

# MAYWOOD YOUTH ATHLETIC ASSOCIATION



## CONSTITUTION AND BYLAWS

Revised:  
April 3, 2003

## CONSTITUTION

### ARTICLE I – NAME

The name of the Association shall be the Maywood Youth Athletic Association (MYAA).

### ARTICLE II - OBJECTIVES

#### A. Objectives

The objectives of the Association shall be:

1. To instill in the youth of the community ideals of good sportsmanship, fair play, teamwork and healthy competition.
2. Provide team sports in a safe, well-supervised environment. The Officers, Board of Directors, coaches and parents shall bear in mind at all times that the attainment of exceptional athletic skill is secondary to the molding of future citizens, which is the primary goal.
3. To operate with the following priorities
  - a) Safety and interest of members and junior members
  - b) Provide the opportunity for everyone to play
  - c) Always encourage fun and learning over winning
  - d) Work to develop the confidence and self-esteem of each youth
  - e) Provide situations where players are competing within an appropriate skill level

### ARTICLE III – OFFICERS

The Officers of the Association shall be a President, Vice President, Treasurer, and Secretary. No individual shall be elected to more than one office. The term of each Officer shall be two (2) years except as modified in the Bylaws.

### ARTICLE IV – BOARD OF DIRECTORS

The Officers of the Association shall be ex-officio members of the Board of Directors, herein referenced as the "Board". There shall not be less than six (6) members of the Board of Directors, exclusive of any officers. The term of each Board of Directors member shall be not less than one (1) year and not more than three (3) years except as modified in the Bylaws.

### ARTICLE V – ELECTIONS

Elections shall be held at the Annual Meeting for those terms that are due to expire as specified in the Bylaws. Candidates shall be current Maywood residents to be eligible for elected office. The election of the Officer and Board of Directors candidates shall be by majority vote of all of the members present and voting. There shall be no less than a three (3) week public notice prior to the election.

### ARTICLE VI – MEETINGS

General membership meetings shall be conducted monthly. Annual membership meetings shall be conducted for the minimum purpose of electing the Officers and the Board of Directors.

### ARTICLE VII – BYLAWS

The Board of Directors shall have the power to adopt Bylaws regulating the affairs and policy of the Association. Said Bylaws shall remain consistent with this Constitution.

### ARTICLE VIII – AMENDMENTS

This Constitution shall be amended with a two-third (2/3) vote of the membership present and voting at any meeting scheduled for such purpose. The vote shall be taken at a meeting of which public notice was issued of the election and purpose at least three (3) weeks prior to the date of the meeting.

### ARTICLE IX - EFFECTIVE DATE

This Constitution shall become effective immediately upon adoption by a two-thirds (2/3) vote of the membership present and voting. The vote shall be taken at a meeting of which public notice was issued of the election of the intent to replace the preceding Constitution, Revision August 7, 1996. Such notice shall be issued at least one (1) month before the date of the meeting. Adopted: April 3, 2003.

## BYLAWS

### ARTICLE I – NAME

This Article shall be deferred to the Constitution.

### ARTICLE II - OBJECTIVES

This Article shall be deferred to the Constitution.

### ARTICLE III – MEMBERSHIP

#### A. Eligibility

1. Any resident of Maywood, Rochelle Park or Hackensack regardless of nationality, race, religion, or political affiliation may become a member in accordance with section 2 and 3 of this article.
2. Any adult who is a parent or guardian of a child registered in an MYAA sports program shall be a member of the Association. An Adult Membership shall be in effect until a member's child is no longer participating or is no longer involved in the Association, except as modified in accordance with Sections A and B of this Article. Adult members shall observe the Parent's/Guardian's Code of Conduct.
3. Any adult or who acts as a head coach or assistant coach, or who holds an elected or appointed position in the Association, shall be a member of the Association.
4. Youths from ages 4 to 18 inclusive shall be assessed fees approved by the Board of Directors, shall be considered junior members, and shall observe the Player's Code of Conduct.
  - a) Home sports teams shall include junior members residing in Maywood, Rochelle Park or Hackensack. Inclusion of junior members residing in Rochelle Park or Hackensack shall be allowable at the discretion of the Sport Director with the Approval of the Board of Directors.
  - b) Travel sports teams shall include junior members residing in Maywood. Inclusion of junior members residing in Rochelle Park or Hackensack shall only be allowed when needed to include enough participants to field a team at the discretion of the Sport Director with the Approval of the Board of Directors.
  - c) Exceptions to sections A-4a and A-4b of this Article shall be addressed on a case by case basis by a majority vote of the entire Board of Directors.

#### B. Discipline, Suspension or Termination

1. Membership may be terminated by resignation or by action of the Board of Directors.
2. The Board of Directors, by a two-thirds (2/3) vote of all Board of Directors shall have the authority to discipline, suspend or terminate a member when the conduct of the member is considered detrimental to the best interest of the Association. Misconduct includes, but is not limited to, non-compliance with policy, misuse of funds or Association equipment, and violation of the Code of Conduct.
3. The Association Member(s) involved shall be notified of the Board meeting at which time actions will be considered and shall be informed of the nature of the charges. The Member(s) shall be given the opportunity to appear at the meeting to answer the charges. If a member fails to appear before the Board the decision is final.
4. Discipline of a Member of the Association could include the loss of any or all of the following privileges plus any other restrictions deemed appropriate by the Board of Directors:
  - a) Holding any office or appointed position.
  - b) Participation as a coach or referee/umpire.
  - c) Representing the Association at any functions/activities.
  - d) Attending any Monthly, Board or Special Meetings of the Association.
  - e) Attending any games or practices.
5. The disciplining of a Member of the Association does not affect the status or rights of any relative of the individual, either youth or adult.

### ARTICLE IV – OFFICERS

#### A. Officers and Duties

The Officers of the Association shall be a President, Vice President, Treasurer, and Secretary. No individual shall serve more than one office at the same time. Officers shall be ex-officio members of the Board of Directors and participate in the voting and determination of a quorum except as modified herein. Reports and information generated, gathered or filed by any Officer shall remain the property of the MYAA and shall be returned upon the conclusion of service.

