



# **Gunter Youth Association By-Laws**

*Updated: June 2018*

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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 and its surrounding areas. 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 its officers and sports commissioners; hereby known as the Board of Directors. The GYA officers will include a President, Vice-President, Secretary, Treasurer, and Communications Chair. The placement of board members will be elected by a simple majority vote of those present and eligible to vote at the general meeting held in August. The expected term of each position will be two years. Elections for the offices of President, Secretary, and Treasurer will be held in even years. Elections for the offices of Vice President and Communications Chair will be held in odd years. In the event an office becomes vacant for any reason, a special election will be held as soon as possible 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 those 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 expected term of each position will be two years. If a Sport Commissioner cannot attend a regularly scheduled board meeting 60 days prior to registration opening, then a written report must be submitted to the board within 48 hours of the meeting, along with written notification of absence.

### **Section III**

Executive Board of Directors will consist of all officers. Board of Directors will consist of officers, commissioners, and activities chair.

### **Section IV**

Vacancies on the Board of Directors will result in a special election in which the elected volunteer will complete the term previously vacated and continue in the position for two years. A position on the Board of Directors shall be deemed/declared vacant upon (1) an increase in the number of Directors is required to function properly; (2) the death, or resignation of any Director; (3) volunteer being removed by a majority vote of the current Board of Directors; (4) being judged incompetent by a court; (5) being convicted of a crime; (6) failing to attend General meetings or Board meetings on a quarterly basis AND maintaining regular attendance during corresponding sports seasons; (7) failing 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 V**

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

## **Article III - Duties for 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. The duties of the office of President will include, but are not limited to:

- A. Preside over all meetings.
- B. Co-sign all written contracts approved by the Board of Directors on behalf of GYA.
- C. Hold the vote in the event of tie decisions with the exception of revisions to the by-laws as outlined in Article VI.
- D. Assign duties to Board Members and / or Committees in the organization.
- E. Represent GYA and serve as a liaison between GYA, the Gunter Independent School District, and the City of Gunter.
- F. Appoint committees and act as ex-officio member of all committees.
- G. Perform other duties as assigned by the Board of Directors.

## **Section II – Vice President**

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

- A. Oversee that proper draft procedures are being followed, when applicable, for all sports in the program.
- B. Coordinate the activities and responsibilities of the Sport Commissioners ensuring the goals of GYA are achieved and the By-Laws are honored in all situations.
- C. Investigate reasons for removing players and / or coaches with the assistance of the Sport Commissioner and Head Coach of the appropriate team.
- D. Co-sign all written contracts approved by the Board of Directors on behalf of GYA.
- E. Oversee the process of obtaining background checks on all Board Members, Coaches, and Assistant Coaches.
- F. Coordinate the effort to start new programs, including competitive teams, as necessary.
- G. Count ballots to determine the outcome of an election or decision, if necessary.
- H. Perform other duties as assigned by the President or Board.

## **Section III – Secretary**

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

- A. Keep a record of all meetings.
- B. Present meeting minutes at the following meeting for approval by the Board of Directors.
- C. Organize and maintain all meeting minutes, documentation, and correspondence for the organization.
- D. Receive all correspondence for GYA, and act on correspondence as necessary.
- E. Maintain a database of all current GYA participants.
- F. Maintain copies of signed medical release waivers, birth certificates, and emergency contact information for the Sport Commissioner prior to regular season play.
- G. Ensure all documentation is kept on file based on the minimum retention period required by the State of Texas.
- H. Organize and oversee registration periods for each sports program.
- I. Transfer all records, documentation, correspondence, meeting minutes to successor within one week of election.
- J. Perform other duties as assigned by the President or Board.

## **Section IV – Treasurer**

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

- A. Manage the custodial affairs of all financial records.
- B. Require all expenditures to be approved by a minimum of two other officers.

- C. Require all checks to be co-signed by members designated on each individual account.
- D. Prepare annual budgets and seasonal sport budgets, with the assistance of each Sport Commissioners, and present to the Board for approval.
- E. Keep accurate records of all financial transactions.
- F. Assume responsibility for the deposit of all revenue and bring delinquent accounts to the attention of the Board.
- G. Maintain custody of all funds or designate an approved Board Member to manage funds in their absence.
- H. Obtain an annual review of all accounts by an approved third party.
- I. Assist the Activities Chair in a review of prices to ensure items sold result in an adequate profit for the program.
- J. Ensure all financial documentation is kept on file based on the minimum retention period required by the State of Texas.
- K. Transfer all financial records and documentation to successor within one week of election.
- L. Perform other duties as assigned by the President or Board.

