for players, coaches, and spectators. Failure or refusal to comply could result in suspension from future GYA activities.

Player participation rules as specified by each designated league will be strictly enforced.

In the event attendance at a scheduled practice conflicts with any church related activity, the player and his family have the right to choose church over sports. GYA members will not be forced or coerced in to choosing sports over church activities. Players will not be punished, sidelined, or ridiculed for choosing to attend a church related activity rather than attend a practice or game.

The Board of Directors reserves the right to review the actions of any member and to act accordingly to preserve the purpose and goals of the organization.

Grievances will be addressed by following the defined policies and procedures outlined in the organization's Grievance Policy.

Any violations of these rules or the Code of Conduct should be reported to the appropriate Sport Commissioner, Head Coach, or a Board member for review and decision.

A decision by an individual Sport Commissioner may be appealed to the Board of Directors.

Decisions made by the Board of Directors are considered final and can not be appealed. There will be no public forum or vote pertaining to any grievance, complaint or decision made by the Board of Directors.

All Board members, Sport Commissioners, Coaches, and Assistant Coaches will be required to submit to a background check every two years. Refusal to consent to a background check will prevent a member from active participation as a GYA member and could result in suspension from GYA.

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The By-Laws were approved by the Board of Directors for the Gunter Youth Association on the 9<sup>th</sup> day of October, 2006.

Article V, Section III was added to the By-Laws by a majority vote on the 11<sup>th</sup> day of June, 2007.

Article VI, Section VII was amended in the By-Laws by a majority vote on the 11<sup>th</sup> day of June, 2007.