

BYLAWS of the East Limestone Athletic Association

(Revised October 9, 2009)

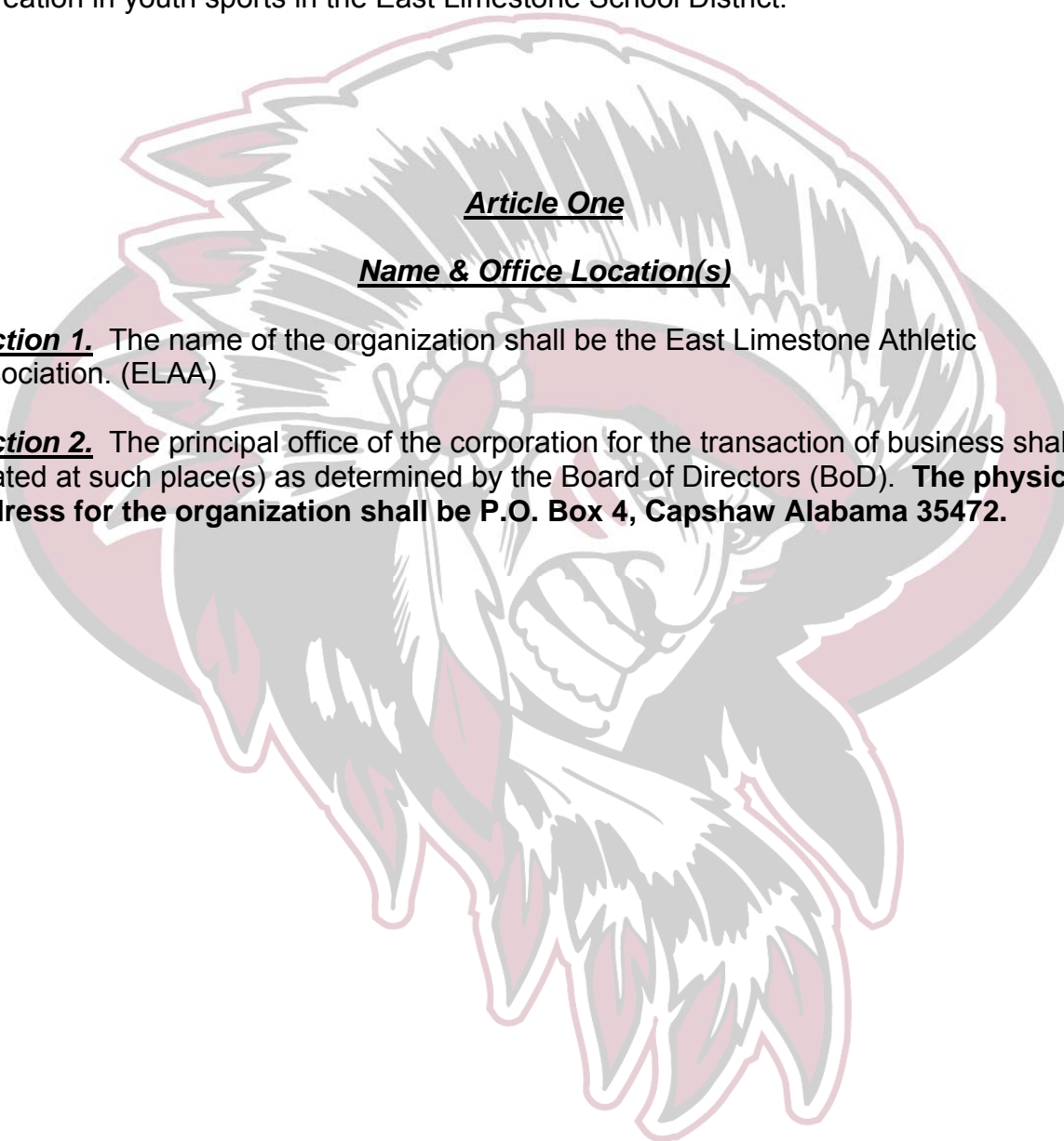
Purpose: This document represents the By-Laws under which the East Limestone Athletic Association, a non-profit organization, is governed in providing the opportunity for recreation in youth sports in the East Limestone School District.

