

## Thalia-Malibu Recreation League

### By-Laws

August, 2016

#### **Article I-Name**

The name of the organization is registered with the IRS and the Commonwealth of Virginia as Thalia-Malibu Recreation League and qualifies with the IRS and the Commonwealth of Virginia for the 501 (c) (3) exemption. It is a voluntary, non-profit community sports league that operates under the direction of the City of Virginia Beach Parks and Recreation Department (CVBPRD). It will also be referred to as TMRL in these By-Laws and other league documents.

#### **Article II-Purposes**

1. The purpose of the league is:
  - a. To promote a wholesome, enjoyable and structured sports program for all ages of children in our communities, where children can feel safe and secure.
  - b. To develop character, sportsmanship, skill, confidence and teamwork through participating in various sports.

(The league also works in partnership with the CVBPRD by providing instructional hands on sports programs directed towards the children of our communities.)

#### **Article III-Basic Policies**

1. The following are the basic league policies:
  - a. The league shall be noncommercial, nonsectarian and nonpartisan.
  - b. The name of the league or the names of any member in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the leagues objectives.
  - c. The league shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office or devote more than a substantial part of its activities in an attempt to influence legislation by propaganda or any other means.
  - d. The league may cooperate with other organizations or agencies concerned with child welfare, but a league representative shall make no commitments that bind the group they represent.
  - e. No board member, officer or coach may assume a position in another league while holding a position with TMRL. This would present a conflict of interest to both parties and result in the immediate removal of said party.

## Article IV-Officers

1. Basic Policy
  - a. The Executive Board of the league shall consist of the following officers: President/Area Chairman, Vice President/Assistant Area Chairman, Sports Director for each sport, Sports Coordinators, Secretary, Treasurer and Fund Raising Chairman.
  - b. Elected officers shall serve until they resign or are voted off of the Executive Board.
  - c. A minimum number of board members will be necessary to have an official league meeting and/or conduct an official vote. This number shall be at least fifty percent (50%) or more of the Executive Board.
  - d. All officers have voting power. Head coaches can vote in their sport only. Any officer who holds more than one position shall only have one (1) vote in voting matters.
  - e. Majority rules in official voting matters. If an officer cannot attend an official meeting or vote, the President/Area Chairman can get their vote by telephone, text or e-mail. Meetings can be conducted through e-mail **if and only** it is determined there will not be a majority in attendance.
2. If possible, a vacancy occurring in any office shall be filled at the next official meeting by a person elected to that position.

## Article V- Duties of Officers

All officers shall deliver to their successors, all official material at the next meeting following the meeting at which new officers assume their duties.

1. President/Area Chairman
  - a. Presides at all meetings of the league at which he/she may be present.
  - b. Performs such other duties prescribed by these by-laws or assigned by the league.
  - c. Coordinate the work of the officers and committees of the league to promote the league objective.
  - d. Attend the CVBPRD meetings and any meetings of other associations/leagues that we participate in.
  - e. Create standing committees and approve plans of work of these committees.
  - f. Retains the explicit right to dismiss a coach/assistant coach/player for unfavorable actions, but should generally consult with the Executive Board prior to such actions.
  - g. Has the right to waive the regular and/or late sign up fees for hardship cases.
  - h. All registration fees shall be collected at time of signups. Monies will be turned into the Treasurer to be deposited into the TMRL checking account.
  - i. Equipment will be issued through the President/Area Chairman or Sports Director. Within seven (7) days after the season ends, said equipment will be turned into the President/Area Chairman or Sports Director.

2. Vice President/Assistant Area Chairman

- a. Perform in the capacity of the President/Area Chairman if he/she is unable to attend the CVBPRD meetings and any meetings of other associations/leagues that we participate in.
- b. Consult with the President/Area Chairman prior to the scheduled meeting to ensure the league's best interests are being considered.
- c. Function in any other capacity the President/Area Chairman or Executive Board deems appropriate.

3. Sports Directors (Basketball, Football, Softball and Volleyball)

- a. Collect and inventory uniforms, football is the only sport that requires collection of uniforms.
- b. Notify the President/Area Chairman of equipment that may need to be purchased or replaced.
- c. Collect roster from each coach showing player, uniform number (football only) and any equipment issued to player.
- d. Delegates duties to Sport Coordinator as necessary.
- e. Equipment will be issued through the President/Area Chairman or Sports Director. Within seven (7) days after the season ends, said equipment will be turned into the President/Area Chairman or Sports Director.

4. Sports Coordinator

- a. Assists Sports Director

5. Secretary

- a. Records the minutes of all meetings of the league.
- b. Retains a current copy of the by-laws.
- c. Conduct the correspondence of the league.
- d. Perform other delegated duties as assigned.

6. Treasurer

- a. Have custody of all league funds.
- b. Keep a full and accurate account of receipts and expenditures by each individual sport and for the league as a whole.

- c. Make disbursements as authorized by the President/Area Chairman.
- d. Report receipts and disbursements at Executive Board meetings.
- e. Have checks and vouchers signed by one (1) of the designated persons on the bank signature card, which was determined by the Executive Board.
- f. Books should be audited at the end of the fiscal year (July 1 through June 30). This mirrors the report that the recreation leagues are required to report to the City of Virginia Beach Parks and Recreation Department. This report will also be made available to the Executive Board.

