



# **SOUTH COUNTY YOUTH ATHLETICS INCORPORATED**

## **BYLAWS**

**PROPOSED: FEBRUARY 2008**

**ADOPTED: FEBRUARY 2008**

**REQUEST FOR CHANGE: JUNE 2017**

**ADOPTED: DECEMBER 2017**

**REQUEST FOR CHANGE: OCTOBER 2018**

**ADOPTED: FEBRUARY 2019**

**REQUEST FOR CHANGE: FEBRUARY 2020**

**ADOPTED: JUNE 2020**

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## **ARTICLE 1: GENERAL PROVISIONS**

### **Section I: The Organization**

The name of this corporation shall be South County Youth Athletics Incorporated (referred herein as "SCYA"). The Articles of Incorporation for SCYA were submitted to the Clerk of the Circuit Court of Anne Arundel County. SCYA is a non-profit organization administered by a volunteer board operating athletic programs for the children, youth and young adults of Southern Anne Arundel County, Maryland. The Board of Directors will not issue capital stock or encumber SCYA with debt of any kind.

### **Section II: Mission Statement**

SCYA aspires to be an outstanding educational-athletic organization that provides a high-quality experience to every athlete. A high-quality experience is one in which every athlete:

- Is coached using the principles of Positive Coaching
- Has fun at practices and games
- Feels like an important part of the team regardless of skill levels
- Learns "life lessons" that have value beyond the playing field
- Learns the skills, tactics and strategies of the game and improves as a player

We recognize that coaches are the people who most directly make this all possible. It is our goal to provide every coach with the tools to succeed as a Positive Coach. We are committed to creating a positive culture, in which coaches, parents, fans, officials and athletes work together to achieve our mission.

### **Section III: Core Values**

All our volunteers will work to instill our core values of fun, discipline, teamwork, respect and integrity.

### **Section IV: Offices**

The principle address of SCYA is: PO Box 42, Shady Side, MD 20764. SCYA may have such other offices as may from time to time be designated by the Board of Directors.

## **ARTICLE II: CODE OF CONDUCT**

### **Section I: General**

All those serving SCYA in any capacity, will be asked to sign a specific Code of Conduct that outlines what is expected of each position. If reasonable evidence exists of a violation, it shall be presented to the Vice President of Athletics, who will form a review committee to investigate the specific Code of Conduct violation. If the violation involves the Vice President of Athletics, evidence shall be presented to the President who will form a review committee to investigate.

### **Section II: Review Committee**

The Vice President of Athletics will chair a review committee, which will include a minimum of three (3) Board Members and not to exceed a total of five (5) board members. This committee shall determine the penalty to be imposed based upon the circumstances and the nature of the violation. If a penalty is imposed by the County Department of Recreation and Parks, or any other ruling body in which SCYA has accepted membership, this penalty will be carried out by the sport commissioner and Vice President of Athletics. SCYA may also impose additional penalties based on the judgment of the review committee. Decisions from the review committee may be appealed

to the entire board for review.

**ARTICLE III: MEMBERSHIP**

**Section I: Qualification**

Membership shall be open to any person regardless of age, race, creed, color, religion, disability, familial status, sex or national origin.

**Section II: Regular Membership**

Regular membership will be granted to the parent(s) or legal guardian(s) of a child who is registered in an SCYA sport program or has been registered in an SCYA sport program in the previous 365 days and have paid SCYA registration fees within the last 365 days, unless registration fees have been waived. Regular membership will be limited to those parent(s) and legal guardian(s) whose names appear on the SCYA family registration form.

**Section III: Operations Membership**

The Board of Directors, coaches, assistant coaches, committee members and volunteers shall be deemed a voting member of SCYA and shall be entitled to one vote on each matter that is submitted for a vote of the membership.

**ARTICLE IV: THE BOARD OF DIRECTORS**

**Section I: Composition of the Board of Directors**

The Board of Directors, (referred herein as “Board”) shall include the Executive Officers, Sports Commissioners and Operation Chairs.

**Section II: Executive Officers**

The Executive Officers of SCYA shall include the positions of President, Vice President of Athletics, Vice President of Facilities, Chief Financial Officer and Secretary.

