

# Jacobs Road Athletic Association By-Laws

## **I. Purpose**

The Jacobs Road Athletic Association, (the association) is an organization formed to develop both the minds and the bodies of those students who wish to participate in organized sports. The organization shall not deny any person, who meets all of the criteria for membership, admission based solely on race, creed, religion, national origin, sexual preference, or gender. JAA will provide coaches and other adult leaders who have successfully obtained permission from Chesterfield County to lead and teach the members of the association. Such permission will be in the form of passing the County's background check, or any other method, approved by the County.

Said organization is organized exclusively for competitive athletic and associated events, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

## **II. Membership**

Membership in the Association shall be divided into the categories of student membership and adult membership. Student membership shall consist of all persons between the ages of 5 and 18 who otherwise meet all of the requirements of the sport and/or activity in which they wish to participate. Such requirements will include, but will not be limited to, completion of all association and County required applications as well as documented proof of the applicant's birth date in the form of the applicant's birth certificate.

Adult membership shall consist of those persons who are at least 18 years old, who are of good moral character, and who complete all necessary applications and successfully complete a background check, or other check, as required by Chesterfield County.

## **III. Board of Directors**

The Association shall be governed by a Board of Directors. Such Board shall consist of the President, Vice-President, Secretary, Treasurer, Director of Baseball, Director of Softball, Director of Boys Basketball, Director of Girls Basketball, Director of Cheerleading, and Director of Football. The Board may create other positions as needed. The Board shall create all rules and regulations needed to ensure that the Association is operated in a business-like manner. All rules and regulations must be voted on and approved by a majority of the Board of Directors.

All terms on the Board are for a term of no more than two years. Each officer can be reappointed for additional terms only with the approval of the majority of the Board of Directors. Terms shall be staggered so that no more than half the positions shall be filled during any one year. Elections will be held in November each year.

## **IV. Duties of the Board of Directors**

**President** – The President shall be in charge of all Board of Directors meetings and shall ensure that all meetings are run in an orderly fashion. The President shall be the final authority on interpretation of rules. The President shall ensure that all legal obligations of the Board are completed in a timely manner and that the association fulfills all requirements needed to maintain a good standing within the Chesterfield Parks and Recreation Department as well as all other organizations or entities to promote health and fitness among the students of Chesterfield County. The President's vote will be used to break a tied BOD vote. The President is ultimately responsible for the operations of the Association.

**Vice President** – The Vice President shall serve as the back up to the President and shall preside over all meetings that the President is unable to attend. In addition, the Vice President shall be in charge of all aspects of making sure that all concessions are done in such a manner that they meet all the requirements of Chesterfield County. All fundraising is subject the Vice President's approval. The Vice President will serve as Athletic Director and act as a liaison between Sports Directors and Executive Board. The Vice President will serve as the interim when a Sports Director's position is vacant, until such time as a new Sports Director is elected.

**Secretary** – The Secretary shall take all minutes at the board meetings and distribute the same among the members of the Board for approval. The Secretary shall be in charge of written correspondence, unless it falls under the purview of the President or Vice President.

**Treasurer** – The Treasurer shall compile an annual financial report and present it to the Board outlining the income and expenses that the association incurred at any given time. The Treasurer shall be responsible for making all deposits and shall write all checks necessary to the operation of the association. The Treasurer cannot issue a check for more than \$2,500 without approval from the Board. Likewise, the Treasurer cannot incur a financial obligation of more than \$1,000 without first obtaining approval of the Board of Directors.

**Director of Baseball** – The Director of Baseball shall be responsible for the baseball program and enforcing all requirements of the Chesterfield Baseball Clubs (CBC)/Pony Baseball League. The Director shall appoint coaches, establish teams, and ensure that the equipment needed to participate in baseball is available.

**Director of Boys Basketball** – The Director of Boys Basketball shall be responsible for the boys basketball program and enforcing all requirements of the Chesterfield Basketball League (CBBL). The Director shall appoint coaches, establish teams, and ensure the equipment needed to participate in basketball is available.

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Director of Softball --The Director of Softball shall be responsible for the softball program and enforcing all requirements of the Chesterfield Youth Softball Association (CYSA). The Director shall appoint coaches, establish teams and ensure that the equipment needed to participate in softball is available.

Director of Girls Basketball – The Director of Girls Basketball shall be responsible for the girls basketball program and enforcing all requirements of the Chesterfield Girls Basketball League (CGBBL). The Director shall appoint coaches, establish teams, and ensure the equipment needed to participate in basketball is available.

