

CREWE-BURKEVILLE YOUTH RECREATION ASSOCIATION BY-LAWS

The **mission** of this Association will be to direct and administer youth athletic programs as needed, and to administer the financial needs of the programs. The Association will operate on a fiscal year of January 1 to December 31. The Association will have the responsibility to instill in all participants a spirit of fair play, sportsmanship, and competitiveness with a desire for improving and cultivating their physical and moral capabilities.

MEMBERSHIP

There will be three voting membership classifications *for* electing a Board of Directors:

Participating member - Any person whose child is participating in a program and who has paid the required registration fee.

Associate member - Any other interested person who is sanctioned by the Board of Directors of the Association and who pays a \$ 5.00 registration fee.

Sponsor - Any team sponsor will be entitled to a membership for one person.

Nothing contained herein shall be considered to grant more than one vote to any individual person no more than one vote between parents who have a child or children participating in any program.

BOARD OF DIRECTORS

A Board of Directors will be elected by the membership at the annual meeting to be held not earlier than November 1 and not later than December 4th. A nominating committee will present a slate of names to the membership. Nominations from the floor will also be accepted. Board members must be a resident of or operate a business in Nottoway County and/or be a member as outlined above. Beginning with the annual meeting in 1984, eight Directors will be elected for a one-year term and eight for a two-year term. Each succeeding year, one-half of the Board will stand for re-election.

When there is more than one name nominated for a seat on the Board, the nominee receiving the largest percent of votes is elected. Voting may be done by secret ballot if there is a request to do so.

The Board of Directors will have the full responsibility of carrying on the business of the Association. Monthly meetings will be held on the **first** Monday of each month. Called meetings, as deemed necessary by the President will be held with at least an eight-hour notice by phone. A quorum for conducting business will consist of half of the Board members present. For general business issues, a majority vote of those present is required. Expenditures involving \$ 200.00 yearly or more above the approved budget of each program will be referred back to the Board of Directors for vote. This must be approved by two-thirds of the members of the Board present. The Board of Directors will be informed of such a meeting at least two days prior to the meeting.

All business meetings shall be governed by the President, who shall be the Parliamentarian, In the event the President's decision as to the rules of order shall be disputed by a two-thirds majority of those present, the meeting shall be governed by Robert's Rules.

If any Board member misses three consecutive meetings, this shall constitute automatic removal from the board unless there are extenuating circumstances, which will be brought before the President and approved by the Board.

PROXIES

General proxies shall not be permitted, but a proxy shall be authorized if the person who gives his or her proxy specifies in writing for what particular purpose his or her proxy shall be voted.

PRESIDENT ENTITLED TO VOTE

The President shall vote on issues coming before the Board only in the event of a tie.

EXECUTIVE COMMITTEE

An Executive Committee will be elected from within the Board by the new Board of Directors at the December meeting. The Executive Committee will consist of a President, Vice-President, Secretary, and Treasurer.

The duties of the Executive Committee will be to review matters of business and finance, to make recommendations to the Board of Directors and to establish long range goals for the Association. This committee on an annual basis will review the by-laws.

OFFICERS

President's Duties: (elected for one-year term)

1. Preside over all meetings of the Association.
2. Appoint all standing committees by the January meeting. Appoint other committees as needed.
3. Institute a detailed outside yearly audit and submit a report to the Board of Directors upon completion.
4. Provide new Board members with copies of the by-laws, previous year's annual financial reports, names, addresses, and phone numbers of members and standing committees.
5. Oversee and ensure successful operation of completion of duties of various committees and to replace committee members as necessary.
6. Prepare agenda for meeting and distribute at least one (1) week in advance of the next meeting.
7. Chairperson of the Ways and Means Committee.
8. Conduct an annual Risk Management Meeting in February of each year for prospective managers explaining the program and distributing forms for collection by the Risk Management Conduct Official.

Vice-President's Duties: (elected for one-year term)

1. Perform duties of the President in absence of the President.
2. Assist President in execution of his duties as needed.
3. Chairperson of the Nominating committee.
4. Co-Chairperson of the Ways and Means Committee.

Secretary's Duties: (elected for one-year term)

1. Record minutes of Executive Committee and Board of Directors meetings and publish them to the members within one week after the board meeting.
2. Be responsible for all correspondence necessary to carry on the business of the Association.
3. Notify Directors and members of Meetings.
4. Maintain all secretarial records for proceeding five years (minimum).
5. Chairperson of the Public Relations Committee.

Treasurer's Duties: (elected for one-year term)

1. Keep accurate and detailed records of the Association's finances.
2. Sign all checks in the disbursement of the Association's funds.
3. Work with the Ways & Means Chairperson and the Budget Committee Chairperson to assist in funding the Association.
4. WILL NOT disburse funds without matching invoices and proper authorization by the committee chairperson
5. Complete all IRS forms.
6. Make timely deposits of all Associations funds in a federally insured financial institution.
7. Provide current financial reports at all regular monthly Board of Directors meetings.
8. Provide yearly financial reports of the Board of Directors at the January meeting of each year.
9. Chairperson of the Budget and Insurance Committees.

COMMITTEES

1. Ways & Means: This committee will institute and administer programs to help the Association in securing funds for approved Association programs.

2. Nominating: This committee shall consist of three members a Vice-President and two (2) other Directors. They shall submit a slate of at least half the names to the membership at the annual meeting to be voted on as Directors of the Association. They shall also submit names of interested persons to fulfill vacancies as needed throughout the year to also be voted on by the Board of Directors.