**Section III: Sport Commissioners**

Baseball	Baseball (Clinic)	Basketball (Boys)	Basketball (Clinic)
Basketball (Girls)	Basketball (Girls) Travel	Cheerleading	Field Hockey (Girls)
Football	Football (Flag)	Lacrosse (Boys)	Lacrosse (Girls)
Soccer (Boys)	Soccer (Girls)	Soccer (Clinic)	Futsal (Indoor Soccer)
Softball	Tennis	Volleyball	Wrestling

**Section IV: Operations Chairs**

Concessions	Media	Webmaster
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**ARTICLE V: DUTIES OF THE BOARD OF DIRECTORS**

**Section I: General**

The authority to conduct the business of SCYA will be vested in the Board. The Board will provide leadership and direction for SCYA and vote on items dealing with the day-to-day operation of SCYA. The Board will conduct business in accordance with the requirements of the applicable law of the State of Maryland relating to non-profit corporations and in such a manner as

shall be consistent with the requirements of maintaining the tax exempt status of SCYA pursuant to section 501(c)(3) of the Internal Revenue Code of 1986; as amended, or any succeeding statute or governing regulation. The Board will determine all events in which SCYA Members may participate under SCYA’s name or utilizing SCYA’s equipment or facilities. The Board will establish, register and maintain SCYA trademarks and symbols and will provide for the promotion of SCYA in the communities it serves.

**In order for SCYA to be successful we believe the program requires: organization and planning, appropriate facilities and equipment, adequate funding, qualified volunteer leadership, instruction in the fundamentals of the sports, encouragement of spirit in sportsmanship and fair play.**

**Section II: Sports Programs**

The Board will be responsible for the management of the following sport programs at the county and clinic levels:

Baseball	Basketball	Cheerleading	Football	Field Hockey
Lacrosse	Soccer	Softball	Tennis	Wrestling
Volleyball				

**The Board will be responsible for all travel sports associated with SCYA.**

**Section III: Program and Development Procedures**

The addition or removal of Athletic Program(s) require majority approval of the Board and must also be approved by two-thirds (2/3) of the Membership at a General Membership Meeting.

**Section IV: Appointment of Sport Commissioners and Operations Chairs**

Sport Commissioners and Operations Chairs will be appointed by a majority vote of the Board.

**Section V: Appointment of Associate Sport Commissioners and Assistant Operations Chairs**

The Board may establish and appoint Associate Sport Commissioners and Assistant Operations Chairs to aid in the management of sports programs and operations. Associates and Assistants will not be granted Board voting rights and will only cast a vote in the absence of the Commissioner. Associate and Assistants will have one vote on each matter that is submitted for a vote of the general membership.

**Section VI: Creation of Committees**

The Board will create committees as needed to carry out the functions of SCYA. Committees are appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project. The number of members of a committee shall be determined at the time of its charge. Committees will be designated as Review Committee, to address allegations of misconduct or complaints; Election Committees, to address the nominating and electing of officers; Facilities Committees, to work with the county to improve SCYA facilities; and Event Committees, to address the temporary requirements of conducting events. The chairman of each standing committee shall attend meetings of the Board and submit reports on the work in progress of that committee.

**Section VII: Removal of Committee Member**

Any Committee Member may be removed by the chair in consultation with the Executive Officers.

**Section VIII: Fiscal Responsibility**

The Board will establish fees, collect revenue, authorize payment for goods and services by appropriation, disburse SCYA funds, maintain detailed financial records, and prepare annual financial statements. The financial operation of the Corporation will be conducted in ways consistent with generally accepted accounting practices and will organize its operation to a fiscal year beginning July 1st and ending June 30th. The Board will take the reasonable steps to protect SCYA from liability and theft, including provisions for an annual compilation, review, or audit of the financial records.

**Section IX: Operating Policies and Procedures**

The Board will establish and maintain a record of its operations, including policies and procedures to be followed by the Board, Committees and SCYA Membership.

**Section X: Grievances**

The Vice President of Athletics will follow all procedures to promptly hear and settle all Grievances as outlined in the Operations Manual.

**Section XI: Code of Conduct Violations**

Review Committees will hear Code of Conduct Violations and promptly settle all matters as outlined in the Operations Manual.

**ARTICLE VI: ELECTION OF EXECUTIVE OFFICERS**

**Section I: Elections Eligibility**

To be eligible for a position on the Board, a nominee must be a member of SCYA and receive a nomination from the election committee prior to the May Board meeting. Only Members in good standing will be nominated or elected as Officers. Members in good standing will be those members who have not been subject to penalties by the review committee in the previous year.