Article One

Name & Office Location(s)

Section 1. The name of the organization shall be the East Limestone Athletic Association. (ELAA)

Section 2. The principal office of the corporation for the transaction of business shall be located at such place(s) as determined by the Board of Directors (BoD). **The physical address for the organization shall be P.O. Box 4, Capshaw Alabama 35472.**



Article Two

Meetings

Section 1. Meetings of the BoD shall be held a minimum of once each month unless otherwise designated by the BoD. The President shall designate the time and place with approval by the BoD. Meetings may be held whenever there are at least nine voting BoD members and must include the President or the Vice-President of the association. However, votes with financial considerations must be approved by a majority vote of BoD members with at least quorum present. **A Quorum is defined by these By-Laws as being one more than half of the current Board membership.**

Section 2. An annual meeting shall be held on the first Saturday of June in each year at a time and place set by the BoD, for the purpose of selecting and summing a slate of officers to be elected for the following year (Article Four). If the election of officers is not held on the day designated herein for the annual meeting, the BoD will select a new election date to be no later than the last day of June. All officers and parents of children who are registered to play in the Association In the current calendar year are invited to attend the annual meeting and are eligible to vote in officer elections (one vote per family).

Section 3. Special BoD meetings may be called by the President, Commissioners or at least three members of the BoD. Written or oral notice stating the time and place of the meeting shall be delivered to each person entitled to vote at such meeting not less than two days prior to the date of the meeting.

Section 4. Any parent or guardian of a registered child may, by letter addressed to the President, petition the Board for consideration of any matter relating to the purpose and operation of the Association.

Article Three

Officers/Board of Directors

Section 1. The management of the Association shall be vested in a Board of Directors. The association shall elect a President, Vice President, Secretary, Treasurer, Commissioner of Baseball, Commissioner of Softball, Commissioner of Volleyball, Commissioner of Basketball, Commissioner of Football, Commissioner of Soccer, Commissioner of Cheerleaders, Field Director, Communications Director, Concessions Director, & Fundraising Director.

All terms will be for a period of two years beginning August 1st and terminating on July 31st. Other positions may be elected as necessary to ensure that Association functions are fulfilled.

If there should be but one nominee for any office, it shall be in order to move that the election be by acclamation.

Efforts will be made to ensure that all BoD members are selected from as wide a geographic area within the association boundary as possible to provide equal representation for all area residents and for all age groups. A “roll-off” system shall be instituted to ensure that a complete turnover of the board does not occur within the same year. The table below depicts board elections and election years.

Board Position	Even Years	Odd Years
President	√	
Vice President		√
Secretary	√	
Treasurer		√
Baseball Commissioner	√	
Basketball Commissioner		√
Softball Commissioner	√	
Soccer Commissioner		√
Football Commissioner	√	
Cheerleading Commissioner		√
Volleyball Commissioner	√	
Concessions Director		√
Fundraising Director	√	
Field Director		√
Communications Director	√	

Section 2. The retiring President shall automatically become a non-voting member of the BoD for a period of one-year following their terms in office.

Section 3. In the event a vacancy occurs in the Presidency, the Vice President will automatically succeed to the office. The office of Vice President will be filled in accordance with Section 4.

Section 4. The BoD shall fill, by majority vote of the BoD, any office that is vacated after the regular election date at its next regular meeting.

Section 5. The BoD shall adopt or amend By-Laws, manage, regulate and control the activities, property and general affairs of the Association. It will also approve all appointed executive committees and any other committees as necessary.

Section 6. The BoD shall have the authority by the approval of one more than half of the current full board to expel or ask for the resignation of any officer for inactivity or conduct unbecoming an officer of the Association. Consideration for the removal from office of any officer shall be held in a private and closed session, not open to the public.

Section 7. Any member of the BoD resigning for any reason shall do so in writing to the Association Secretary, with one copy to the President.

Article Four

Election of Officers

The President shall select for board approval a nominating committee, chaired by the VP with four (4) additional BoD members, sixty (60) days prior to the annual meeting. The committee shall present the names of such nominees for each elective office in ballot format to the BoD for approval, thirty (30) days prior to the annual meeting. The approved ballot shall be presented at the annual meeting along with provisions for at large nominations from the floor. The nominees will be voted on at this meeting and a majority vote of those present elects. The new officers will take office on the first day of November. Newly elected officers should attend all BoD meetings without the right to vote until they take office.