3. Concessions: This committee will be responsible for setting up and managing a concession program and securing personnel to operate the concession stand for all regular season programs, tournaments and board approved functions. The concession committee shall file a work schedule with the board concerning each member's responsibilities for working in the concession stand. A member of the concession committee will be responsible for making a nightly deposit of funds received during the day and reporting amount of deposit to Treasurer the following day. The chairperson will

be required to submit a detailed report of purchases to the Board of Directors each month.

- 4. Awards:** This committee will be responsible for the securing of awards as designated by Crewe-Burkeville Youth Recreation Association league approved program by-laws.
- 5. Playing Field Maintenance:** This committee will be responsible in seeing that each playing field is ready for use prior to the start of each days' activities and maintaining conditions of these fields throughout the year.
- 6. Budget:** This committee will submit an annual budget to the Board of Directors at the February meeting. They will also set up guidelines for the purchasing of supplies.
- 7. Uniforms:** This committee will be responsible for and shall give an accounting of all uniforms including maintenance, procurement, disbursement and collection of all uniforms. They will also be responsible for setting up a schedule for the collection of all uniforms at the end of each program.
- 8. Equipment:** This committee will be responsible for and shall give an accounting of all equipment, including maintenance, procurement, disbursement and collection of all equipment. They will also be responsible for setting up a schedule for the collection of all equipment at the end of each program.
- 9. Insurance:** This Committee will responsible for seeking bids on the best affordable insurance that can be obtained.
- 10. Public Relations:** This Committee will keep activities before the public, the press and the news media. The committee shall be responsible for weekly publications before the public, news media, including events, registration dates, schedules and activities of the Association.
- 11. Building and Grounds Maintenance:** This committee is responsible for maintenance and upkeep of all building and grounds outside the limits of the playing fields.
- 12. Team Sponsorship:** This committee is responsible for securing sponsors and fees as soon as possible for each team in their respective league supported by the Crewe-Burkeville Youth Recreation Association.
- 13. Registration:** This committee shall be responsible for the registration, collection of fees and securing birth certificates for each participant in the athletic programs supported by the Crewe-Burkeville Youth Recreation Association. They shall also be responsible for designating dates, times and deadlines for such registrations. A record of payment shall be generated for the treasurer of the Association and a receipt given to participants upon request. The registration committee will retain a copy of that record of payment until a yearly audit is completed.
- 14. Fence Ads:** This committee shall be responsible for sales and fee collections for sign ads. They shall also be responsible for securing contractors to paint new signs, maintaining existing signs and ensuring signs are in place prior to the playing season.
- 15. Volunteer:** This committee shall be responsible for developing and organizing a list of volunteers to assist the Crewe-Burkeville Youth Recreation Association in all aspects.

16. **Risk Management Committee**: This committee will be responsible for ensuring that the Risk Management Plan is developed, maintained, monitored and distributed to all volunteers that are defined in this plan. This committee will appoint a conduct official and an appeal process as defined in the Risk Management Plan.
17. **Nottoway County Recreation Committee**: This committee is made up of members of the CBYRA board and Blackstone Recreation Association and will be franchised and monitored independent of the CBYRA. The purpose of this committee is to collaborate with portions of each program that can be consolidated and to also develop strategic plans for expanding participation in recreation programs in the county. This committee will work closely with each board (CBYRA & BRA) to keep them informed of their progress and will provide monthly updates of progress that is being made.

COMMITTEE CHAIRPERSON

The Chairperson of all committees shall be responsible for collecting and submitting to the Treasurer an accounting of all funds generated by that committee. The chairperson of all committees shall be responsible for submitting signed invoices to the Treasurer for payment. There will be NO PAYMENT without matching invoices and proper authorization.

SPONSORS

A sponsor is an individual or business who desires to use his/her name to sponsor a team and who pays the required fees. The Team Sponsorship Committee Chairperson will approve all sponsors. A sponsor or its representative will be a member of the Association as outlined in the membership guidelines. A sponsor may be a coach.

COMMISSIONERS

Commissioners will be appointed by the Board and will be responsible to the Board for the conducts and actions of their particular programs. Each commissioner will be responsible for securing managers/coaches for each program, subject to the approval of the Board. Commissioners will be responsible for securing scorekeepers, duty officers, umpires, etc. as needed. Commissioners will verify with the Registration committee chairperson that all participants' fees have been collected before participant's first practice or game. Commissioners shall be required to attend all regular board meetings commencing one month before and continuing for one month after their respective seasons. Each commissioner will be required to evaluate managers and coaches of each team during the season and will solicit input from parents/guardians in this process. Each commissioner will be required to document in writing any issues that may arise with coaches or umpires during the year and will bring this documentation to the board as it is received. This documentation will be kept on file with the CBYRA board nominating chairperson.

MANAGERS/HEAD COACHES

Managers/Head coaches will be appointed by the Commissioner of each program subject to the approval of the Board of Directors. They will also be responsible to the

commissioner to conduct themselves and their respective teams in such a manner as to live up to the stated purpose of the Crewe-Burkeville Youth Recreation Association. The board on an individual basis will approve all Managers/Head coaches. Managers/Head coaches will be responsible for collecting all uniforms and equipment immediately following the end of the season and turn uniforms and equipment into the Uniforms & Equipment chair people within two weeks of last playing date.

BY-LAW

These by-laws may be changed by a majority vote of the Board of Directors.

GENERAL BUSINESS MANAGER

The Board of Directors may engage a General Business Manager to coordinate the overall operations of the Association and the Board of Directors will determine his or her compensation and responsibilities.

CBYRA does not accept liability for anyone not registered and insured by the CBYRA who uses the CBYRA fields or surrounding complex without written approval from the CBYRA board. The CBYRA reserves the right to charge a reasonable fee if approved for utility costs or any damage to the complex as a result of this use.