**Section II: Election of Executive Officers**

All members will have the right to be elected or appointed as an Executive Officer subject to the means and limitations by which the Executive Officers are elected or appointed. All members will have the right to cast one vote for each of the officers to be elected. A Member may enter into nomination the name of any Member, subject to the limitations of the nominating process.

**Section III: Limitations**

A Member may not be nominated for more than one Executive Officer position but may be nominated for one Executive Officer position and serve one other board position such as Sports Commissioner, Associate Commissioner, Operations chair or Assistant Operations chair. The President and Vice Presidents may not serve as a Sports Commissioner or Operation Chair but may serve as an Associate Commissioner or Assistant Operations Chair. No member may be elected to more than two (2) Board of Director positions including Associate Commissioner and Assistant Operation Chair positions.

**Section IV: Elections Committee**

The Elections Committee shall consist of five (5) Board members including associate commissioners and assistant chairs, including the Chair. No executive officers may be on the

Elections Committee and no person listed on the ballot may serve on the election committee. No immediate family member of those listed on the ballot may serve on the Election Committee.

#### Section V: Nominations

All open Executive Officer seats will be announced at the February Board meeting, in an email to the entire organization and through all social media accounts. All nominations for open Executive Officer shall be brought to the March or April board meeting. Once nominated, the nominee must attend the following board meetings unless circumstances limit their availability. All nominees must meet with the current seat holder and another current Executive Officer at the same time to understand the roles, responsibilities and expectations of the position. After all nominees have confirmed or declined their nomination in writing the final election ballot shall be distributed to all members and posted to the SCYA website immediately after the May Board meeting. All nominees will need to be approved by majority of the Board at the May board meeting.

#### Section VI: Officer Elections Date

The election of members as Executive Officers shall be held immediately before the June General Membership meeting. Officers will be installed at the June General Membership meeting by taking the Oath of Office, the content of which will be outlined in the Operations Manual.

#### Section VII: Voting

Each household shall be entitled to one vote on each matter that is submitted for a vote of the membership. A vote must be cast by a person 18 years or older. Voting will be limited to those parent(s) and legal guardian(s) whose names appear on the SCYA family sports registration form and have participated in SCYA sports within the previous 365 days, unless the Board has waived registration fees.

Voting shall be in person from 5:45pm-6:45pm the night of the June Membership meeting.

#### Section VIII: Officer Elections Ballots

An Election Committee member will accept ballots. There shall be no proxy voting. An active roster will be checked to ensure the household is eligible to vote. The roster will be annotated to ensure that only one ballot is cast per household. If a household's membership is in question, the ballot will be marked provisional with identifying household information.

#### Section IX: Counting of Ballots

The Election Committee will count the ballots after voting has closed at 6:45. If a household submits more than one ballot at the meeting, the first ballot cast will be counted, and the remainder discarded.

#### Section X: Inconclusive Election Results

If equal votes are cast for more than one candidate in the election of the office of President, Vice President's, Secretary or Chief Financial Officer, a run-off election will be scheduled. The candidates who receive the most and equal number of votes will be the only nominees for the run-off election. Notification of the run-off election to the membership will be the same as for general elections held the following month. The current officer will serve until the new position is filled.



**ARTICLE VII: TERMS OF OFFICE**

**Section I: Executive Officers**

The Executive Officers will be elected at the June Membership meeting and shall take office on July 1st. They shall serve for a period of two years. To maintain continuity, staggered terms shall apply for the Executive Officers. The President, Vice President of Athletics and Secretary shall be elected in even years and the Vice President of Facilities and the Chief Financial Officer shall be elected in odd years. The elected officers shall assume their elected positions effective 1 July of the election year. Officers will retain their office until the next election period or until their successors are elected and installed. All Executive Officers will be limited to three (3) consecutive terms in one position.

**Section II: Sport Commissioners and Operations Chairs**

Sport Commissioners and Operations Chairs will be approved by a majority of the Board and shall serve a term of two (2) years from the date approved.

**ARTICLE VIII: SUCCESSION OF THE BOARD DURING TERM**

**Section I: Presidential Succession**

The Vice President of Athletics will succeed the President, if a vacancy occurs in the Office of the President during the regular term. If the President shall be unable to fulfill his/her obligations, the Vice President of Athletics will automatically assume the duties of the President. The Vice-President of Athletics shall assume all roles and full responsibilities of the President to maintain continuity in the organization and will complete the original elected term.