Officers' Duties:

1. President shall:
    - a) Preside at meetings of the members and of the Board of Directors.
    - b) Appoint the members of all committees herein and which may be created as otherwise provided exclusive of the Nominating Committee and shall serve as an ex-officio member of all such committees.
    - c) Sign such papers as required by his/her office or as instructed by the Board of Directors.
    - d) Make such reports and recommendations to the Board of Directors and to the membership at any regular or special meeting, concerning the work or affairs of the Association, which, in his judgment, are desirable for their information and for guidance.
    - e) Have the authority to require reports from the Treasurer, Secretary, committee chairpersons, and Sport Directors as necessary.
    - f) Perform other duties incidental to that office including liaison to other community groups and bodies.
  2. Vice-President shall:
    - a) Perform the duties of the President in the case of absence, resignation or inability of the latter to act.
    - b) Be responsible for all major social activities including but not limited to opening day, awards presentations and any other function as directed by the President.
    - c) Oversee the coordination of coaching certification, standardization of coaching techniques and organization of coaching clinics across all sports.
    - d) Oversee the activities of the Finance Committee.
  3. Secretary shall:
    - a) Issue all notices of meetings of the membership and Board of Directors. Issue other notices as instructed by the Board of Directors.
    - b) Keep complete records of the meetings of the membership and Board of Directors, including minutes and reports submitted during the meeting.
    - c) Provide written minutes of the Monthly Meetings in accordance with Article VI - Meetings.
    - d) Furnish the Nominating Committee with a list of Officers and Board of Directors whose terms are scheduled to expire at the election at the next Annual Meeting.
    - e) Be the custodian of all records of the Association, except such as shall be kept by the Treasurer.
    - f) Sign such papers as required by the office or as instructed by the Board of Directors
    - g) Perform other duties incidental to that office.
  4. Treasurer shall:
    - a) Receive all monies of the Association and act as banker.
    - b) Cause the funds to be deposited in one or more banks selected by the Board of Directors to be disbursed in accordance with the instructions of, and upon the signatures of persons designated by the Board of Directors or the President.
    - c) Be responsible for a full account of all monies received and paid out and shall make such reports to the President and Board of Directors as they may require.
    - d) Receive and have custody of all deeds, securities, notes, contracts, and other financial papers of the Association and shall place them in the safe deposit vaults of a bank designated by the Board of Directors and under such rules as to access as such the Board of Directors shall determine.
    - e) Cause full accounts to be kept of such deeds, securities, notes, and financial papers and shall make such reports thereof to the President and the Board of Directors as they may require.
    - f) Cause the books of account of the Association to be audited in accordance with Article XI – Finances, shall cause to be prepared for such audit, and shall present at each Annual Meeting, a comprehensive financial statement.
    - g) Be required to submit a monthly financial statement at the monthly meeting of the members of the Association and provide a copy to be filed with the minutes.
    - h) Sign such papers as are required by his office or as instructed by the Board of Directors.
    - i) Perform other duties incidental to that office.
    - j) Be required to give bonds as determined for the faithful performance of his duties by the Board of Directors.
- B. Method of Selection  
The nomination and election of Officers shall be in accordance with Article XII – Elections.
- C. Method of Filling Vacancies
1. A vacancy in the office of President shall be immediately filled by the Vice-President
  2. A vacant office other than the President shall be filled by election at a monthly meeting and shall require a majority vote of the membership in attendance and voting.
- D. Removal

1. Grounds for action  
The Board of Directors, upon a two-thirds (2/3) vote of all Board of Directors shall have the duty and power to request the resignation of any Officer at any time, for just cause as defined herein:
  - a) Continued gross or willful neglect of the duties of the office.
  - b) Failure or refusal to disclose necessary information on the matters of organization business.
  - c) Unauthorized expenditures, signing of checks, or misuse of organization funds
  - d) Unwarranted attacks on a member or refusal to cooperate with Officers or the Board of Directors.
  - e) Misrepresentation of the organization and its Officers to outside persons.
  - f) Conviction for a felony.
2. Investigation, hearing, final decision  
Upon refusal of said Officer to resign, the Board of Directors may commission a Special Committee to investigate the allegations against the Officer. The accused Officer shall be afforded due process. He/she shall be provided with advance notice of the intent to remove with written justification a minimum of two (2) weeks prior to any hearing. At the discretion of the Board of Directors with a majority vote of all Board of Directors, the Officer may be suspended pending the outcome of the hearing. He/she shall be provided a fair hearing with the right to counsel and a reasonable opportunity for the Officer to present a defense. After such hearing, a two-thirds (2/3) vote of all Board of Directors shall be required to remove the Officer.

E. Reinstatement

A suspended Officer shall be reinstated immediately upon a favorable vote at the conclusion of the hearing. If removed from office, said member shall remain ineligible for election to any Officer position or Board of Directors position for a term not to exceed three (3) years from the end of the hearing.

ARTICLE V - BOARD OF DIRECTORS

A. Membership

1. Ex-officio members (Officers)  
Officers shall be ex-officio members of the Board of Directors and shall participate in the voting and determination of a quorum except as modified herein.
2. Elected members
  - a) Quantity of members - The number of members of the Board of Directors shall be determined by the Officers. The Officers may propose a change in the number of Board of Directors to be elected at the Annual Meeting, provided notice of the change is made public and, provided there shall not be less than six (6) members of the Board of Directors, exclusive of any officers.
  - b) Terms of Service - At each Annual Meeting, elections for the members whose terms are due to expire shall be held. Board of Directors shall serve a term of either three (3) years, two (2) years or one (1) year. The following ratio of term lengths shall be maintained: One-third (1/3) of the members shall serve in each of the three (3) year and two (2) year terms with the remainder serving as a one (1) year term.
  - c) Method of filling vacancies - The Board of Directors shall have the power to fill vacancies in its own membership with a majority vote of all Board of Directors. Such new members shall hold office until the next Annual Meeting.
  - d) Removal of a Board of Directors member - Removal of a Board of Directors member shall be in accordance with Article III-B (MEMBERSHIP/ Discipline, Suspension or Termination).

