

# **Enon Youth Athletic Association**

## **By-Laws**

### **Article I**

#### **Organization**

- Section 1** The name of the association is Enon Youth Athletic Association serving the youths within the Enon Elementary School boundary in Chesterfield County, Virginia.
- Section 2** The objective or purpose of this association shall be to create, organize and support all types of athletic programs by promoting teamwork, recreation and the general health and welfare of eligible youths in Chesterfield County and the surrounding areas. The organization is organized exclusively for the charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 3** Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. In the event a decision is made to dissolve the Enon Youth Athletic Association, a full community vote consisting of the membership within the Enon Elementary School boundary will decide the best way to distribute funds and equipment to another exempt charity or organization for the benefit of the public.

### **Article II**

#### **Membership**

- Section 1** Membership is available to any active participant within the Enon Elementary School jurisdiction or boundary. An active participant is any active player, past player and/or family member of past player, anyone requesting membership or the parent/guardian of a player who returns a registration form to participate on any designated athletic team within the football and cheerleading organization.
- Section 2** Persons over the age of 21 which volunteer can be appointed as a Head Coach for any designated athletic team within the organization as long as they are in good standing with the organization and have successfully passed the Chesterfield County Background check.
- Section 3** Persons serving on the Board of Directors shall have the right to speak for or against anyone attempting to become a member of the organization, and a majority vote must be made prior to acceptance or denial of anyone for membership. This section is reserved for but not limited to individuals outside the Enon Elementary School boundaries.

## Article III

### Board of Directors

**Section 1** The Board of Directors shall consist of the following 11 members:

1. President
2. Vice-President
3. Secretary
4. Auditor/Treasurer
5. CBC Voting Representative
6. CBBL Voting Representative
7. CGBL Voting Representative
8. CQL Voting Representative
9. CCL Voting Representative
10. Ways and Means

All the positions above shall be deemed Board Members and must abide by the constitution herein without malice or ill will. There will be only one vote per league no matter how many representatives a league may have. Any Board Member who also serves as a team coach or volunteer will have only one vote.

**Section 2** Immediate family members are not eligible to simultaneously serve on the Board of Directors due to potential conflict of interest or perceived bias. Immediate family is considered as couples (spouse, boyfriend/girlfriend, and domestic partner), parent/child/stepchild, guardian/child/stepchild, grandparent or in-law. Immediate family members may serve as committee volunteers simultaneously and will not have voting rights on the executive board. In the event a committee vote is requested only one vote will be counted when immediate family members serve the save committee.

**Section 3** Any vacancies in the Board of Directors will be covered by the existing Board Members until the next election.

**Section 4** Any Board Member requesting appointment to a vacant Board of Directors position will be given first priority.

**Section 5** Nominations for the Board of Directors must be in good standing with the Association and have served as an active Coach, Assistant Coach, Team Mom/Dad, Board Member, or General Member for the last two (2) consecutive years.

**Section 6** Nominations for the Board of Directors must be submitted at least 30 days prior to December's meeting by a majority of the General Membership.

**Section 7** Nominations for President must be submitted in writing and will be elected by the Board of Directors. The Board of Directors decision is final. The President's position is not an openly elected position on the Board of Directors.

**Section 8** The board shall have the authority to act on any matter, which in their viewpoint intends to incriminate the organization. Disciplinary actions will be conducted face to face and in writing.

**Section 9** The Board of Directors shall be responsible for preparing the yearly operational budget and managing all fundraising projects.

**Section 10** The Board of Directors shall have powers and duties as deemed necessary.

## Article IV

### Duties of Board of Directors

#### **Section 1 *President***

The President shall be chairman of the Board of Directors and shall preside at all meetings of the Association and Board of Directors. He/She shall help to extend good sportsmanship and relations with all Teams of the Association, keeping it in harmony with the By-Laws, Rules, and Regulations. The President shall preserve order and shall decide all points of order that may be subject to appeal. A majority of all Board of Directors present shall be required to reverse his/her decision. He/She shall sign all contracts and other documents authorized by the laws of the Commonwealth of Virginia. The President shall have the power to allow a player(s) to move up, after rosters are turned-in, under urgent circumstances such as, to prevent a team(s) from folding. The President's decision may be reversed by a majority of the Board of Directors. He/She shall perform any other necessary functions as prescribed by the By-Laws and become advisor to newly elected Board.