### **Section V – Communications Chair**

The Communications Chair will be responsible for all promotions and public communications for GYA. The duties of the office of Communications Chair will include, but are not limited to:

- A. Maintain and update GYA website, and all other forms of public communications.
- B. Plan, develop, and implement all marketing strategies and public relations.
- C. Plan, develop, implement support materials around marketing, communications, and public relations.
- D. Direct the efforts of GYA marketing, communications, and public relations.
- E. Perform other duties as assigned by the President or Board.

### **Section VI – Activities Chair**

The Activities Chair will be responsible for all concessions, fund-raising, and sponsored events. The duties of the office of Activities Chair will include, but are not limited to:

- A. Secure volunteers to operate concessions and gates at sponsored events.
- B. Purchase supplies to operate concessions, based on budgeted amount approved by Board.
- C. Secure all revenue generated from sponsored events, including concessions, presenting them into the custody of the Secretary or Treasurer at the close of each event.
- D. Determine when and if concessions should be open for sponsored events.
- E. Present fund-raising activities to the Board for prior approval. All GYA sponsored fund-raising activities must be pre-approved by the Board.
- F. Coordinate the bid process and purchasing process of uniforms and fund-raising items, with the assistance of the corresponding Sport Commissioners, and report process at each Board Meeting.

- G. Coordinate the bid process and purchasing process of all equipment and supplies with the assistance of the corresponding Sport Commissioners, and present bid results to the Board for approval.
- H. Coordinate distribution of uniforms and fund-raising items with Sport Commissioners.
- I. Perform other duties as assigned by the President or Board.

## **Section VII – Sport Commissioner**

The Sport Commissioner will, in the absence of the Activities Chair, assume all the roles and responsibilities the Activities Chair. The Sport Commissioner represents GYA to their respective league and will be responsible for the operation of the sports program. The duties of the office of Sport Commissioner will include, but are not limited to:

- A. Assure that GYA is following all rules and regulations for each sport program.
- B. Schedule and organize skill assessments prior to each draft process.
- C. Schedule and conduct the draft process, ensuring compliance with league rules and regulations.
- D. Secure births certificates, signed medical release waivers, and signed Code of Conduct for each player/parent/coach, and present all documents to the Secretary to be maintained at the end of each registration period.
- E. Schedule games for each team and present a final schedule to the Board of Directors and facility owners, if applicable.
- F. Coordinate practice times and field use requests from Head Coaches with the City of Gunter and the Gunter ISD Facilities Representative.
- G. Create and present a proposed budget for each sport season to the Board prior to the registration period.
- H. Advise the Activities Chair on the selection of uniforms and supplies required to operate the sports program, based on the previously approved budget. In the absence of an Activities Chair, Sports Commissioners will select their own uniforms and supplies, based on the previously approved budgets.
- I. Coordinate distribution of uniforms and fund-raising items with Head Coaches.
- J. Oversee the maintenance of facilities through coordination of volunteers or hired services, based on previously approved budget.
- K. Inform the Board and Facility Owners of maintenance and repair issues.
- L. Determine the playability of fields.
- M. Arrange for officials and ensure officials are available at each game.
- N. Monitor both the performance of officials and coaches ensuring the compliance with all league rules, GYA By-Laws, and GYA Code of Conduct.
- O. Maintain all equipment for their sport program in a secured and organized manner.
- P. Coordinate the issuance of equipment to Head Coaches and secure an equipment deposit, if necessary.
- Q. Coordinate and Inventory the return of all equipment at the end of season play and return equipment deposits, as necessary.
- R. Allow children of Board Members to play their corresponding sport free of charge.
- S. Perform other duties as assigned by the President or the Board.

## **Article IV - 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 discussed will be made available at each meeting. Meeting minutes from 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.

## **Article V - Amendment of By-Laws**

Amendments to the By-Laws may be proposed by any Board member, but must be submitted to the President for review by the Executive Board. 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, sponsorships, and fund-raising. 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 Treasurer.