B. Responsibilities

The business, property, and affairs of the Association shall be managed by a Board of Directors which shall have the power to initiate and approve plans and programs for the welfare of the junior members; have custody and management of property of the Association; adopt an annual budget; borrow money; authorize the President or his designate to raise and disburse funds in accordance with the annual budget; invest and reinvest funds of the Association; make contracts; and appoint or delegate the power to appoint other employees of the Association; fix the compensation of all employees of the Association; and perform all other duties and shall have such other power as may be necessary to carry out the objectives of the Association.

C. Meetings of the Board

1. Meetings may be held at the call of the President or of one-third (1/3) of the members of the Board of Directors providing a notice of the time, location and purpose of the meeting is provided to each member.
2. These meetings shall only be attended by Members of the Board and by individuals specifically invited by one or more Members of the Board.

3. Invited attendees are only allowed to participate in discussions for which they have specifically been invited unless otherwise allowed by the Presiding Officer.
4. Only Board of Directors members shall be allowed to vote inclusive of ex-officio members. No action shall be taken on a vote unless a quorum of four (4) or one-third (1/3) of the members of the Board of Directors are present exclusive of ex-officio members.
5. Minutes of such meeting shall be recorded and significant actions taken or business transacted shall be reported at the next Monthly Meeting. Meeting minutes shall not be required to be provided to members outside of the Board of Directors.

## ARTICLE VI - MEETINGS

### A. Annual Meetings

1. The Annual Meeting of the Association shall be held in October of each year immediately following the Monthly Meeting. The purposes of the Annual Meeting shall be for the election of the Board of Directors and Officers and for the reporting of the annual financial statement by the Treasurer. The meeting time, date and location shall be made public at least three (3) weeks prior to the meeting. The minutes of the Annual Meeting may be recorded with the minutes of that month's Monthly Meeting.

### B. Monthly Meetings

1. Meetings of the general membership of the Association shall be held monthly. The purpose of such meetings shall be to provide a forum to conduct the following business:
  - a) Board of Directors to report on significant actions taken or business transacted.
  - b) Treasurer, Committees and Sport Directors to provide status and reports to the Board.
  - c) For members to provide input to the Board on any issues they feel should be considered for Board action.
  - d) Amendments to the Bylaws in accordance with Article XVI - Amendments.
2. Meeting minutes shall be recorded and minutes of the prior Monthly Meeting shall be presented for approval.
3. The tentative Monthly Meeting schedule shall be determined by Board vote during the December meeting for the subsequent year. The meeting shall be held no later than the second Thursday of the month.
4. The Presiding Officer shall define the time, date and location of the next Monthly Meeting before adjournment. The meeting time, date and location shall be made public at least two (2) weeks prior to the meeting.

### C. Special Meetings

1. Special Meetings of the general membership may be called by the President, or by a majority vote of all Members of the Board of Directors, at their discretion.
2. Upon written petition of at least forty-five (45) members of the Association, the President shall call a Special Meeting to consider the specific issue or item defined in the written request. At Special Meetings resulting from a written request of at least forty-five (45) members, no votes shall be taken unless a quorum of at least thirty (30) members of the Association is present.
3. A public notice shall be issued at least one (1) week prior to the date of the meeting. The exact time, date and location and specific issue or item to be considered shall be defined in the notice. Meetings should typically be held immediately after a Monthly Meeting. No business, other than that specified in the notice, shall be transacted at that Special Meeting.

### D. Board of Directors' Meetings

Board of Directors' Meetings shall be conducted in accordance with Article V-C – Meetings of the Board.

### E. Public Notices

“Public” notices as used herein is defined as the issuance of a notice of a meeting or event with the intent that all members may have had the opportunity to become aware of such notice. The minimum requirement of an issued notice is to have such notice published in the “Our Town” newspaper. Notices may additionally be announced electronically by email and/or website posting. Unless otherwise noted herein, the minimum time allowable between the notice and the event shall be two (2) weeks.

### F. Voting

1. Eligibility - For all voting, only members of the Association shall be eligible to vote.
2. Who votes - Unless otherwise specified herein, voting for all motions and elections shall be allowed by any member present when the motion or election is conducted. Absentee votes shall be forbidden.
3. Determination of a Quorum - Unless other methods of determining a quorum are specifically specified herein, no vote shall be valid unless a quorum of at least six (6) members of the Board of Directors are present. Where no specification of a quorum is provided, this sub-paragraph shall govern as the determination of a quorum.

4. Number of votes required to carry a motion – Unless otherwise specified herein, a motion shall be carried if a quorum is present and a majority of the votes cast are in favor of the motion and shall be rejected if a quorum is present and a majority of the votes cast are not in favor. No vote shall be taken without a quorum present.

5. Summary of Voting

This section is provided for informational purposes to summarize who may vote under what circumstances as specified in these Constitution and Bylaws.

a) General Members –

All members may vote at any Annual, Monthly or Special Meeting for any of the following actions:

<u>Action</u>	<u>Section</u>	<u>Vote Required</u>
Motions exclusive of section 5b	not applicable	majority present and voting
Elections	(B-XII)	see Article XII
Filling a vacant Officer position	(B-IV-C)	majority present and voting
Approval of the Annual Financial Report	(B-XI-I)	majority present and voting
Amending the Constitution	(C-IX)	2/3 present and voting

The Quorum required for any of the above cases is that six (6) Board of Directors are present

b) Board of Directors –

Only Board of Directors members may vote on the following actions or on any action voted upon in a Board of Directors Meeting.