Article Five

Duties of Officers

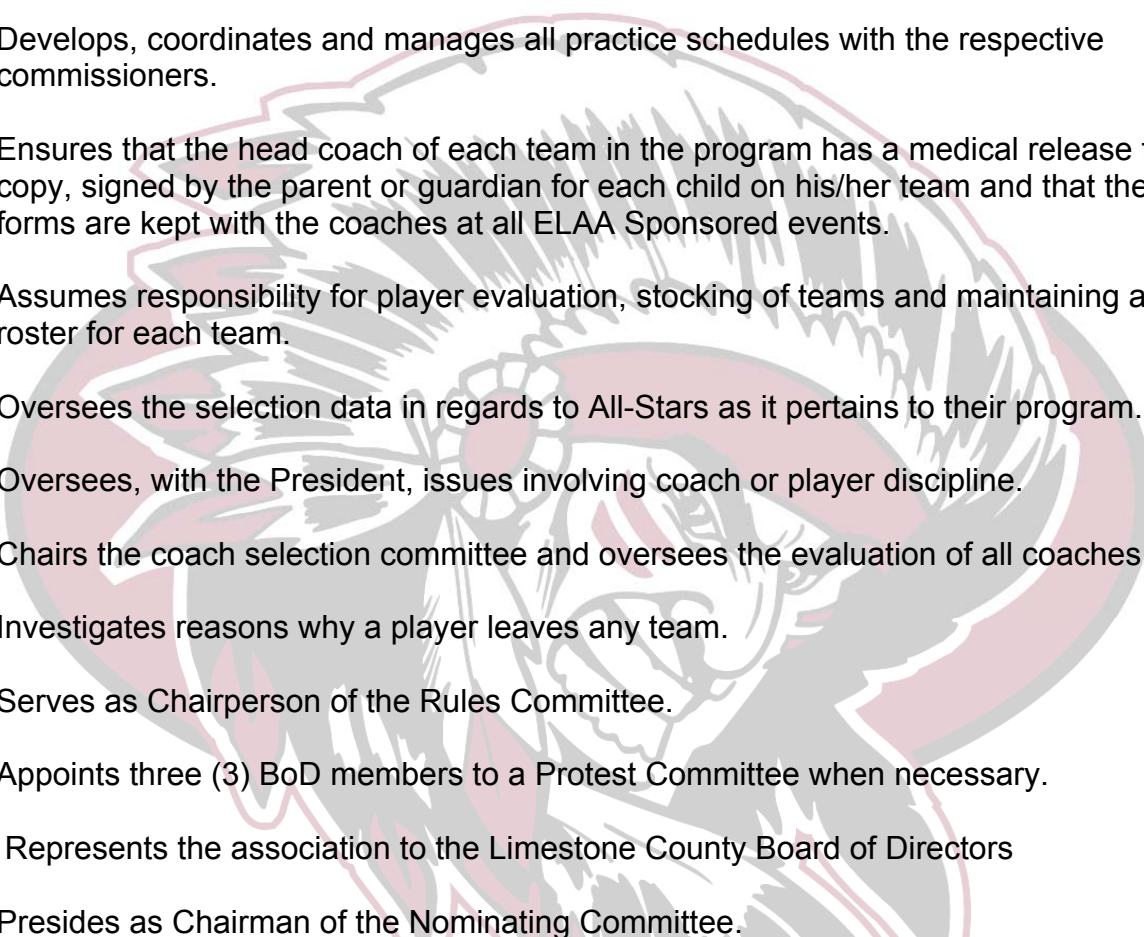
Section 1. President. The President's primary responsibility is to direct the East Limestone Athletic Association program in a manner that will result in a recreation outlet being provided for as many children as possible. Additionally, the President's responsibility is to encourage all officials, workers and children in the program to abide by the rules of good sportsmanship.