#### **Section 2 *Vice-President***

The Vice-President shall assume the full responsibilities, duties, and obligations of the President upon their absence. The Vice-President shall also become the President until the next scheduled election in the case of the death, removal or resignation of the President. The Vice-President shall attend the monthly Parks and Recreation meetings. The Vice-President shall be responsible for developing, publicizing, and implementing a well-rounded program that will appeal to the general membership and present the plan to the Board of Directors for approval. He/She shall conduct a survey during the year to determine membership preferences regarding the effectiveness of existing programs, date and time of monthly meeting, location of monthly meetings, and any other pertinent information to assist in satisfying the desires of the general membership. This information will be submitted to the Board of Directors during the monthly meeting.

#### **Section 3 *Secretary***

The Secretary shall keep an accurate and legible record of all meetings and proceedings of the Association and of such correspondence as may be authorized by the Association of Board of Directors. He/She shall mail out written notices or telephone notices to each team representative at least five (5) days prior to a Board of Directors meeting. He/She shall mail out, or distribute at each Association meeting, the minutes of the preceding meeting to each Board Member. He/She shall be the custodian of all documents, incident to the proper and effective management of the Association – past and present – and shall turn same over in complete order to his/her successor. The Secretary shall keep an accurate roster of all participating teams and their Voting Representatives, and perform all other duties as assigned by the President.

#### **Section 4 *Treasurer***

The Treasurer shall collect and receipt all money coming into the accounts of the Association and keep a true and accurate record thereof. He/She shall be responsible for depositing all money received within ten (10) days of receipt. He/She shall make payment when authorized by an official of the Association who has authority to make such expenditures, or by action of Board of Directors if requiring the expenditure of funds. The Treasurer has the right to deny any expenditure request if deemed unnecessary or it puts the Association's funds at risk. The Treasurer shall sign all checks drawn on the funds of the Association. The Treasurer shall at each meeting submit an itemized list of expenses incurred during the previous month. He/She shall submit an accounting of the Associations finances with an itemized list of expenses incurred during the previous month at each meeting. The Treasurer's records and ledgers shall, at all times be subject to an audit by the Board of Directors and/or Executive Board of Directors. The Vice-President shall have the options of hiring an independent CPA or appointing an audit committee (including the newly elected Treasurer) to audit the Treasurer's books during the month of December. He/She shall perform all other duties assigned by the President.

### **Section 5 *CBC Voting Representative***

Each Voting Representative shall keep an accurate roster of all teams and their players. This will include birth certificates, permission slips, and insurance forms. Each Voting Representative shall also maintain accurate team standings in their respective divisions and distribute a copy of team standings at each Association meeting. Voting Representatives shall have full voting power on the Chesterfield Baseball Clubs (CBC) Board. The Voting Representative shall exercise the responsibility for the interpretation of all baseball rules and decisions or related questions, which may arise on or off the field. Perform duties assigned by the President.

### **Section 6 *CBBL Voting Representative***

Each Voting Representative shall keep an accurate roster of all teams and their players. This will include birth certificates, permission slips, and insurance forms. Each Voting Representative shall also maintain accurate team standings in their respective divisions and distribute a copy of team standings at each Association meeting. Voting Representatives shall have full voting power on the Chesterfield Boys Basketball League (CBBL) Board. The Voting Representative shall exercise the responsibility for the interpretation of all baseball rules and decisions or related questions, which may arise on or off the field. Perform duties assigned by the President.

### **Section 7 *CGBL Voting Representative***

Each Voting Representative shall keep an accurate roster of all teams and their players. This will include birth certificates, permission slips, and insurance forms. Each Voting Representative shall also maintain accurate team standings in their respective divisions and distribute a copy of team standings at each Association meeting. Voting Representatives shall have full voting power on the Chesterfield Girls Basketball League (CGBL) Board. The Voting Representative shall exercise the responsibility for the interpretation of all baseball rules and decisions or related questions, which may arise on or off the field. Perform duties assigned by the President.

### **Section 8 *CQL Voting Representative***

Each Voting Representative shall keep an accurate roster of all teams and their players. This will include birth certificates, permission slips, and insurance forms. Each Voting Representative shall also maintain accurate team standings in their respective divisions and distribute a copy of team standings at each Association meeting. Voting Representatives shall have full voting power on the Chesterfield Quarterback League (CQL) Board. The Voting Representative shall exercise the responsibility for the interpretation of all football rules and decisions or related questions, which may arise on or off the field. Perform duties assigned by the President.