<u>Action</u>	<u>Section</u>	<u>Vote Required</u>
Exceptions on junior member eligibility	(B-III-A-4c)	majority entire Board
Discipline, Termination, Suspension	(B-IV-D, B-III-B)	2/3 entire Board
Filling vacancies in the Board	(B-V-A-2c)	majority entire Board
Meeting schedule for upcoming year	(B-VI-B-3)	majority present and voting
Adding to the list of approved affiliations	(B-VII-A-2)	majority present and voting
Disbursement of monies (see section for details)	(B-XI-G)	2/3 present and voting
Selection of the Nominating Committee	(B-XII-A-1)	majority present and voting
Amendment of Bylaws	(B-XVI)	majority entire Board
Amendment of Appendices	(Appendix)	majority present and voting
All other matters requiring Board approval (rules, guidelines, fees, plans, budgets, etc.)	(throughout)	majority present and voting

The Quorum required for above cases in a Board of Directors Meeting is that the greater of four (4) or one-third (1/3) of the members of the Board of Directors are present exclusive of ex-officio members.

The Quorum required for any other meeting is that six (6) Board members are present.

ARTICLE VII – AFFILIATIONS, RULES AND GUIDELINES

A. Affiliations

1. The Board of Directors shall have the authority to allow or prohibit affiliation with an external organization. A list of approved standing affiliations shall be maintained in Appendix A of these Bylaws. Sport Directors have the authority of interacting only with external organizations that are listed in Appendix A.
2. The request of adding an external organization to the standing affiliations list may be brought to the Board of Directors by any member for consideration. A quorum and a majority vote of the Board of Directors present and voting shall be required to amend the list of affiliations.

B. Rules and Guidelines

1. Sport Directors shall be responsible for providing written rules, guidelines and/or ground-rules for sports when the rules of play deviate from those of an accepted standard. When rules are deferred to an accepted standard, such standard shall be cited by name. Guidelines shall be available to provide information regarding important issues of play including but not limited to game length, mandatory equipment, minimum playing times, and other information that might be specific to the sport. Rules, guidelines or ground-rules shall be made available to the coaching staff and filed with the Secretary. The updating of the rules, guidelines and ground-rules shall be the responsibility of the Sport Director or designee.

ARTICLE VIII - SPORT DIRECTORS

A. Appointment

A Director for each sport shall be appointed or re-appointed by the President approximately five (5) months prior to the beginning of the season or sooner at the discretion of the President. Sport Directors shall not serve as an Officer or as a Board of Directors Member.

B. Administrative

Directors shall perform administrative duties as required by their position. The following minimum requirements shall be performed by the Sport Directors:

1. Submit a seasonal plan to be approved by the Board of Directors that includes at a minimum the following. Such plan shall be submitted at least four (4) months prior to the commencement of the season.
  - a) An estimate of revenue and expenses for the season including projected fees for the members
  - b) Proposed league breakdown and approximate start and end dates of each league's season
  - c) Estimated uniforms content, availability and cost
  - d) Estimated frequency of practices and games for each league
  - e) Affiliations with other organizations including Travel Teams
  - f) Proposal for organized ceremonies and awards
2. Coordinate the registration process for the enrollment and organization of junior members
3. Coordinate the selection of teams
4. Provide league rosters of junior members and coaches upon completion of registration
5. Provide coaches with accessibility to first aid supplies.
6. All materials and information shall remain the property of the MYAA and shall be returned at the end of the season.

C. Appointment of Staff

The Sport Director shall:

1. Appoint staffing as deemed necessary to accomplish the season. Staff may include but is not limited to assistants, coaches, assistant coaches and league directors.
2. Ensure that staff is properly certified. It shall be mandatory that each coach and assistant coach be certified by an approved organization listed in Appendix A.
3. Provide coaches with the information required to adequately perform their coaching duties. Such information may include but is not limited to:
  - a) Team Rosters with member contact information
  - b) Contact information for other teams and other relevant personnel, if applicable
  - c) Sport rules, ground-rules or guidelines as they apply to the sport in accordance with Article VII-B
4. Consider the cultivation of coaches with consistent coaching techniques. Coaches meetings, coaches clinics and distributed guidelines are encouraged to help standardize the coaching methods used across teams and leagues.

D. Fundraising

Directors may coordinate fundraising events to generate revenue to cover expenses incurred. Such fundraising events shall be approved by the Board of Directors.

E. Awards

Directors may coordinate ceremonies and the distribution of awards to junior members. Such awards include but are not limited to trophies and apparel. A Proposal for such ceremonies and awards shall be provided to the Board of Directors for approval.

ARTICLE IX – COACHES' RESPONSIBILITIES

A. Administrative

1. Coaches and assistants shall be properly certified. It shall be mandatory that each coach and assistant coach be certified by an approved organization listed in Appendix A.
2. Coaches shall provide members with written schedules of practices and games, contact information and information regarding uniforms and equipment.
3. Coaches shall carry out the administrative duties associated with the assigned fundraising event.

B. Coaching

1. Coaches shall take all reasonable safety precautions including but not limited to field conditions, and availability of first-aid kits.



2. Coaches and assistants shall act in accordance with the Coaches Code of Conduct in interactions with junior members, adult members, officiating personnel or other coaches and players.
3. Coaches shall adequately emphasize to junior members and adult members alike that their conduct at sporting events must be in accordance with the Code of Conduct.
4. Coaches shall ensure that all junior members enrolled in home league sports shall have an equal opportunity at participating in sporting events.
5. Coaches shall adhere to the Rules and Guidelines provided by the Sport Director.
6. Coaches shall properly maintain all league furnished equipment and return all equipment at the end of the season.

## ARTICLE X – COMMITTEES AND MANAGERS

### A. Appointment and General Duties

The President, at the Monthly Meeting following the Annual Meeting or as required by the needs of the Association and as available through volunteers, shall appoint chairpersons and managers for the following committees and positions. Chairpersons and managers are encouraged to appoint assistants or committee members for the efficient execution of their duties and to promote general know-how within the organization. It shall be permissible for additional detailed responsibilities, templates and guidelines to be recorded in written procedures maintained outside of these Bylaws. Such procedures shall be maintained by the committee chairperson or manager, shall be recorded with the secretary and shall be subject to the approval of the Board of Directors.