List of Responsibilities

1. Presides over all Association functions and general meetings.
2. Represents the Association in signing all written contracts and is the only legal authority to do so on behalf of the association.
3. Assures that all Association rules are followed.
4. Represents the Association at public functions, including appearances before civic groups, school and government officials.
5. Recommends long range goals for the Association.
6. Appoints a committee of three (3) BoD members, approved by a majority vote of the BoD, to audit the books before the new officers take office. Audit Committee members shall recommend record keeping procedures.
7. Assists Field Director in determining if fields are playable and whether or not games are to be postponed and rescheduled. In the event of postponement, the President will assist the commissioner and association directors to assure the proper notification of umpires, directors and coaches.
8. Organizes Spring and/or Fall meetings/clinics for all Coaches for the purpose of informing them of Association issues, volunteer requirements, rules, By-Laws, community events and organizational changes from previous year. All coaches are required to attend
9. Oversees, with the Commissioners, issues involving coach or player discipline including all issues involving disruptive or abusive parents or parents whose behavior is deemed detrimental to the principals of the East Limestone Athletic Association.
10. Is responsible for and represents the association in all Media related activities.
11. Represents the association to the Limestone County Board of Directors

Section 2. Vice President. Primary duty is to assist the President on any matters pertaining to the operation of the Association. In the event the President does not complete his/her term of office, the Vice President will assume the duties of the President as prescribed in Article Three, Section 3 of these by-laws.

List of Responsibilities

1. Assumes duties of President in his/her absence.
 2. Develops, coordinates and manages all practice schedules with the respective commissioners.
 3. Ensures that the head coach of each team in the program has a medical release form copy, signed by the parent or guardian for each child on his/her team and that these forms are kept with the coaches at all ELAA Sponsored events.
 4. Assumes responsibility for player evaluation, stocking of teams and maintaining a full roster for each team.
 5. Oversees the selection data in regards to All-Stars as it pertains to their program.
 6. Oversees, with the President, issues involving coach or player discipline.
 7. Chairs the coach selection committee and oversees the evaluation of all coaches.
 8. Investigates reasons why a player leaves any team.
 9. Serves as Chairperson of the Rules Committee.
 10. Appoints three (3) BoD members to a Protest Committee when necessary.
 11. Represents the association to the Limestone County Board of Directors
 12. Presides as Chairman of the Nominating Committee.
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Section 3. Treasurer. Primary duties are to receive and disburse moneys as directed by the BoD and to maintain financial records of the Association.

List of Responsibilities

1. Maintains accurate financial records of all monetary transactions of Association and assures that all financial transactions are reported to the BoD in a timely manner.
2. Develops, with input from the various BoD committees, a general operating budget to be presented for board approval on or before the November BoD meeting.
3. Provides a current financial report at each regularly scheduled meeting of the BoD.
4. Presents expenditures to the BoD of Association bills at regularly scheduled meetings.
5. Assumes accountability for collection of all revenues and reports outstanding revenues due the Association to the BoD.
6. Assumes the responsibility for the timely completion and filing of tax returns.
7. Cooperates with and assists the Audit Committee in the completion of an annual audit.
8. Establishes and maintains the non-profit status of the corporation.
9. Maintains, with help from the Secretary, the association's master database.

Section 4. Secretary. Primary duties are to keep written records of all meetings and to retain all other documentation associated with the Association such as By-Laws, Articles of Incorporation, written agreements and contracts, etc.

List of Responsibilities

1. Keeps written record of each BoD and annual meeting in the form of minutes signed by the President and Secretary.
2. Presents written copies of minutes of the preceding meeting at each regularly scheduled meeting and has available a copy of minutes of all previous meetings.
3. Maintains copies of all Association records including contracts, By-Laws, etc.
4. Informs BoD of any correspondence and distributes any such correspondence to BoD.
5. Supplies registration materials.
6. Develops and distributes the bi-annual Newsletter.
7. Assist the treasurer in maintaining the association's master database.

Section 5. Softball Commissioner. Primary duty is to coordinate all activities associated with the softball program as well as assisting the members of the executive committee in the general administration of the park.

List of Responsibilities

1. Assumes the responsibility for managing all aspects of the softball program including equipment.
2. Assist the Vice President in the coordination of practice schedules as they relate to softball.
3. Assist the Vice President in developing association schedules.
4. Assist the Vice President in coordinating umpires for all games.
5. Represents ELAA in all softball related activities.
6. Oversees all softball tournaments hosted by ELAA.
7. Provides a status report on all softball related activities at each board meeting.

Section 6. Baseball Commissioner. Primary duty is to coordinate all activities associated with the baseball program as well as assisting the members of the executive committee in the general administration of the park.