### **Section 9 *CCL Voting Representative***

Each Voting Representative shall keep an accurate roster of all teams and their players. This will include birth certificates, permission slips, and insurance forms. Each Voting Representative shall also maintain accurate team standings in their respective divisions and distribute a copy of team standings at each Association meeting. Voting Representatives shall have full voting power on the Chesterfield Cheerleading League (CCL) Board. The Voting Representative shall exercise the responsibility for the interpretation of all cheerleading rules and decisions or related questions, which may arise on or off the field. Perform duties assigned by the President.

### **Section 10 *Ways and Means***

The Ways and Means is responsible for planning and developing a strategic and current year financial plan. This plan will provide the ways and means of generating revenue for the association and an associated financial budget. He/She will be responsible for developing a financial plan for three years including current year. Present the plan to the Board of Directors for approval. He/She is responsible for coordinating and organizing current year fundraising activities and appointing a committee of volunteers/representatives from each sport. He/She will be responsible for monitoring the current year financial execution to evaluate the effectiveness of the fundraising activities and make recommendations needed to keep revenues and expenditures in line. An Opt-Out fee of \$50.00 will be charged to any member not wishing to participate in the fundraisers.

## Article V

### Meetings

- Section 1** Regular meetings of the Board of Directors shall be held on the second Tuesday of every month at 7:00 pm. The Board shall select the location of each meeting.
- Section 2** A quorum shall be 2/3 attendance of the Board of Directors.
- Section 3** Other meetings, designed as special meetings, may be called at the discretion of the Executive Board of Directors or President. Advance notice of such meetings, shall be sent out by the secretary.
- Section 4** When things are put to a vote, the vote shall be carried as long as it has two-thirds (2/3) vote of members in attendance. No vote shall be held unless five (5) days prior notice is given to all Board Members.

## Article VI

### Salaries, Wages and Fees

- Section 1** No salary or wage shall be paid to any member of the organization except with the advance approval of the Executive Board of Directors.
- Section 2** Violation of section 1 or any misappropriations of funds shall be grounds for automatic dismissal. The remaining board members shall hold the right to prosecute under state and federal laws as governed by the state of Virginia.
- Section 3** The organization's treasurer shall promptly pay all budgeted debts. The Board of Directors shall deem the approval or expenditures, on a majority vote.
- Section 4** Unbudgeted debts in excess of \$25.00 must be approved by the Board of Directors. The organization shall not be responsible for debts made by individuals not following this procedure.
- Section 5** Unbudgeted debts \$25.00 and under may be paid by the Treasurer with the consent of the Vice-President.
- Section 6** The organization's officers may be required to be bonded should the Board of Directors so rule.
- Section 7** Fees are subject to change. Fees will remain intact once registrations have begun.
- Section 8** **Unpaid Fees:** Uniforms will not be issued to any player prior to full payment and required documents being received.

## Article VII

### Termination of Membership

- Section 1** A member may terminate his/her membership at any time upon notification to the Board of Directors.
- Section 2** All organization members shall be under the jurisdiction of the Board of Directors and Executive Board of Directors. The board shall have the authority to act on any matter, which in their viewpoint intends to incriminate the organization.

- Section 3** Membership may be suspended at any time by the Board of Directors for cause. First (1<sup>st</sup>) offense will result in game suspensions. Second (2<sup>nd</sup>) offense will result in termination of membership for the current and following year.
- Section 4** Membership may be terminated at any time by the Board of Directors for causes such as, lack of sportsmanship, immoral or bad conduct as a member.
- Section 5** If termination of membership is invoked, a two-year waiting period is required before membership is restored.
- Section 6** If termination of membership is invoked, the member will be notified in writing. Face to Face notification will be conducted by a minimum of two members of the association simultaneously and will be followed up in writing via certified mail.

## **Article VIII**

### **Amendments to By-Laws**

- Section 1** These By-Laws shall be in effect on and after their adoption.
- Section 2** The By-Laws may be amended only with a two-thirds (2/3) majority vote of the Board of Directors or Executive Board of Directors. After such approval, amendments will be corrected in the By-Laws by the Association Secretary in accordance with the minutes taken at that meeting.
- Section 3** Sufficient copies shall be printed for distribution to all members of the Board of Directors.