Director of Cheerleading – The Director of Cheerleading shall be responsible for the cheerleading program and enforcing all requirements of the Chesterfield Cheering League (CCL). The Director shall appoint coaches, establish squads, and ensure the equipment needed to participate in cheerleading is available.

Director of Football – The Director of Football shall be responsible for the football program and enforcing all requirements of Chesterfield Quarterback League (CQL). The Director shall appoint coaches, establish teams, and ensure the equipment needed to participate in football is available.

### **V. Coaches**

All coaches shall be recommended to the Board of Directors by the appropriate director after ensuring that the prospective coach has completed the appropriate application and has successfully obtained clearance from Chesterfield County. All prospective coaches will be voted on by the Board of Directors. A majority vote is necessary to be approved as coach. All coaches serve at the discretion of the Board and may be removed, suspended and/or replaced from their position at any time upon approval of the Board by a majority vote.

### **VI. Concussion Policy**

Jacobs Athletic Association adopts the procedures established by the Center for Disease Control (CDC) pertaining to the safety and education of youth athletes, coaches, volunteers and parents. Per the Chesterfield County Guidelines, all cosponsored groups providing youth recreation programs, athletic instruction or events on county facilities are required to have concussion guidelines that follow §22.1-271.5 and § 22.1-271.6 of the Code of Virginia. In compliance with said guidelines, all JAA Board Members and anyone listed on a Jacobs Athletic Association team roster as a Coach, Assistant Coach or Team Parent must complete yearly CDC'S HEADS UP Concussion Training. A copy of the completed certificate must be provided to the JAA Director of that sport, as well as the JAA President. Concussion Training Completion Certificates will be kept on file and valid for one (1) year. Non-compliance with this yearly requirement will result in suspension from coaching until compliance is met. Concussion education documents will be made available to all JAA members.

### **VII. Conduct**

All members of the Association are to act in a manner that is designed to place the Association in the best light. No member shall make an appearance at an Association event while under the influence of alcohol, illegal drugs, prescription medicine, or any other substance. No member of the Association is to use foul language in the presence of minors while acting in any capacity as a representative of the Association. No family member, friend, or acquaintance of a member of the Association shall use language that is considered to be obscene, vulgar, or in bad taste. No member of the Association, their family, or the general public shall use any type of physical force against any other Association member, coach, official, or member of the general public. All members of the Association are required to report all violations of the conduct rule to a Board of Director as soon as possible.

In the event a member of the Board, coach, or other adult member of the Association is charged with improper conduct the Board shall immediately conduct an investigation into the allegation. Upon receiving notice of a potential violation, the Board member receiving the notice shall immediately contact the President. Upon receiving such notification, the President shall notify the remaining Board members of the charge and shall inform the member that is being investigated of the charge and shall advise the member that an investigation has started. The member who has been charged with a violation will have the opportunity to present his/her version of the events to the Board, either in writing or by attending a Board meeting. In the event the charge is such that it constitutes a criminal act the appropriate law enforcement authority shall be notified as soon as possible.

While conducting their investigation the Board has the right to temporarily suspend the accused member until such time that the investigation has been completed. The President shall notify the accused member if such action is taken. Once the investigation has been completed the Board will then vote on what action, if any, to take against the accused member. Such action could include finding that the accusation is without merit or that the charge was founded. If the Board determines that the charge was founded, they must then decide on the appropriate recourse. The recourse shall include, but is not limit to the following;

1. Verbal reprimand
2. Written reprimand
3. Suspension from all association events for a period of time to be determined by the Board of Directors
4. Permanent removal of the member from any position that he/she hold within the Association.
5. Banishment from all Association activities and events.

Upon coming to a conclusion, the Board must notify the accused member of its decision in writing. Upon receiving the Board's decision, the member who has been charged will have 48 hours from the time the decision is received to file a written appeal to the Board. Such an appeal must be received within 48 hours of the receipt of the Board's decision and must include a request for a rehearing and outline the reasons why the member believes that he/she shall be granted a rehearing or that the action taken by Board be suspended and/or modified. Upon receiving such notification, the Board

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will discuss the appeal and if necessary, meet with the member who has been charged. After the Board has met again it will submit in writing its final decision to the accused member.

### **VII. Modification**

The Bylaws of the association shall remain in force until such time as the Board of Directors choose to modify the same by a majority vote.

### **VIII. Dissolution**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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