List of Responsibilities

1. Assumes the responsibility for managing all aspects of the baseball program including equipment.
2. Assist the Vice President in the coordination of practice schedules as they relate to baseball.
3. Assist the Vice President in developing association schedules.
4. Assist the Vice President in coordinating umpires for all games.
5. Represents ELAA in all baseball related activities.
6. Oversees all baseball tournaments hosted by ELAA.
7. Provides a status report on all baseball related activities at each board meeting.

Section 7. Basketball Commissioner. Primary duty is to coordinate all activities associated with the basketball program as well as assisting the members of the executive committee in the general administration of the gym.

List of Responsibilities

1. Assumes the responsibility for managing all aspects of the basketball program including equipment.
2. Assist the Vice President in the coordination of practice schedules as they relate to basketball.
3. Assist the Vice President in developing association schedules.
4. Assist the Vice President in coordinating referees for all games.
5. Represents ELAA in all basketball related activities.
6. Oversees all basketball tournaments hosted by ELAA.
7. Provides a status report on all basketball related activities at each board meeting.

Section 8. Volleyball Commissioner. Primary duty is to coordinate all activities associated with the volleyball program as well as assisting the members of the executive committee in the general administration of the gym.

List of Responsibilities

1. Assumes the responsibility for managing all aspects of the volleyball program including equipment.
2. Assist the Vice President in the coordination of practice schedules as they relate to volleyball.
3. Assist the Vice President in developing association schedules.
4. Assist the Vice President in coordinating umpires for all games.
5. Represents ELAA in all volleyball related activities.
6. Oversees all volleyball tournaments hosted by ELAA.
7. Provides a status report on all softball related activities at each board meeting.

Section 9. Cheerleader Commissioner. Primary duty is to coordinate all activities associated with the cheerleading program as well as assisting the members of the executive committee in the general administration of the park.

List of Responsibilities

1. Assumes the responsibility for managing all aspects of the cheerleading program.
2. Assist the Vice President in the coordination of practice schedules as they relate to the cheerleading program.
3. Assist the Vice President in developing association schedules.
4. Represents ELAA in all cheerleading related activities.
5. Provides a status report on all cheerleading related activities at each board meeting.

Section 10. Football Commissioner. Primary duty is to coordinate all activities associated with the ALYFA football program as well as assisting the members of the executive committee in the general administration of the park. This area is governed by ALYFA and is not managed nor funded by the ELAA. The board position is for coordination of activities as they pertain to Football and ELAA.

List of Responsibilities

1. Provides a status report on all football related activities at each board meeting.

Section 11. Soccer Commissioner. Primary duty is to coordinate all activities associated with the AYSO Soccer program as well as assisting the members of the executive committee in the general administration of the park. This area is governed by AYSO and is not managed nor funded by the ELAA. The board position is for coordination of activities as they pertain to Soccer and ELAA.

List of Responsibilities

1. Provides a status report on all soccer related activities at each board meeting.

Section 12. Field Director. The primary responsibility of the Field Director is to oversee the day-to-day field activities & maintain facility equipment.

List of Responsibilities

1. Help manage all Field and Property related maintenance activities.
2. Develops and presents to the BoD for approval the annual field maintenance budget that will be included in the association's general operating budget.
3. Assist in player evaluations.
4. Develops, communicates and monitors all procedures for the closing of the park including turning off lights, systems, scoreboards and locking equipment storage facilities.
5. Recommends field rules, regulations and policies to the BoD.
6. Determines the playability of fields in adverse weather conditions and assists the President, Commissioners in advising the umpires and directors of game cancellations.
7. Assists the BoD in the development of plans for future expansion
8. Develops and posts a maintenance schedule as well as organizes "work days".

1. **Section 13. RESERVED**

Section 14. Fundraising. Primary duties of the Director are to coordinate and assist in all activities such as fundraising, sponsorship, "Opening Day," Registration, etc.

List of Responsibilities

1. Coordinates annual "Opening Day" activities including media coverage as required.
2. Coordinates all association "fund raising" & "sponsorship" programs and activities
3. Assists the Registration Committee in scheduling registration activities, spring and fall seasons.
4. Coordinates Team Picture sessions for regular season.
5. Assists other areas as required.

Section 15. Concessions Director. Primary duties of the Concessions Director are to supervise all activities relating to concessions to be provided at ELAA games and functions.