**Section II: Executive Officer Vacancies**

Vacancies in the Executive Offices, other than the Office of the President, will be filled by a majority vote of the entire Board until such position is eligible for election. The President may assign another Board Member, associate commissioner or assistant chair to perform the duties of an Executive Officer position, which is vacant, until such time as the Board may vote to fill the vacancy.

**Section III: Sport Commissioner and Operations Chair Vacancies**

Sport Commissioner and Operations Chair vacancies will be filled in the same manner by which they are appointed. The President may assign another Board Member, associate commissioner or assistant chair to perform the duties of any Sport Commissioner or Operations Chair office, which is vacant, until such time as the Board may vote to fill the vacancy.

**Section IV: Resignations**

It is expected that all members of the Board fulfill their terms in which they were elected. In the event a member of the Board resigns the following process should be followed.

Any resignation submitted during a regularly scheduled Board meeting or special meeting called by the President will be effective immediately. The resignation will be documented by all those in attendance and will be sent out via email to the entire Board the same evening by a member of the Executive Board. This will be done so any Board member not in attendance will be aware of the resignation. All resignations shall be in writing and submitted to all Executive Officers. Any resignation submitted over email or text will be effectively immediately and an email will be sent out the same night letting the Board know of the vacancy to the position.

**ARTICLE IX: REMOVAL OF BOARD MEMBERS**

The Board will determine if any of its members have demonstrated an inability to discharge their duties. The Board may remove any of its members by a two-thirds vote of the entire Board after a decision by the grievance or code of conduct committee has been rendered. Notification of such termination shall be in writing and signed by the President or Vice President of Athletics. Once a Board member is removed there will be no process for appeal. Should any sports commissioner, associate commissioner, operation chair, assistant chair or executive officers not be present for three (3) consecutive board meetings they will be deemed to have vacated their position and will automatically be removed as a member of the Board.

**ARTICLE X: DUTIES OF THE EXECUTIVE OFFICERS**

**Section I: Presidential Duties**

The President will be the top executive officer of SCYA and shall preside as chairman at all SCYA meetings. The chairman shall conduct each such meeting in a business-like and fair manner in accordance with the Roberts Rules of Order. The President shall oversee the programs and activities of SCYA according to its Bylaws, conduct the affairs of SCYA and execute the policies established by the Board. The President will appoint committee chairpersons, with appointments confirmed by the Board, and will support them in their efforts. The President has overall responsibility and will be held accountable for the action, decisions and performance of those who serve under them. In the event of a "tie" vote during Board voting matters, the President shall be the tie breaking vote and only vote if said matter is not majority agreed upon by the other Board members. The President shall be authorized to sign checks for approved payment of legitimate organization expenses if the Chief Financial Officer is not available. The President shall attend all county meetings required by Anne Arundel Parks and Recreation and any league in which the Board votes to participate. The President shall assist the Vice President of facilities in securing permits for facilities and maintaining facilities.

**Section II: Vice President of Athletics Duties**

The Vice President of Athletics will act on behalf of the President in meetings and functions not attended by the President with the same power and authority and perform such other duties and acts, as the President shall direct. The Vice President of Athletics shall assist the President in the performance of their duties as well as advise the President and the Board of any and all matters concerning SCYA. The Vice president of Athletics is responsible to support and help the commissioners with respect to all aspects of all sports. The Vice President of Athletics will chair the review committee, which will look into any code of conduct violations and grievances. The Vice President of Athletics will keep an updated background check list for all volunteers and coaches submitted by sports commissioners, operations chairs and committee members. The VP of athletics shall work with all sports commissioners to develop a long term strategic plan for their sport.

**Section III: Vice President of Facilities Duties**

The Vice President of Facilities shall be in charge of overseeing all field maintenance. This includes, but is not limited to, all field equipment (mowers, spreaders, aerators, seeders, etc) and procuring and maintaining field maintenance grants from the county. It is their responsibility, if he/she so chooses, to find and delegate duties to a field engineer at each of the SCYA permitted

parks. The Vice President of Facilities shall be responsible for securing permits for facilities and providing copies of those permits to Commissioners and the SCYA Secretary. The VP of facilities shall work to develop a long term strategic plan to improve and expand our facilities.

