

RINGGOLD YOUTH SPORTS ASSOCIATION, INC.
BYLAWS
Adopted June 2014

Article I. Name

Section 1.01 The name of this non-profit organization shall be Ringgold Youth Sports Association (RYSA).

Article II. Purpose

Section 2.01 The primary purpose of this non-profit volunteer organization, hereinafter referred to as RYSA, is to promote, encourage, direct, and operate athletic programs for the youth of the surrounding communities who wish to participate in our programs. RYSA shall also strive to promote ideals of good citizenship as well as good sportsmanship through its athletic programs and activities for the benefit of the community.

Article III. Voting Membership

Section 3.01 RYSA's voting membership shall consist of such persons as coaches or parents/legal guardians of one or more children or wards enrolled in at least one of the activities or programs sponsored by RYSA who shall:

- (a) Register with RYSA's Registrar, furnishing their names and addresses; the names and ages of their ward(s) and/or child (children); the sponsored activity in which each of the latter is enrolled; the date of registration; and further contact information as required by RYSA.
- (b) Have participated in a RYSA program in the most recent 12 months.

Article IV. Officers of the Organization

Section 4.01 RYSA will be governed by elected and/or appointed Officers. These Officers shall be an all volunteer group which spends + the directors and managers in their roles of upholding the stated purpose of this organization, and cannot receive any monetary compensation for their efforts.

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Section 4.02 The Officers of the Organization shall consist of:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

* See Appendix A - Section A.1 for Officer position descriptions and election/appointment process.

Article V. Program Directors of the Organization

Section 5.01 RYSA will be operated by Program Directors. This board shall be an all volunteer group, which spends their time and energy upholding the stated purpose of this organization, and cannot receive any monetary compensation for their efforts.

Section 5.02 The Program Directors shall consist of:

- (a) Baseball
- (b) Basketball
- (c) Cheerleading
- (d) Football
- (e) Lacrosse
- (f) Soccer
- (g) Softball
- (h) Volleyball

Section 5.03 Any interim Director will need to be extended with a majority vote of the Board after three months of interim status.

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- (a) The Board may with a majority vote choose to remove interim status at any scheduled monthly meeting.

* See Appendix A - Section A.2 for Director position descriptions and election/appointment process.

Article VI. Corporate Managers of the Organization

Section 6.01 RYSA will be managed by Corporate Managers. These Managers shall be an all volunteer group, which spends their time and energy managing designated areas of our organization, and cannot receive any monetary compensation for their efforts.

Section 6.02 The Corporate Managers shall consist of:

- (a) Purchasing
- (b) Registration
- (c) Concessions
- (d) Marketing
- (e) Tournament

Section 6.03 Any interim Manager will need to be extended with a majority vote of the Board after three months of interim status.

- (a) The Board may with a majority vote choose to remove interim status at any scheduled monthly meeting.

* See Appendix A - Section A.3 for Manager position descriptions and election/appointment process.

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Article VII. Elections & Nominations

(The 2014/2015 Board will be appointed by the founding officers. To develop a voting membership in all our programs, the initial RYSA Elections will be June 2015.)

Section 7.01 Guidelines

- (a) Officers may be elected to as many consecutive terms as they agree to serve.
- (b) There shall be one elected Director per Active Program.
 - (i) *Each Director can propose a structure of appointed (non-voting members) assistant(s) or specific age group commissioner(s) as they see fit.*
- (c) Members of household (husband, wife, co-inhabitants, etc.) may serve in only one voting position on the Board.
- (d) Any vacancies following the election may be appointed by the board at any future meeting.
- (e) If a board member resigns or is dismissed during their term, they may not be appointed or elected to another Board position for the next three years unless approved by the Board of Directors to stand for election.
- (f) No board member shall serve in any governing capacity in any other recreational athletic association in direct competition with RYSA.
- (g) All board members are expected to support RYSA by child participation in age appropriate sports offered by RYSA.
- (h) An annual meeting shall be held the 3rd Thursday of June at 6:00 pm of each year. The purpose of this meeting will be to hold elections.

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Section 7.02 Nomination Process

(a) Election Committee

(i) The committee shall consist of four Board members. In the event any of the follow positions are vacant the Board will appoint a committee member(s) that will not be on the ballot.

- 1) President Odd Years or Vice President Even Years
- 2) Secretary
- 3) Registration Manager
- 4) Marketing Manager

(b) Nomination Form

(i) Available at www.ringgolyouth.com.

(ii) Must be submitted by May 1st to the Election Committee.

(c) Incumbent Members will on the ballot unless specifically requesting their name to be removed prior to April 15th. They will be expected to complete their term.

*(i) Elected Members in the first year of their term can open their position for election **with-out** repercussions under this process.*

(d) Eligibility for Nomination (***Must meet all of the following***)

(i) A member must have had a child participating or have coached in the nominated program within the past year.

(ii) Be a RYSA Member in good standing.

- 1) Must not be in legal dispute with RYSA.
- 2) Must not have an outstanding Registration Balance with RYSA.