List of Responsibilities

1. Coordinates the purchase of items for resale at ELAA functions.
2. Manages all vendor related issues associated with operating the concession program.
3. Provides a current concessions revenue and expenditures report at each regularly scheduled meeting of the BoD
4. Assist the treasurer in developing the annual operating budget as it relates to the concession program.
5. Assures that concession sales are sold at a reasonable price so that revenues beyond purchase price can be used to help the Association meet its ongoing operational expenses.
6. Coordinates all staffing of the concession program.
7. Assures that concession facilities are in compliance with Health Department requirements.
8. Works with the Association Treasurer in proper bookkeeping procedures relating to concession monies.
9. Assists other areas as required.

Section 16. Communications Director. Primary duties of the Communications Director are to supervise all activities relating to the distribution of ELAA association information and issues as it relates to the public.

List of Responsibilities

1. Responsible for assisting the commissioners of all informational flyers, banners and signs.
2. Responsible for all community informational announcements.
3. Manages all aspects of the ELAA website
4. Aids the secretary in the development and distribution of the association Newsletter.
5. Aids in all aspects of registration

Article Six

General Duties

Section 1. All Board Members shall enforce all association and governing organizational rules (Dizzy Dean, etc.) concerning sportsmanship and conduct. These rules include prohibiting the use of alcohol, tobacco, profanity and harassment of players, coaches and umpires.

Section 2. All BoD members shall have a current copy of Association, governing organizational rules and have a general knowledge of those rules.

Section 3. Each BoD member shall be willing to help in areas outside of their responsibility when requested to do so by another BoD member.

Section 4. All coaches shall be elected by the association members, chaired by the Commissioner and President and to include all association directors.

Section 5. Rules of Play shall be conducted according to the appropriate sport Handbooks. Local rules, (not a part of these By-Laws), and not in conflict with the sport Handbooks, shall be determined by a majority vote of the BoD following recommendation by the Rules Committee.

Section 6. All Board members shall serve as positive ambassadors to the community.

Article Seven

Parliamentary Procedures

Section 1. All By-Laws written or oral, in force or effective before the date of the adoption of these By-Laws shall become null and void.

Section 2. The officers, board members and all parents and participants in the Association shall be charged with the compliance of the terms of these By-Laws, and they shall apply in and govern all matters pertaining to or connected with the East Limestone Athletic Association.

Section 3. The revised Roberts Rules of Order shall be the standard rules governing the conduct of meetings and the transaction of business of the Association except as noted in the By-Laws. The President will serve as Parliamentarian for interpretation.

Article Eight

Financial

Section 1. The ELAA is a non-profit organization and all monies collected shall be used to further the aims of the Association.

Section 2. No officer or Board Member shall receive any compensation for services rendered as such officer or Board Member.

Section 3. No person, officer or Board Member shall purchase on credit, in the name of the ELAA, any item(s) exceeding \$100 in value for use in the program without its approval by the BoD. The President, Vice President for expediency may approve expenditures of less than \$500 with full and immediate notification of the Treasurer.

Section 4. No person shall be reimbursed for any purchases in the name of the ELAA without approval of the BoD.

Section 5. The duly elected BoD member shall be the only persons authorized to purchase any item of sporting equipment used in this program with prior approvals as specified in Section 3.

Article Nine

Waiver of Notice

Whenever any notice is required to be given under the provisions under the Code of Alabama 1975 Title 10. Chapter 3, or under the provisions of the articles of incorporation or the By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article Ten

Amendment of By-Laws

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the BoD (with a quorum present) at any regular meeting or at any special meeting if at least seven (7) days written notice is given of intention to alter, amend, repeal or to adopt new By-Laws at such meeting. Changes, additions and deletions to the By-Laws should be proposed in writing to the By-Laws Committee at least seven (7) days prior to the next regular or special meeting for their review of impact on or conflict with existing By-Laws.

Article Eleven

Memorial Gift

The Association shall respond with a memorial gift in the event of the death of a child or children up to High School graduation age in the East Limestone Community. Sympathy cards will be sent to all adult members of the Association and their immediate family. (Immediate family is defined as the husband, wife, and surviving children)

Article Twelve

State Level Competition

The ELAA will sponsor each team going to state level competition beyond a 100 mile radius @ \$10.00 per child. The team must be coached by an ELAA appointed Coach and assistants and be stocked with ELAA players.