### **Section III**

All checks require receipts, board approval of expenses, and two signers. Signers cannot sign reimbursement checks written to themselves.

## **Section IV**

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

## **Section V**

A minimum of two bids are required for all planned GYA equipment expenditures over \$500.00.

## **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. Applications must be completed at the time of registration period to be considered. Awarded scholarships will cover the registration fees only. Scholarships do not include the cost of uniforms, unless otherwise sponsored by a third-party donor.

## **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 apply to those members registering after the registration period.

## **Section X**

Special Event Fundraisers will be allowed only if they benefit that special event and are allocated to that special event. Funds from special event fundraisers will be deposited into GYA accounts before the final disbursement.

## **Section XI**

A \$20 fee will be assessed to all checks returned for Non-Sufficient Funds.

## **Section XII**

Upon the dissolution of the Gunter Youth Association, all remaining assets will be distributed to a local Gunter charity that meets the requirement of the distribution of assets upon dissolution.

## **Article VII - Code of Conduct**

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

### **Section I**

Each player/coach/parent that registers to participate with GYA is also agreeing to the GYA Code of Conduct. Consequences of not complying with the Code of Conduct can range from game suspension to removal from team. GYA will maintain Zero Tolerance for not complying with the Code of Conduct. All consequences will be determined on a case-by-case basis at the discretion of the GYA Executive Board.

### **Section II**

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.

### **Section III**

Player participation rules, as specified by each designated league, will be strictly enforced. In the event attendance at a scheduled practice conflicts with any religious activity, the player and his family have the right to choose that activity over sports. GYA members will not be forced or coerced into choosing sports over religious activities. Players will not be punished, sidelined, or ridiculed for choosing to attend a religious activity rather than attend a practice or game.

### **Section IV**

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 Head Coach, Sport Commissioner, 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 cannot be appealed. There will be no public forum or vote pertaining to any grievance, complaint, or decision made by the Board of Directors.

### **Section V**

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 volunteer from active participation as a GYA Board member or volunteer and could result in suspension from GYA.

## **Article VIII - Draft Rules**

### **Section I – Basketball Draft**

Player draft will be conducted according to the designated league rules. Intact teams will be allowed to stay together each year. Drafts will be necessary if all players do not return to each intact team.

### **Section II – Baseball Draft**

Coach-Pitch Baseball Draft will be conducted according to the designated league rules. Teams will not exceed 14 players. Drafts will only be necessary if age divisions have 18 minimum players register and pay by the registration deadline. Draft will include all head coaches of that age division. Head coaches will rank all players in their age division during a mandatory Skills Evaluation. A coin flip will determine which Head Coach receives the first pick. Each Head Coach can protect their own child plus 1 Assistant Coach's child. Each head coach will be encouraged to pick an equal number of players from each Skills Evaluation Ranking.

Kid-Pitch Baseball Draft will be conducted according to the designated league rules. Teams will not exceed 14 players. Drafts will only be necessary if age divisions have 18 minimum players register and pay by the registration deadline. Draft will include all head coaches of that age division. Head coaches will rank all players in their age division during a Skill Evaluation (based on both Head Coaches' need for an Evaluation). A coin flip will determine which Head Coach receives the first pick. Each Head Coach can protect their own child plus one (1) Assistant Coach's child. Each head coach will be encouraged to pick an equal number of players from each Skill Evaluation Ranking.

*Post-Season Tournaments: Each team can add up to 3 players from their same age division. Head Coaches determine post-season participation. Coaches and Players will be responsible for any post-season tournaments costs.*

### **Section III – Flag Football Draft**

Player draft will be conducted according to the designated league rules.

### **Section IV – Soccer Draft**

Player draft will be conducted according to the designated league rules.

### **Section V – Softball Draft**

Player draft will be conducted according to the designated league rules. All Stars draft will be conducted according to the designated league rules.

### **Section VI – Tackle Football Draft**

Player draft will be conducted according to the designated league rules.

## **Section VII – Volleyball Draft**

Player draft will be conducted according to the designated league rules. Club Teams will require try-outs with 3 unbiased judges to determine teams. Player draft will be conducted according to the designated league rules.