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(iii) Must have been an RYSA active volunteer during the past 12 months in one of the following roles:

- 1) Coaching
- 2) Appointed Committee Member
- 3) Appointed Program Assistant Director

(e) Eligible nominees will be emailed a position description on May 15th and will need to complete the following process prior to June 1st to be on the ballot:

(i) ACCEPT nomination for position.

(ii) Return Background Check Form and successfully pass said background check.

(f) The ballot will be posted at least one week prior to the election. If a position is uncontested it will be listed on the ballot for informative purposes. No write in candidates will be permitted on the ballot.

Section 7.03 Election Process

(a) The elections will take place in the Poplar Spring Gym lobby on the 3rd Thursday of June.

(b) Membership status will be verified prior to issuing ballot.

(i) A member will receive a ballot for officer and each sport their ward(s) and/or child (children) participated in within the last twelve months.

(ii) Must meet all these:

- 1) Meet requirements defined in **Article III**.
- 2) Be a RYSA Member in good standing.

a) Must not be in legal dispute with RYSA.

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- b) Must not have an outstanding Registration Balance with RYSA.*

Article VIII. Disciplinary Issues

Section 8.01 Any member of the Association breaking these By-Laws or causing demeaning, derogatory, or otherwise damaging conduct or action towards the Association will be subject to removal from the Association as voted by the Board of Directors.

Section 8.02 Any member of the RYSA Board who fails in their responsibilities and/or obligations to RYSA and its membership can be removed by a two-thirds approval vote of the Board.

- (a) The Board member in question must abstain from a vote concerning their position.**

Article IX. Funds

Section 9.01 All funds raised in the name of Ringgold Youth Sports Association shall be placed in the general treasury of the Association and dispensed by the Board of Directors. All incoming funds shall document to allow proper allocation into our program budgets. The Board must approve all fundraisers that benefit RYSA. Fundraising for individual teams will not require prior approval by the board.

Article X. Rules of the Facilities

Section 10.01 No recreation activity should be planned or participated in during legally mandated school hours. Activities involving children 12 and under must be ended by 9:00 PM on evenings prior to a school day. An activity involving young people over 12 years old must be ended by 10:00 PM on evenings prior to a school day.

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Section 10.02 Our facilities purpose is to provide tournaments, leagues, and practices for our membership. Other teams will not be allowed to use our facilities until our teams have been given the opportunity to use them. After team practices have been scheduled, fields will be available on a first come – first serve basis. This will be in effect from the beginning of registration for the recreation sport until completion of any All Star season corresponding with such sport.

Section 10.03 All Tournaments, Leagues, or Fundraisers at our recreational facilities will be to the benefit of RYSA and funds raised shall be placed in the general treasury of the Association and dispensed by the Board of Directors.

- (a) Any Officer, Director, Manager, or Members not following this will be removed immediately.
- (b) Our All-Star Baseball & All-Star Softball tournaments will be held to raise funds to support our All-Star Teams. These funds shall be distributed on the following expenses until all-stars funds are exhausted:
 - (i) *Tournament Fees*
 - 1) District
 - 2) State
 - (ii) *Uniform Expenses*
 - 1) All-Star uniforms will purchased by the association with each team being equally supported.
 - (iii) *Equipment*

Article XI. Dissolution of Organization

Section 11.01 In the event that Ringgold Youth Sports Association dissolves, after all liabilities and obligations are satisfied, all money remaining in the treasury shall be transferred to the Catoosa County Recreation Department.

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Article XII. Meetings, Books and Records

Section 12.01 RYSA will hold a monthly meeting normally on the first Wednesday of each month.

Section 12.02 Any business will require a quorum of seated board members present. If a quorum does not exist, any business be put on the agenda of the next scheduled board meeting. . A quorum is 2/3 of the total number of filled voting board positions. If a quorum does not exist, any business will be put on the agenda of the next scheduled board meeting.

Section 12.03

(a) All business will be conducted at a scheduled board meeting.

(b) Agenda Base Plan

(i) *Standing Items*

- 1) Review Agenda
- 2) Approve the Minutes of previous Meeting
- 3) Treasurers' Report

(ii) *Old Business*

(iii) *New Business*

- 1) Members may add an item for discussion to be put on the agenda if they contact the secretary "secretary@ringgoldyouth.com" at least 2 weeks prior to a scheduled meeting.

(iv) *Ending Items*

- 1) Announcements
- 2) Meeting Summary
- 3) Review of Action Items

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4) Date and Time of Next Meeting

Section 12.04 RYSA shall keep correct and complete books and records of account(s) and shall also keep minutes of its proceedings of its members, Board of Directors, committees having and exercising the authority of the Board of Directors, and shall keep the names and addresses of the members entitled to vote. The financial books and record of the account(s) and minutes of the proceedings of the Board of Directors and committees shall be open to the public for inspection. Provided, however, that the minutes of the meeting of the Board of Directors wherein the following action is taken or discussed shall be confidential and shall not be open to the public:

- (a) Discussed on or action on any application for membership.
- (b) Discussed or action on any procedure for the removal of a member
- (c) Action on and discussion of any disciplinary action taken of any member and/or Director of the organization.