#### Section IV: Chief Financial Officer (CFO) Duties

The CFO shall receive and be accountable for all funds belonging to SCYA and deposit all received funds within seven (7) days. The CFO will keep accounts of all revenue and expenses of SCYA, provide for safekeeping of SCYA funds, and submit all financial information required by governmental agencies. The CFO shall collect all monies, receipts and invoices and documentation of all such invoices. He/she will be required to maintain current and accurate logs, records and reports. These records will be made available to all members of the Corporation upon reasonable request. He/she will have custody of all funds accrued by the Corporation and shall maintain these funds in a bank account(s) approved by the Board. He/she shall report any and all discrepancies immediately to the President and/or Board. The CFO is authorized to sign checks for items or services approved as legitimate expenses. Both the CFO and President (Primary) / Vice Presidents (Secondary) must approve all expenditures before disbursement shall occur. The CFO is responsible for preparing and disbursing updated financial reports to Board members at SCYA meetings, maintaining the current year budget balance and assisting the Board to establish financial reporting procedures. The CFO will supervise any and all income received from all committees (concessions, spirit wear, and fundraising). The CFO shall consult regularly with a General Counsel to be sure all contracts are binding and in the best interest of SCYA. The CFO shall work to submit taxes each year in consultation with CPA approved by the Board. The CFO shall work with Executive Officers to develop a long term financial plan. He / She shall work with the VP of Athletics to collect all outstanding registrations.

#### Section V: Secretarial Duties

The Secretary will be custodian of SCYA records, including financial records for prior years. The Secretary shall also keep current copies of SCYA's articles of incorporation, Bylaws and Operations Manual and shall provide a copy to any member upon request. The Secretary will keep an account of all Board meetings, Membership voting, committee reports and will disseminate minutes of all meetings. The Secretary will provide for the updating of all SCYA records to reflect Board and Membership voting. The Secretary will maintain the Membership roll and maintain the mailing list of all members of SCYA. The Secretary shall provide the Board with copies of minutes and committee reports. The Secretary will keep a running list of all members who fill Board positions to reflect background check dates and term expiration dates. Secretary will keep a list of all Committee Members.

### **ARTICLE XI: DUTIES OF COMMISSIONERS**

#### Section I: General

Sports Commissioners will promote, manage and administer their sport programs, and will attend League and County meetings concerning their sport programs as SCYA representatives. Commissioners will leave a well-maintained, updated job description, duties, responsibilities, and a list of current contacts and vendors to their successor. Commissioners will work with the Vice President of Athletics to create a coaches development plan.

## Section II: Associate Commissioners

Sport Commissioners will solicit an associate commissioner (successor) and present them to the Board. They will assign them duties to improve the management of their sport program but will not delegate the financial management of sport programs to the assistant. They may grant them voting rights in the event the sports commissioner will not be able to attend a board meeting. The commissioner must submit this permission to the Executive Officers prior to any meeting.

## Section III: Misconduct and Grievance

Sport Commissioners will, remove players, coaches and assistants if necessary for Code of Conduct violations to promote the quality of their sport programs. Sport Commissioners will make their best effort to address grievances concerning their sport program brought to them by Members. They will advise these Members on Board grievance procedures, and will report to the VP of Athletics any grievance brought to them as well as the resolution of the grievance.

## Section IV: Financial

Each sports commissioner, in conjunction with the CFO, shall prepare a detailed seasonal budget for their sport for the next fiscal year to be presented to the Board for approval. These budgets are to be submitted in a format approved by the Board. Any item exceeding \$1000 will require a minimum of three (3) written quotes. Once approved, any unbudgeted expenditures, those not included in the approved budget, must be presented to the Board for approval. Commissioners shall be responsible for setting the registration fees and dates for their sport. All financial hardships shall be submitted to the Executive Officers for approval. All fundraising by Sports Commissioners must be approved by the board prior to advertising and the start of the event. Commissioners may not end a season with a deficit of more than \$500. In that case they will be required to bring a detailed explanation to the Board on reasons and remedies.