1. Equipment Manager - Responsibilities shall include care of and purchase of equipment for each sport as needed or requested by each Sport Director. Prior to the beginning of each season the equipment manager should be in contact with the director of said sport to properly equip that sport for the season.
2. Uniform Manager – Shall be responsible for working with the Sport Director or designee to purchase uniforms for each Home League sport.
3. Concession Stand Committee – Shall be responsible for ordering supplies and maintaining the concession stand. Duties also include coordinating adult volunteers to work at the stand for games throughout each season.
4. Officiating Manager - Duties shall include hiring certified officials for each sport as necessary.
5. Sponsorship Manager – Shall be responsible for contacting local businesses for sponsorship of teams for each sport prior to the beginning of each season. Shall coordinate the sponsorship information with the Sport Director and Uniform Manager. Shall act as liaison for the reporting of scores to the Our Town Newspaper.
6. Bylaws Committee – Shall maintain and amend the Constitution and Bylaws as required by the Board.
7. Finance Committee – Shall be responsible for the oversight of reported budgets, revenues and expenses.
8. Webmaster – Shall be responsible for maintaining the MYAA website ([www.MYAA-NJ.org](http://www.MYAA-NJ.org)).
9. Ad Journal Committee - Shall be responsible for the publication of the annual sports ad journal.
10. Trophy Manager – Shall coordinate the procurement of trophies for junior members.

### B. Committee Reports

Each committee shall report significant activities to the Board of Directors at the Monthly Meetings. Reports shall include information regarding revenue and expenses for the review of the Board of Directors and Finance Committee.

### C. Special Committees

The President or the Board of Directors may authorize the development of any Special Committees as may be found necessary to direct and carry on the activities of the Association. The Nominating Committee is one Special Committee that shall be appointed by the Board of Directors.

### D. Ex-officio Members

The President or his designee shall serve as an ex-officio member of all committees with the exception of the Nominating Committee.

## ARTICLE XI – FINANCES

The Maywood Youth Athletic Association shall cause accurate accounts to be kept of the sums of money received and expended by the Association and of all matters in respect of which receipts and expenditures take place, and of the assets and liabilities of the Association.

### A. Fiscal Year

The fiscal year of the Association shall be the period commencing the first day in September in one year and ending on the 31st day of August in the next succeeding year. Within 120 days following the end of each Fiscal Year, the Association must make the annual report for such Fiscal Year available to its Members and the Town Council of Maywood.

B. Bank Accounts

The Board of Directors may authorize checking and savings accounts at institutions insured by the FDIC and in the name "Maywood Youth Athletic Association" and regulate accordingly. The Treasurer shall maintain checking and/or savings account statements and records and sufficient funds to permit the efficient operation of the fiscal affairs of the Association. All checks, drafts or orders for the payment of money or other evidence of indebtedness, issued in the name of the Maywood Youth Athletic Association shall be signed and cosigned by two Officers. Upon a change of Officers, new signature cards shall be signed and presented promptly to the appropriate financial institutions before checks can be signed or withdrawals made by the new Officers. No signatory shall sign a check made payable to himself or herself.

C. Delegation of Authority

Subject to these Bylaws, the Board may delegate authority to Directors and Committees and may authorize expenditures by Directors and Committees, but the Board shall retain responsibility and control. Any Director or Committee so authorized must provide a proper accounting to the Treasurer and Board of Directors.

D. Financial Reports

Financial Reports shall consist of Monthly Income and Expense Statements, Sport's Season Financial Statements, Travel Team Income and Expense, etc. These reports will be made available when required.

1. Report Format - The reports shall be prepared in a chart-of-accounts format, identifying all significant items of income and expense of the Association so that conformance with, or deviation from, such budget may be readily compared. Examples of the report format are as follows:
  - a) Monthly Income and Expense – Appendix C, Section 1
  - b) Sport's Season Financial Statement – Appendix C, Section 2
  - c) Travel Team Income and Expense – Appendix C, Section 3
2. Budget - For the purposes of the Association, the financial reports will be used to determine fees charged to junior members.

E. Fund Raising

Consistent with the policies or instructions of the Association, the Directors may conduct fundraising and other activities that require members, as well as others, to participate. These fundraisers will be for the purpose of expenditures on equipment or facility maintenance or upgrades, offset participation fees, etc.

F. Salaries - There shall be no salaries paid to any Officer, Board of Director, Director or Committee Member.

G. Expenditures/Reimbursement

Monies in the general fund and any special fund shall be disbursed only upon a two-thirds (2/3) vote of the Board of Directors present and voting, exclusive of Section H of this article. A member may be reimbursed for monies expended provided they supply a receipt and justification of the expenditure.

H. Purchasing Policy

Reasonable purchases of less than \$201.00 or purchases made in accordance with a Board approved budget shall not require Board approval. The procurement of equipment, uniforms are through approved vendors. The selection of vendors is based on the following criteria: service, quality, delivery and price and shall be approved by the Board.

I. Review and Audit

At the Annual Meeting, by a majority vote, the membership shall determine the acceptability of the annual Financial Report and determine if there is a need for an independent review, or audit, by a certified public accountant. Any review or audit shall be conducted according to generally accepted accounting principles and reported in the usual format. The audit shall be for the preceding fiscal year and shall be conducted by a competent public auditor or accountant to be appointed by the Finance Committee. In addition, the auditor shall submit a written report of the audit to the Board.

## ARTICLE XII – ELECTIONS

A. Nomination Process

1. Appointment of Nominating Committee – The Nominating Committee chairperson and at least two (2) committee members shall be appointed by majority approval of the Board of Directors present and voting at the Monthly Meeting two (2) months prior to the month of the Annual Meeting or sooner. Upon the appointment of the Nominating Committee, the Secretary shall provide the committee with a list of Officers and Board of Directors whose terms are due to expire. A public notice shall provide the names and contact information of the committee members.