Article XIII. Bylaw Amendments

Section 13.01 Amendments to Bylaws will need a Two-Thirds approving vote by the Board.

Section 13.02 Amendments to the bylaws must be posted two weeks prior to the schedule meeting date.

- (a) This post will contain current verbiage and proposed verbiage for said amendment and rationale for said amendment.

Article XIV. Roberts Rule of Order shall be used for all business and committee meetings.

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Appendix A: Position Descriptions

A.1 Officers

1. President

a. The President, and in his absence, the Vice President, shall preside at the meetings of the Association and the Board of Directors. The President shall sign all written contracts and obligations of the Association with the approval of the Board of Directors, and shall perform all other duties as the Board of Directors of the Association may assign to him.

b. The President position will be on the ballot from the election committee during the June election of even calendar years.

i.) Must currently hold a voting position on the board for at least six months prior to election.

2. Vice President

a. The Vice President shall perform the duties of President in his absence.

b. The Vice President position will be on the ballot from the election committee during the June election of odd calendar years.

i.) Must currently hold a voting position on the board for at least six months prior to election.

3. Treasurer

a. The Treasurer shall collect all registration fees, donations, and all income, and shall keep accounts of the Association, and report thereon at

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each regular board meeting. The Treasurer shall pay all bills on the certification of the Board Members.

b. The Treasurer position will be appointed during the July meeting each year.

4. Secretary

a. The Secretary shall give notice of all meetings of the Association and the Board of Directors and shall keep minutes of such meetings. The Secretary shall conduct all correspondence.

b. The Secretary position will be appointed during the July meeting each year.

A.2 Directors

1.) All Sports Directors

a. The Sports Directors shall be responsible for coordinating volunteers, mentoring new coaches, sanctioning teams in a timely manner, coordinating with managers, and representing each sport during monthly board meetings. The Sports Directors shall operate within the established budgets for their respective sport.

b. The Director position will be on the ballot from the election committee during the June election of calendar years following:

i.) Odd Calendar Years

(1) Baseball

(2) Football

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- (3) Soccer
- (4) Volleyball

ii.) Even Calendar Years

- (1) Basketball
- (2) Cheerleading
- (3) Lacrosse
- (4) Softball

iii.) Must be volunteering with RYSA in one of the follow manors:

- (1) Current Board member
- (2) Volunteer Coach

A.3 Managers

1.) Purchasing Manager

a.) Responsibilities

i.) The Purchasing Manager shall be responsible for the acquisition of goods and services needed to support programs and facilities of RYSA. These purchases will be at the request of the sports directors and will need no further approval if amount is under the budgeted amount for said purchase. Over budget purchases will need approval of the President if less that 10% over and Board approval if more than 10% over budgeted amount.

b.) The Purchasing Manager position will be appointed during the July meeting each year.

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2.) Registrations Manager

a.) Responsibilities

i.) The Registrations Manager shall be responsible managing our sports registration processes.

ii.) Keep an accurate roster for each sport with voting membership status.

iii.) Interact with our Sports Directors to keep them informed of registration numbers for their respective sports

b.) The Registration Manager position will be appointed during the July meeting each year.

3.) Concessions Manager

a.) Responsibilities

i.) Oversee training volunteers in proper procedure for all equipment, food preparation, and clean up.

ii.) Maintain proper inventory at each of our concession stands.

iii.) Work with each Sports Director to ensure proper staffing is being provide by the programs.

b.) The Concessions Manager position will be appointed during the July meeting each year.

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4.) Marketing Manager

a.) Responsibilities

i.) Formulate, direct, and coordinate marketing activities to promote and advertise our programs.

ii.) Reach out to potential community sponsors to help support our growing programs.

iii.) Work with each Sports Director to ensure proper advertising is being provided to our programs.

b.) The Marketing Manager position will be appointed during the July meeting each year.

5.) Tournament Manager

a.) Responsibilities

i.) Oversee general operation and scheduling of RYSA tournaments.

ii.) Coordinate with Purchasing Manger to ensure adequate awards are available for each tournament.

iii.) Work with each Sports Director to ensure proper volunteers are available for tournaments.

iv.) Evaluate tournaments and report to the board successes and failures from each tournament completed.

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b.) The Tournament Manager position will be appointed during the July meeting each year.

6.) Facilities/Project Manager

a.) Responsibilities

i.) Work with the board to create a master project list for all facilities and to prioritize proposed projects based on needs and funds.

ii.) Write proposals for improvements/additions to the current facilities and present these to the board for approval.

iii.) Upon board approval, submit proposals to the appropriate municipal agencies, i.e. the City of Ringgold, Catoosa County Recreation Department, Catoosa County Government.

iv.) Work with the corresponding agencies to obtain bids, review received bids, and make recommendations to the board.

b.) The Facilities/Project Manager position will be appointed during the July meeting each year.

A.4 Coaches

1.) Expectations

a. Agree to assist to the best of their abilities in the furtherance of the RYSA programs and purposes.