## Section V: Equipment and Facilities

Sport Commissioners will determine equipment, uniform and facility requirements for their sport programs, and will provide an inventory of these requirements. Commissioners will be in charge of all Field Prep and Field Lining. They will submit all requests for field and gym permits to the Executive Officers with as much advance notice as possible. All requests and needs must be submitted in the commissioner's monthly report to the Executive Officers. Commissioners will work together to coordinate field space and gym space to make sure each in-season sport has adequate practice time.

## Section VI: Coaches

Sport Commissioners will ensure that all coaches of record are at least 18 years of age, have appropriate County and League certifications and pass an Anne Arundel County Parks and Recreation background check. They will provide for the training of coaches and disseminate information on sportsmanship, ethics, rules and League regulations.

## Section VII: Players

Sport Commissioners will determine the method by which players will be assigned to teams and will determine levels of team play, taking into consideration any League or County guidelines and the recommendations of the Board and coaches. They will keep players informed of any local clinics, camps and opportunities for improvement.

### Section VIII: Administrative

Act as the liaison with the county as it pertains to registering the teams, providing player paperwork, and providing payment to the county. They will be responsible for collecting and turning in Youth Player Contracts and any other paperwork required by the county or league in which SCYA participates. Commissioners are responsible for keeping player contracts secure during the season and shredding them at the end of the season. Commissioners will provide a monthly report of any program needs, facility needs, Permits needed, season highlights, questions for the board and action items that need to be voted on. Commissioner will provide this to the Executive Officers at least 6 days prior to each monthly board meeting. This will allow the Secretary to collect and then send out to all members of the board so board members can be better prepared for the monthly meetings.

### Section IX: End of Season Closeout

Sports commissioners will meet with either VP of Athletics or President at the conclusion of the season to discuss needs, inventory, improvements and anything else to improve the association.

## **ARTICLE XII: DUTIES OF OPERATIONS CHAIRS**

### Section I: Concessions

The Concessions Chair will be responsible for all supplies, permits, Health Department inspections, sales, and accounting of all concessions at all SCYA games and events. They will work with each sports commissioner that has concessions in their sports program and will coordinate with any event chair that needs to sell concessions. They will submit an annual estimated program budget to the Board.

### Section II: Media

The Media Chair will be responsible for working with the Board to promote all sports, fundraisers, events and volunteer opportunities through all media avenues. They will oversee the team picture contract which is approved by the Board. The Media Chair will make sure all images used are approved by parents.

### Section III: Webmaster

The Webmaster will be responsible for updating the SCYA website with registration details, forms, contact info for Board members, events, sports information, pictures and promoting sponsors. They will be responsible for posting the updated Bylaws and Operations Manual. Duties include setting up sport registration information for each season; maintaining the active families listing; and handling any registration issues or questions.

## **ARTICLE XIII: DUTIES OF VOLUNTEERS**

### Section I: Volunteers

All volunteers are directly responsible to the governing body. They will conduct themselves by the same standards of conduct as the governing body. A volunteer shall make every effort to fulfill the mission of SCYA and adhere to all policies while meeting the goals for which they volunteered. Every SCYA volunteer must pass the Anne Arundel County background check requirements.

## Section II: Coaches

The primary role of the coach is that of a leader and teacher. They will serve as a role model for both players and adults. Emphasis shall be placed on sportsmanship as well as basic instruction during training sessions and games. The coach responds directly to the Commissioner of the sport. Any and all problems and requirements that arise shall be addressed to the Commissioner for action. All coaches must have appropriate certification depending on league requirements and pass an Anne Arundel County Parks and Recreation background check.

## **ARTICLE XIV: MEETINGS**

### Section I: General

All Board decisions will be rendered by simple majority vote, unless otherwise specified by these Bylaws and Operations Manual. The President is not a voting member except in the case of a tie or stalemate. In the event that one person holds more than one Board position, that person will cast only one vote, and the offices so held will count as only one in establishing a majority and quorum.

### Section II: Meeting Rules

The President is the parliamentarian and shall govern the meetings of SCYA. All those in attendance shall adhere to the SCYA Code of Conduct. Violators of the Code of Conduct will be asked to remove themselves from the meeting area. Repeated violations will result in permanent dismissal from all SCYA board meetings and may result in removal from the organization.

### Section III: Quorum

A quorum of one more than half of the current Board of Directors is required to conduct the business of SCYA at Board meetings and General Membership meetings. In the event that one person holds more than one position, that person will cast only one vote, and the offices so held will count as only one in establishing a majority and quorum. If a quorum is not achieved within 30 minutes of the start time of a meeting, the meeting will be rescheduled for another time.