2. Nominating Committee Objective – The Nominating Committee objective shall be to evaluate and nominate candidate(s) for elected positions that will best fulfill the responsibilities of the position and serve the interests of the Association.
  3. Selection of Nominees – The Nominating Committee shall provide a list of nominees, having provided prior consent, for each position to be elected at the Monthly Meeting one month prior to the election. At that time the Nominating Committee shall accept nominations from the floor seconded by a member and with the immediate consent of the potential nominee. After nominations from the floor have concluded, the nominations shall be closed. The nomination of an individual to more than one elected position shall be forbidden.
  4. Preparation of the Ballot – The Nominating Committee shall announce its nominee(s) by public notice at least two (2) weeks prior to the election. Written ballots shall be prepared with the names of each of the selected candidates and provided on a ballot for elections at the Annual Meeting. A checkbox or equivalent shall be provided at the left of each candidate’s name to facilitate voting. One ballot shall be provided to include all Officer positions and separate ballots shall be provided for each Board of Directors term. The ballot shall provide clear instructions as to the maximum number of votes allowed per ballot and that check-boxes shall be clearly marked.
- B. Election Process
1. Eligibility - Candidates for all elected positions shall be eligible for election by having been nominated by the Nominating Committee in accordance with section A of this Article.
  2. Election – The Nominating Committee chairperson or designee shall coordinate the distribution of the election ballots. The election shall be conducted for all officer positions at the same time then for each Board of Directors term. The election sequence shall be as follows, for those positions that are to be elected during that year, with separate ballots provided for each: Officers, Board of Directors three (3) year terms, two (2) year terms, one (1) year term. Write-in votes shall be forbidden.
- C. Vote Necessary to Elect
- For all elections, only members shall be eligible to attend and vote. If a candidate is unopposed in an election, the presiding officer may dispense with the formalities of distributing ballots if the motion is made without the objection of any member present. Ballots submitted with no checks for any position shall be considered illegal and shall not be counted. Ballots submitted with too many checks for the position(s) to be filled shall be considered illegal for that position and shall not be counted for that position. The illegal vote for one position on a ballot shall not invalidate a proper vote for a different position on the same ballot. Elections for any one position shall be considered final when the criteria of this section are satisfied and the candidate has accepted the position.
1. Officers – In order for a candidate to be elected to office, he/she must receive a majority vote based on the total number of legal ballots cast. If no candidate receives a majority, additional elections shall be permitted. The current officer shall remain in office until his/her successor is elected.
  2. Board of Directors - In order for a candidate to be elected to the Board of Directors, the nominee must:
    - a) Receive a majority vote based on the total number of legal ballots cast.
    - b) Receive a vote that is high enough to be within the number of offices to be filled.If not enough of the nominees satisfied both of the criteria above, then those candidates that have satisfied the criteria shall fill the positions. Additional elections shall be permitted to fill the remaining positions.
- D. Length of Terms
1. Officers – Officers, when elected, shall serve a two (2) year term or until his/her successor is elected except as modified in these bylaws.
  2. Board of Directors - Board of Directors when elected, shall serve the three (3) year, two (2) year, or one (1) year term for which he/she was elected or until he/she is eligible for re-election. A Board Member seeking re-election that fails to receive votes to satisfy both election criteria above, shall lose his/her position on the Board.
- E. Effectivity of Office

When a new Officer or Board of Director is elected, the Officer-elect and the Board of Director-elect shall take possession of his/her office immediately after the elections become final and the adjournment of the Annual Meeting.

#### ARTICLE XIII - INDEMNITY BY THE ASSOCIATION

Any person made a party to any action, suit or proceeding by reason of the fact that he/she, his/her testator or intestate, is or was an Officer, Director, committee member, chairperson, coach, or active adult member of the Association, shall be indemnified by the Association against any reasonable expenses, including attorney fees, actually and necessarily incurred by him in connection with the defense of such action, suit, or proceedings, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding that such Officer, Director,

committee member, chairperson, coach or adult member is liable for negligence or misconduct in the performance of his/her duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such individual may be entitled apart from this provision.

ARTICLE XIV – INSURANCE

Adequate liability and accident medical insurance coverage shall be provided for both youth and adult members in all sport and social activities.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The current edition of “The Standard Code of Parliamentary Procedure” shall govern this Association in all parliamentary situations that are not provided for in the Constitution and Bylaws.

ARTICLE XVI – AMENDMENTS

These Bylaws shall be amended by a majority vote of the members of the entire Board of Directors at any meeting called for that purpose, providing notice of the proposed changes is given in the notice of the meeting to each member of the Board of Directors two (2) weeks prior to the meeting. The amendment shall become effective immediately upon adoption subject to any Provisos included in the amendment.

ARTICLE XVII - EFFECTIVE DATE

These Bylaws shall become effective immediately upon adoption by a two-thirds (2/3) vote of the membership present and voting. The vote shall be taken at a meeting of which public notice was issued of the election of the Bylaws to replace the preceding Bylaws, Revision August 7, 1996. Such notice shall be issued at least one (1) month before the date of the meeting. Adopted: April 3, 2003.

## APPENDICES

These appendices to the Bylaws are provided to add additional information in the manner of approved lists, example forms and other MYAA policy.

### AMENDMENT OF APPENDICES

These Appendices shall be amended by a majority vote of the members of the Board of Directors present and voting at any meeting called for that purpose, providing notice of the proposed changes is given in the notice of the meeting to each member of the Board of Directors. The amendment shall become effective immediately upon adoption subject to any Provisos included in the amendment.