Article Thirteen

Signature of By-Laws

The Association President and Secretary following their approval shall sign these By-Laws by a majority vote of the BoD.

SIGNED:

SIGNED:

President

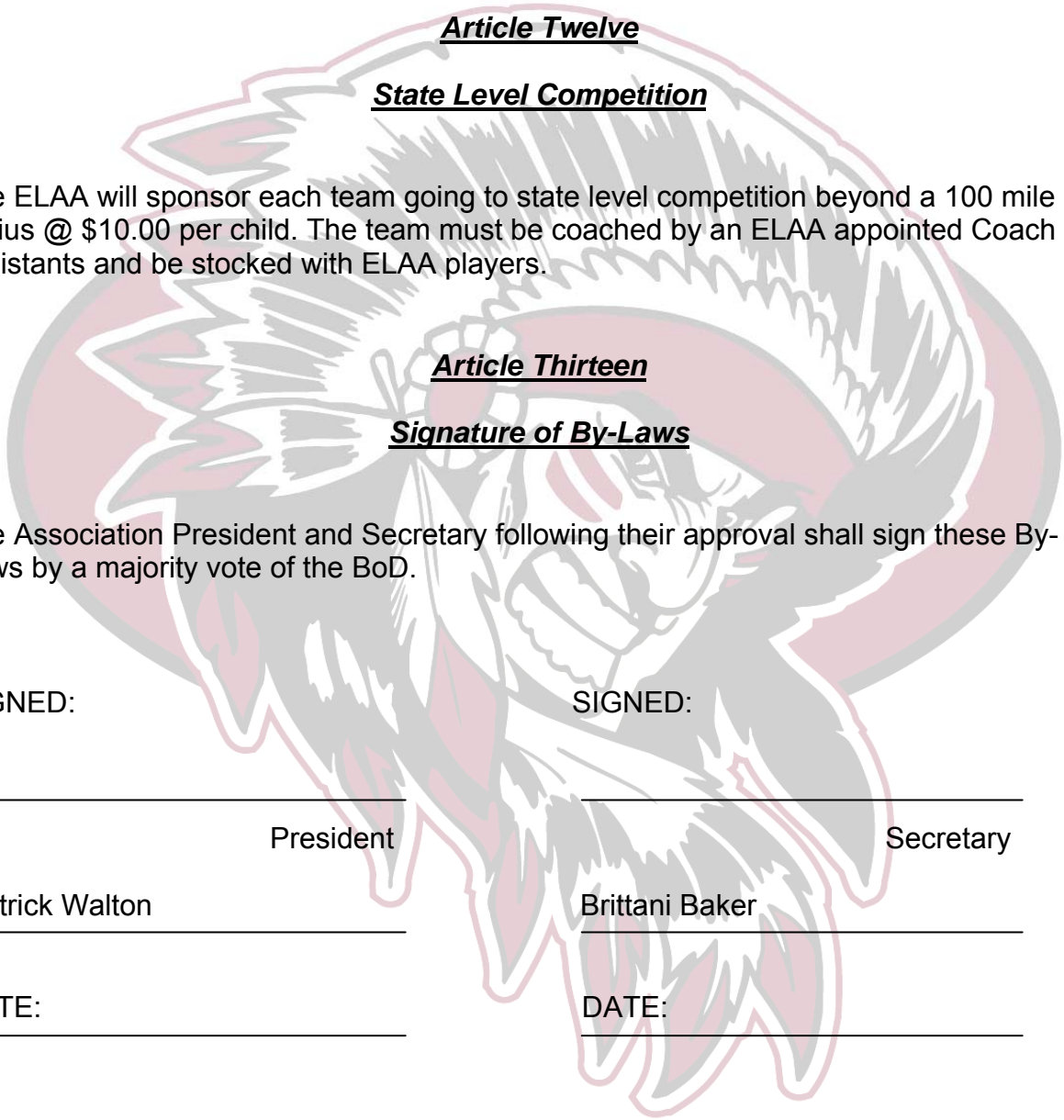
Secretary

Patrick Walton

Brittani Baker

DATE:

DATE:



Change Log:

10/09/09 – PW

The Sponsorship Director position was merged with the Fundraising Director to establish a single position.

The position of Uniforms Director was removed from the Board