### Section IV: Board Meeting Schedule

Meetings shall be held monthly, except for the months of August and December, and open to all members. Members not on the Board or a Committee Chair may bring new business if they have contacted the Executive Officers ten (10) days prior to the monthly Board meeting. Regular members will not be allowed to give testimony at Board meetings unless they are on the agenda. The Board meetings shall be held on the second Monday of each month and begin at 7:00pm. If a majority of board members will not be able to attend the day may change. Meeting locations will be announced at least three weeks prior to scheduled meetings. The Secretary shall publish meeting dates and locations in advance and may call all officers, board members, etc., to announce the meeting as a reminder. The Board meeting shall adhere to the following agenda:

1. Approval of Prior months minutes
2. Executive Officers Reports
3. Action Items/Old Business
4. Commissioners Reports
5. Operations Reports
6. Committee Reports

7. New Business
8. Open Floor
9. Adjournment /Next Meeting Announcement

The minutes of each meeting shall be prepared by the Secretary. A copy of these minutes shall be kept permanently in SCYA files. One copy shall be distributed to Board members prior to the meeting. Another copy shall be made available before the start of each meeting.

#### Section V: General Membership Meeting Schedule

General Membership meetings will be scheduled four times a year in March, June, September and January. All Members may attend General Membership meetings and present testimony (limited to a maximum of 2 minutes each) on matters they deem appropriate. Testimony will be given in strict accordance with Roberts rules of order.

#### Section VI: Special Meetings of the Board

Special Board Meetings shall be held if called by the President. If possible, a one-week notice shall be given. Such meetings shall be called only for urgent business. A quorum must be established before a special meeting may begin.

#### Section VII: Special Meetings of the General Membership

The President may call special meetings of the general membership of SCYA at any time with approval from the Board. Notice shall include an agenda specifically describing the purpose of the meeting, and any business to be conducted by the membership at the meeting. A quorum must be established before a special General Membership meeting may begin.

#### Section VIII: Voting

All Board decisions involving finances will happen during monthly board meetings, special board meetings called by the President or special general membership meetings called by the president. No financial decisions will be made through email voting or online voting.

### **ARTICLE XV: AMENDMENTS TO BYLAWS**

Proposals for amending or repealing the Bylaws, or of any portion thereof, may be introduced by any member in good standing at a General Membership Meeting. Such proposals shall be made in the form of a motion and shall be acted upon accordingly. If a proposal to amend or repeal the Bylaws is approved by the Board, such proposal is formulated into precise wording for a motion to achieve the desired result. Said motion shall be presented by the Board to the General Membership at the next General Membership meeting of SCYA. Notice will be given to the General Membership of at least twenty-one days prior to the meeting. At least a two-thirds majority of the votes cast by the General Membership present and in good standing at said meeting is needed to amend or repeal the Bylaws.

### **ARTICLE XVI: GENERAL CORPORATION OPERATION MANUAL**

General Corporation Operation Manual will be utilized in conjunction with Bylaws for specific corporation operation procedures. The Board will establish and maintain a record of its operations, including policies and procedures to be followed by the Board and SCYA Members.

**ARTICLE XVII: DIRECTORS & OFFICERS LIABILITY INSURANCE**

SCYA will maintain Directors & Officers Liability Insurance for Sports & Recreation Organizations to cover types of lawsuits such as violation of rights of others under constitutional, federal, or state laws; wrongful termination, wrongful suspension, or sexual harassment; discrimination based on race, sex, age, disability, or failure to follow our own rules or Bylaws when making an administrative decision. The limit of liability for such coverage shall be no less than \$1 million per claim/occurrence.

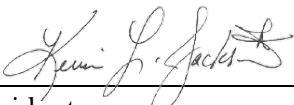
**ARTICLE XVIII: WHISTLE BLOWER**

There should be no reprisal for someone exposing waste, fraud, abuse or mismanagement relating to SCYA.

**ARTICLE XIX: DISSOLUTION**

In the event of dissolution of the Corporation, the Board of Directors shall donate all remaining assets to local non-profit youth organizations to promote sports in Anne Arundel County.

The Bylaws have been reviewed and approved as signed and dated below.

 Kevin L. Jackson Date: 13 June 2020  
\_\_\_\_\_  
President