### EFFECTIVE DATE

Appendix A – Board Approved List of Affiliations  
Adopted – April 3, 2003

Appendix B – Example Sport Director’s Seasonal Plan  
Appendix B provides an example of a Sport Director’s Seasonal Plan. The actual plan will be prepared in a Microsoft Excel spreadsheet and may be modified as necessary based on the need of the sport for that season.  
Adopted – April 3, 2003

Appendix C – Financial Reports Formats  
Appendix C provides example formats for Financial Reports. The actual report will be prepared electronically using Microsoft Excel spreadsheets or an alternate accounting software program.  
Adopted – April 3, 2003

Appendix D – Code of Conduct  
Appendix D contains the Code of Conduct for (1) Coaches; (2) Parent and Guardian; (3) Players.  
Participation in the MYAA constitutes acceptance of these Code of Conducts.  
Adopted – April 3, 2003

APPENDIX A – LIST OF APPROVED AFFILIATIONS

A. Sports Affiliations

1. Baseball
  - a) Maywood Little League
  - b) Rochelle Park Baseball
  - c) Hackensack Baseball
  - d) Paramus Summer Tournament (9 -15 yr olds)
  - e) Lyndhurst Tournament (7 & 8 Year Old)
2. Soccer
  - a) Northwest Bergen Soccer Association
  - b) North Jersey Junior Soccer League (3rd - 8th Grades)
  - c) Rochelle Park Soccer
3. Basketball
  - a) North Jersey Junior Basketball League
  - b) Mt. Carmel Tournament (3rd & 4th Grades)

B. Coaching Certification Affiliations

Under the stipulations of the Little League Law (2A: 62A-6), sports organizations and volunteer coaches can be liable for accidents occurring during sports activities if coaches are not properly certified. Therefore, for the legal protection of the Association and volunteers, all coaches must be certified by one of the following approved organizations.

1. Rutgers' Youth Sports Research Council - S.A.F.E.T.Y. Clinic (Sports Awareness for Educating Today's Youth).
2. Maywood Recreation Sports Certification.

**SPORT SEASON PLAN**

Sport: Soccer Season: Home League, Fall, 2003  
 Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Revenue: 10080 Registration: Mar-15 to Mar-29  
 Estimated Expenses: 9828  
 Net Income: 252

**League Breakdown:**

Group	Ages	Start	End	Players	Fee	Reg.	# Games	# Pract.
PeeWee	5-6	6-Sep	25-Oct	60	30	1800	8	8
1-2 gr.	7-8	6-Sep	25-Oct	60	35	2100	8	8
3-4 gr.	9-10	6-Sep	25-Oct	30	40	1200	10	10
5-6 gr.	11-12	6-Sep	25-Oct	14	45	630	10	10
						<b>5730</b>		

**Estimate of Revenues:**

Item	Description
Registration: <u>5730</u>	see league breakdown
Sponsorships: <u>1950</u>	13 sponsors @ 150 ea.
Concession stand: <u>1000</u>	
Fundraisers: <u>1000</u>	Cheesecakes, pretzels, etc.
Photos: <u>400</u>	80 packets @ 5 ea.
(Add as needed)	
<b>Total Revenue:</b> <u>10080</u>	

**Estimate of Expenses:**

**Consumables:**

Item	Cost	Description
Uniforms: <u>2408</u>		see uniform estimate
Balls: <u>500</u>		50 @ \$10 ea.
officials: <u>800</u>		20 games @ \$25; 20 games @ \$15
League Fees: <u>300</u>		(basis of estimate)
Trophies: <u>900</u>		(basis of estimate)
Ceremony: <u>1000</u>		(basis of estimate)
Insurance: <u>1200</u>		(basis of estimate)
(Add as needed)		

**Equipment:**

New Goals: <u>2000</u>	2 @ 1000 ea.
New nets: <u>720</u>	4 @ 180 ea.
(Add as needed)	
<b>Total Expenses:</b> <u>9828</u>	

**Uniform Estimate:**

Group	Contents	Cost ea.	Players	Cost	Avail.
PeeWee	shirt	12	60	720	9/1
1-2 gr.	shirt	12	60	720	9/1
3-4 gr.	shirt, shorts	22	30	660	9/1
5-6 gr.	shirt, shorts	22	14	308	9/1
				<b>2408</b>	

**Affiliations:**

Rochelle Park Soccer League  
Northwest Bergen Soccer League  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ceremonies:**

Trophy ceremony at end of seasons, details to follow  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPORT SEASON PLAN**

Sport: Soccer Season: Travel, Fall, 2003  
 Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Revenue: 1880 Tryouts: Sep-15 to Sep-20  
 Estimated Expenses: 1868  
 Net Income: 12

**League Breakdown:**

Group	Ages	Start	End	Players	Fee	Reg.	# Games	# Pract.
3-4 travel	9-10	30-Sep	15-Nov	14	60	840	10	10
5-6 travel	11-12	30-Sep	15-Nov	14	60	840	10	10
						<b>1680</b>		

**Estimate of Revenues:**

Item	Cost	Description
Registration:	<u>1680</u>	<u>see league breakdown</u>
Sponsorships:	_____	_____
Concession stand:	<u>200</u>	_____
Fundraisers:	_____	_____
Photos:	_____	_____
(Add as needed)	_____	_____
<b>Total Revenue:</b>	<b><u>1880</u></b>	

**Estimate of Expenses:**

**Consumables:**

Item	Cost	Description
Uniforms:	<u>728</u>	<u>see uniform estimate</u>
Balls:	_____	_____
officials:	<u>240</u>	<u>6 games @ \$25; 6 games @ \$15</u>
League Fees:	<u>300</u>	<u>(basis of estimate)</u>
Trophies:	<u>300</u>	<u>(basis of estimate)</u>
Ceremony:	<u>300</u>	<u>(basis of estimate)</u>
Insurance:	<u>0</u>	<u>Covered by Home league</u>
(Add as needed)	_____	_____

**Equipment:**

New Goals:	_____	_____
New nets:	_____	_____
(Add as needed)	_____	_____
<b>Total Expenses:</b>	<b><u>1868</u></b>	

**Uniform Estimate:**

Group	Contents	Cost ea.	Players	Cost	Avail.
3-4 travel	shirt, shorts, socks	26	14	364	9/1
5-6 travel	shirt, shorts, socks	26	14	364	9/1
				<b>728</b>	

**Affiliations:**

Northwest Bergen Soccer League  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ceremonies:**