7. Fund Raising Chairman

- a. Coordinate all fund raising events.

**Article VI-Coaches**

1. Basic Policy

- a. TMRL Coaches Code of Ethics/Conduct/Responsibilities Form: TMRL requires each coach to read and sign this before they can start coaching.
- b. Must pass the CVBPRD's Criminal Background Check.
- c. Must complete the CVBPRD's requirements of NAYS guidelines (Bullying Prevention/Concussion Training) and Recognizing and Reporting Child Abuse and Neglect.
- d. Retains the right to report an unfavorable incident to the President/Area Chairman and Sports Director.

**Article VII-Team Sports**

1. Rules

- a. Any children signing up after the last registration date will be put on a waiting list and subject to a late signup fee.
- b. All children may be assigned to the same team as last year unless; number of players to make another team is short or the parent/player does not want to return to last year's team (parent cannot choose the team for the child to play on, the child goes into the draft).
- c. The children of coaches may be on the same team if they are in the same age group.
- d. Siblings may be on the same team if they are in the same age group.
- e. No coach may add, delete or trade players without permission of the President/Area Chairman and Sport Director.
- f. Each individual sport will have its own set of by-laws to be approved by the Executive Board. Draft procedure policy to be defined in each sport by-laws.

## 2. Farm League Participation

- a. TMRL will abide by the by-laws of the league that is hosting the sport.
- b. When TMRL hosts the sport THERE WILL BE NO AAU OR TRAVEL LEAGUE PLAYERS ALLOWED TO PARTICIPATE IN THE 5-9 AGE GROUP.
- e. When a participating league (that only has 1 to 3 teams) partners with TMRL, they must present a copy of the Liability Insurance that the CVBPRD requires.
- f. TMRL and participating league coaches must have a picture ID badge. BADGES ARE REQUIRED TO BE WORN AT ALL GAMES; if you don't have your badge you cannot coach!! NO EXCEPTIONS!! (this badge protects the league and the coach by certifying they have passed a criminal background check and certifying that they have completed the online class for bullying, concussion and child neglect).

### **Article VIII-Relationship with the City**

1. TMRL shall operate under the direction/guidance of CVBPRD. TMRL rules and regulations
2. will not be in conflict with those issued by CVBPRD.
3. TMRL is a voluntary, non-profit community sports league in good standing with the CVBPRD in accordance with their requirements:
  - a. Adheres to the objectives and basic policies of the CVBPRD.
  - b. Has supplied a set of by-laws to the CVBPRD.
  - c. Meets other criteria as may be required by the CVBPRD.
4. TMRL shall retain permanent records that shall disclose the league's finances, team and player numbers and any other records that the CVBPRD requires to be disclosed. Such records shall be open to inspection by an authorized representative of the league.

### **Article IX-Amendments**

1. Procedure for amendment of by-laws:
  - a. These by-laws may be amended at any regular meeting of the Executive Board. If there is a need to amend/revise the by-laws and a face to face meeting cannot take place, TMRL will conduct a meeting through e-mail. By-law amendments will still require a majority vote of the officers.
  - b. Submission of proposed amendments or revisions of by-laws shall be submitted to the Executive Board for approval in accordance with the by-laws.

### **Article X-Sign-up Procedures**

1. Membership in this league shall be made available to any individual who subscribes to the objective and basic policies of the League without regard to race, color, creed, gender, or national origin, under such rules and regulations not in conflict with these by-laws.

2. The League shall conduct registration sports signups on dates to be announced by the CVBPRD, the Thalia-Malibu website ([www.thaliamalibu.com](http://www.thaliamalibu.com)), e-mailed sport flyer information sheet and advertisement within the neighborhood.

#### **Article XI-Regular Meetings**

1. Regular meetings of the League shall be held the last Sunday of each quarter. Meetings can be conducted through e-mail **if and only** when it is determined there will not be a majority in attendance.

#### **Article XII-Membership and Registration**

1. TMRL does not charge membership fees. As a parent/legal guardian of a child(ren) participating in a TMRL sponsored sport, they become a part of the TMRL. They are welcomed to participate in open TMRL meetings but have no voting privileges.
2. A registration fee will be determined before the start of each sport, due in fact to the possibility of increases with the sport season. These increases could be the result of CVBPRD or other league participation entry fees, number of enrolled players effecting premium payment on required liability insurance, referee/umpire/custodial and gym supervisor fees.
3. If a child is enrolled to play football, they will be required to have a medical waiver on file, signed by the parent or guardian. This is mandatory for **FOOTBALL ONLY**. TMRL follows the CVBPRD and the language that appears on the City-Wide Athletic League Contract Card.
4. Geographical waivers, players from another area requesting to play in TMRL or TMRL players wanting to play in another area, can only be handled by the President/Area Chairman and the releasing/accepting Area Chairman. Coaches cannot grant waiver requests; this is a VBCPRD requirement per the City-Wide Athletic League Contract Card.

#### **Article XIII-The Fiscal Year**

1. The fiscal year of this league shall begin July 1 and end June 30, to align with the CVBPRD filing of league sports financials.