## **Article IX**

### **Parliamentary Authority**

- Section 1** The President may save time in deciding certain questions by asking if there are any objections. If none are offered, he/she shall declare the action adopted.
- Section 2** The President shall not allow any member to speak more than once on the same subject until all members desiring the floor have been heard, and not more than twice and not more than five (5) minutes at any one time, except those making reports.
- Section 3** Members desire all talk or debate stopped, and a vote taken, they may call for the "Previous Question": when this is done, it shall be put to a vote at once (not debatable) in this form. "Shall all debate be closed and the main question be voted on?" If this is carried by a two-third (2/3) vote of members in attendance, the main question shall immediately be put to a vote without further debate.
- Section 4** Motions can be amended twice.
- Section 5** If a motion has been amended, the amendment must be voted on first. If it has been amended twice, the vote shall be first on each amendment, then on the main question.
- Section 6** All resolutions must be in writing.

**All matters not covered in this constitution, Rules of Parliamentary Procedures shall be consulted as the proper authority, and said rules shall be followed as though they were a part hereof.**

Agreed upon this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

1. \_\_\_\_\_ President
2. \_\_\_\_\_ Vice-President
3. \_\_\_\_\_ Secretary
4. \_\_\_\_\_ Auditor
5. \_\_\_\_\_ Treasurer
6. \_\_\_\_\_ CBC Voting Representative
7. \_\_\_\_\_ CBBL Voting Representative
8. \_\_\_\_\_ CGBL Voting Representative
9. \_\_\_\_\_ CQL Voting Representative
10. \_\_\_\_\_ CCL Voting Representative
11. \_\_\_\_\_ Ways and Means
12. \_\_\_\_\_ Athletic Director

Adopted by the Association February 22, 2008  
Revised by the Association April 13, 2008  
Revised by the Association January 13, 2009

**Enon Youth Athletic Association  
Baseball  
General Rules**

**Article I**

**Registrations**

- Section 1** Registrations will be held during the months of January and February.
- Section 2** Uniforms (shirts, pants, hats, and socks) will be distributed at time of registration.
- Section 3** Uniforms will not be issued to any player prior to full payment and required documents (registration form and birth certificate) being received.
- Section 4** Coaches Uniforms (shirt and hat) will not be distributed until Rosters are finalized. Only coaches on official rosters will receive uniforms.
- Section 5** No head or assistant coaching decisions will be made until all registrations/sign-up are complete.
- Section 6** All waivers will be given to CBC and not a specific association.
- Section 7** Waivers will not be accepted from other associations unless there are insufficient players to fill team.
- Section 8** Waivers will not be given unless a team is full and there are not enough players to fill a second team.
- Section 9** All uniforms will be collected at the end of the Regular Spring Baseball season.
- Section 10** All equipment will be collected at the end of the Regular Spring Baseball season.
- Section 11** No uniforms or equipment will be issued for use during Fall Ball.

**Article II**

**Tournaments**

- Section 1** Teams requesting to play in any tournament should notify the Board of Directors for approval and payment.
- Section 2** Tournaments paid for by the Association are the CBC Spring Tournament and the BIB Tournament for Pee Wee and Shetland teams.
- Section 3** Tournaments will not be paid for by the association when the team consists of players/coaches from outside the Enon Association boundaries.
- Section 4** Pee Wee eligible players for tournaments must be at least 6 years old to participate.
- Section 5** If multiple developmental teams (2 Pee Wee, 3 Shetland) exist for the same age level than all players from all teams will be given the opportunity to participate in the tournament.
- Section 6** If number of players exceeds the allowed limit by the association than evaluations will take place prior to final team selection.