Trophy ceremony at end of seasons, details to follow  
 \_\_\_\_\_  
 \_\_\_\_\_



## MYAA Monthly Treasurer's Report

### November 8, 2002

**Income**

Concession Stand	427.00
Coaches Shirts	46.00
Soccer Sweatshirts	4,673.00
Misc. Shirts/Sweats	233.50
Insufficient Funds Reimbursed	305.00
Travel Soccer Registration	704.00
Home Soccer Registration	150.00
Soccer Fundraiser	10,505.00
<b>Total</b>	<b>17,043.50</b>

**Expense**

Hockey Fundraising	480.77
IPI - Soccer Fundraising	6,500.00
Verizon	49.91
AT&T	14.48
Sweatshirt Refund	17.00
Soccer Equipment	225.95
Joker Promotions - Travel Uniforms: Baseball	924.80
Soccer Sport Supply - Equipment	437.10
Knights of Columbus - Rent	75.00
<b>Total</b>	<b>8,725.01</b>

**Net Income** **8,318.49**

**Current Checking Account Balance** **25,652.14**

**Prestige Account Balance** **43,322.57**

**Total** **68,974.71**

# MYAA Soccer Season Financial Report

December 4, 2003

## Income

Home League Registration	\$15,435.00
Travel League Registration	\$1,131.00
Concessions	
Sponsorship	
Fundraiser	\$10,505.00
Short & Sweatshirt deposit	\$4,673.00
RP Trophy Reimbursement	<u>\$782.30</u>

**Total Income \$32,526.30**

## Expenses

Insurance	\$269.00
Officials	\$2,180.00
Registration Refund	\$95.00
League Fees	\$497.50
Registration Forms and Postage, etc.	\$371.93
First Aid Boxes and Supplies	\$292.25
Fundraiser - Merchandise	\$6,500.00
Uniforms and Sweatshirts	\$11,386.43
Equipment	\$1,576.68
Sweatshirt Refund	\$17.00
Award Balls and Books	\$1,443.60
Trophies	\$2,379.90
Pizza	\$400.00
Performer	\$300.00
Party Supplies	\$133.78
Mystery Prize	\$100.00
DPW Lunch	\$115.00
New Goals	<u>\$4,000.00</u>

**Total Expenses \$32,058.07**

## Net Income

**\$468.23**

## Travel Team Income and Expense Baseball: 9 & 10yr olds - Paramus Tournament

**Income**

Player Fees		
Player 1	84.25	
Player 2	84.25	
Player 3	84.25	
Player 4	84.25	
Player 5	84.25	
Player 6	84.25	
Player 7	84.25	
Player 8	84.25	
Player 9	84.25	
Player 10	84.25	
Player 11	84.25	
Player 12	84.25	
Sponsorship	0.00	
Donations	100.00	
Carwash	325.00	
<b>Total Income</b>		<b>1,436.00</b>

**Expenses**

League Fees	225.00	
Umpires Fees (5 games @ \$70.00 each)	350.00	
Balls (4 dozen @ \$25.00 each)	100.00	
Uniforms (13 @ \$35.00 each)	455.00	
Dairy Queen	51.05	
Dairy Queen	56.35	
Pizza Hut	136.88	
Angelos	103.43	
<b>Total Expenses</b>		<b>1,477.71</b>

**Net Income**

	(41.71)
<b>Cost per Player</b>	<b>87.73</b>
<b>minus Sponsorship, Donations &amp; Carwash</b>	

## Coaching Code of Conduct

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow their athletes in becoming well-rounded, self confident and productive human beings.

Although this code is directed toward coaching conduct it equally applies to other members of the “Team” (i.e. managers, trainers, equipment personnel etc.). It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

### COACHES HAVE A RESPONSIBILITY TO:

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than the athlete.
- 3) Consistently display high personal standards and project a favorable image of their sport and coaching.
  - a) Refrain from public criticism of fellow coaches, athletes, officials and volunteers.
  - b) Abstain from the use of tobacco products while in the presence of her/his athletes.
  - c) Abstain from drinking alcoholic beverages when working with athletes.
  - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 4) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- 6) Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 7) In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 8) Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

### COACHES MUST:

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3) Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age athletes with alcohol, never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct.

Name of Coach: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent/Guardian Code of Conduct**

I will remember that the game is for the youth and that my child plays sports for his/her enjoyment, not for mine.

I will insist that my child play in a safe and healthy environment. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and umpires at every game, practice, or other MYAA events. I will remember that children learn best by example. I will set a positive example by applauding good plays/performances by both my child's team and their opponent.

I will support the volunteer coaches, and umpires working with my child, in order to encourage a positive and enjoyable experience for all. I will not question the official's judgment or honesty in public.

I will respect the volunteerism of our league's coaches, referees, and administration. I will acknowledge, through my respectful behavior, the commitment to my child that these people make by choosing to volunteer their time. I will treat my child's coach as I would his/her teacher and support their efforts to help my child develop as a player.

I will demand a sport's environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all MYAA events. I will support all efforts to remove verbal and physical abuse from my child's sporting activities.

I will ask my child to treat other players, coaches, fans, and umpires with respect regardless of race, sex, creed, or ability.

I will not criticize the umpire unless I am ready to assume his duties.

I will not be a "Grand Stand" Manager.

I will set an example for sportsmanship for my child to follow.

I will not be critical unless willing to put out the necessary effort to correct my criticism.

I will remember that all coaches, officers, managers and other active members are volunteers.

## **Players Code of Conduct**

All players are expected to show respect to players, coaches and umpires, both on and off the field.

Players are not to engage in any arguments with other players, coaches or umpires during a game.

Players shall respect all equipment and abuse of any equipment will not be tolerated. Players will be held responsible for any equipment damaged due to abuse.

Any player ejected from a game for un-sportsman like conduct, including foul language, fighting or abuse of equipment will be suspended for a minimum of one game. The player will not be allowed to return to play until he and his parents appear before the Board of Directors to review the incident and determine if additional action is to be taken.