**Article III**  
**Coaches, Players and Volunteers**

- Section 1** A mandatory meeting for head coaches and/or team volunteer will be held with the Board of Directors prior to the start of the season. This is to discuss, but is not limited to, rules and regulations, and the season schedule. If the head coach or team volunteer is replaced or changed during the season, the new coach or volunteer must meet with the Board of Directors as soon as possible to discuss these items.
- Section 2** There will consist of no more than fifteen (15) nor less than twelve (12) players unless a written exception is submitted to and approved by the Board of Directors.
- Section 3** Should a coach or player be ejected for unsportsmanlike conduct from a game, he or she will receive an automatic one (1) game suspension.
- Section 4** Any coach who participates in a fight will be suspended indefinitely.
- Section 5** Any coach or player using profanity, abusive language or being disorderly will be suspended for two (2) games. Second occurrence invokes indefinite suspension.
- Section 6** Any coach or player who threatens or challenges another member (player, coach, volunteer, umpire or board member) of the CBC Association will be suspended for two (2) games. Second occurrence invokes indefinite suspension.
- Section 7** Any coach, player or volunteer shall not at any time, whether from the playing field, coach's box, bench or elsewhere, use language which will in any manner refer to or reflect upon opposing players, coaches, volunteers or umpires. First (1<sup>st</sup>) occurrence will result in a warning. Second (2<sup>nd</sup>) and all ensuing offenses will subject the player, coach or volunteer to being ejected and/or suspended from the Association indefinitely.
- Section 8** Face masks are required for all Enon Baseball Association players between Pee Wee and Pinto.

**Enon Youth Athletic Association  
Football and Cheerleading  
General Rules**

**Article I**

**Registrations**

- Section 1** Registrations will be held during several months to be determined each year by the Board of Directors.
- Section 2** Uniforms will not be issued to any player prior to full payment and required documents (registration form and birth certificate) being received.
- Section 3** Coaches Uniforms will not be distributed until Rosters are finalized. Only coaches on official rosters will receive uniforms.
- Section 4** All waivers will be voted on by the Board of Directors.
- Section 5** All waivers will be given to CQL and not a specific association.
- Section 6** Waivers will not be accepted from other associations unless there are insufficient players to fill team.
- Section 7** Waivers will not be given unless a team is full and there are not enough players to fill a team.
- Section 8** All uniforms will be collected at the end of the season.
- Section 9** All equipment will be collected at the end of the season.

**Article II**

**Coach Requirements**

- Section 1** Head coaches must be 21 years of age or older.
- Section 2** Football will have a minimum of two (2) coaches, including the head coach, assigned to each team with a maximum number of five (5) coaches.
- Section 3** Cheerleading will have one (1) head coach, two (2) assistant coach, and as many helpers as the head coach feels appropriate. All helpers must be 14 years of age or older.
- Section 4** Assistant coaches and helpers will be selected by the head coach. All coaches and helpers must be approved by the Board of Directors prior to being allowed to coach.
- Section 5** All coaches must be listed as eligible to participate in Chesterfield County Parks and Recreation Department co-sponsored youth activities (Background Check) before the first game.
- Section 6** Any coach or helper who does not abide by the basic principals as set forth in Article II of the Association By-Laws will be suspended or dismissed by the same.
- Section 7** All head coaches and voting representatives must attend the CQL Rules Clinic each year.

## Article III

### Coaches, Players and Volunteers

- Section 1** A mandatory meeting for head coaches and/or team volunteer will be held with the Board of Directors prior to the start of the season. This is to discuss, but is not limited to, rules and regulations, and the season schedule. If the head coach or team volunteer is replaced or changed during the season, the new coach or volunteer must meet with the Board of Directors as soon as possible to discuss these items.
- Section 2** The CCL Representative may set the number of cheerleaders allowed on each squad if deemed necessary due to limited number of coaches and/or uniforms.
- Section 3** Should a coach or player be ejected for unsportsmanlike conduct from a game, he or she will receive an automatic one (1) game suspension.
- Section 4** Any coach who participates in a fight will be suspended indefinitely.
- Section 5** Any coach or player using profanity, abusive language or being disorderly will be suspended for two (2) games. Second occurrence invokes indefinite suspension.
- Section 6** Any coach or player who threatens or challenges another member (player, coach, volunteer, umpire or board member) of the CQL or CCL Association will be suspended for two (2) games. Second occurrence invokes indefinite suspension.
- Section 7** Any coach, player or volunteer shall not at any time, whether from the playing field, coach's box, bench or elsewhere, use language which will in any manner refer to or reflect upon opposing players, coaches, volunteers or umpires. First (1<sup>st</sup>) occurrence will result in a warning. Second (2<sup>nd</sup>) and all ensuing offenses will subject the player, coach or volunteer to being ejected and/or suspended from the Association indefinitely.
- Section 8** Coaches, helpers and players will help maintain/clean the field after home games.
- Section 9** The Press Box and Concession Stand is "off limits" to all persons except designated personnel.
- Section 10** A water person and first aid person are allowed in the coach box during a game, but may not be dressed the same as the Coaches.