

# Whitehall Area Youth Association

## By-Laws

Adapted: 2/23/2016

Updated: 7/31/2024

The duties of the Board of the WAYA are as follows:

### **ARTICLE I. PRESIDENT**

The President shall act as presiding officer who shall have full authority and responsibility for the administration and conduct of the WAYA within the policies and procedures established. The President shall appoint committees as deemed necessary to carry out pertinent functions as approved by the Board. The President shall assign duties to all officers as required. As presiding officer, the President is empowered to take prudent and reasonable actions in cases not covered in the By-Laws and such authority is implicit in this office. The President may solicit, with Board approval, the services of an accountant to review, audit, or compile the books and prepare all tax reports as may be required or deemed necessary. The President is Ex-Officio of all committees and represents the WAYA at various public hearings.

The President shall be responsible for the drafting and subsequent changes to the Constitution and By-Laws.

### **ARTICLE II. VICE PRESIDENT**

The Vice President shall succeed to the powers of the President in the absence of the President. The Vice President shall be responsible for liaison and good working relationships with government, businesses, sponsors, and school entities to promote WAYA youth recreation programs. The Vice President shall chair Committee(s) to secure sponsors, direct ways and means projects including concessions, photography, and fund raising where applicable.

### **ARTICLE III. SECRETARY**

The primary duties of the Secretary are to record and maintain the minutes of all meetings, attend to all correspondence and keep records of the WAYA. The Secretary will record all votes and serve as Parliamentarian and have on hand at all meetings "Robert's Rules of Orders, Revised". The Secretary will notify the Board and Members as to the time, date, and place of each seasonal board meeting. The Secretary will notify all voting Members as to the time, date, and place of the Annual General Meeting in February and any other special meetings that may arise.

### **ARTICLE IV. TREASURER**

The Treasurer shall deposit all monies of the WAYA and submit statements of receipts and expenditures and a complete statement of assets and liabilities at the end of each fiscal year (January 1-December 31). The Treasurer shall pay all bills properly passed upon and approved by the Board. The Treasurer has the power to pay bills up to \$500.00 without Board approval or within the budget limit. All checks must be signed by the Program Coordinator or Treasurer and one other officer of the board, two signatures are required. The person or persons receiving the check may not be either of the authorized signatures on the check. Blank checks must not be signed in advance. Check signers should review supporting documents (e.g. vendor invoice) prior to signing. Written reports of finances, to include cash receipts listings, cash disbursements listing, bank reconciliation, and other relevant information at all Board meetings are required. In addition, the Treasurer shall prepare an annual budget and submit it for Board approval by December 1 for the following fiscal year for the Board's approval.

### **ARTICLE V. PROGRAM COORDINATOR**

**FIELDS:** Will provide to the City of Whitehall, surrounding municipalities, and the Whitehall School District a copy of

completed playing and field schedules in accordance with any municipal and school requirements prior to the first game of each season.

**TRAINING:** The Program Coordinator shall be responsible for procurement, screening and monitoring of all coaches to maintain the highest possible standards of coaches' conduct. The Program Coordinator shall be responsible for coordinating coaches' clinics and conducting coaches meetings during the course of each season. The Program Coordinator will keep coaches informed on all activities and policies of the WAYA. The Program Coordinator will notify coaches of canceled games and reschedule dates and rescheduling of games. The Program Coordinator shall prepare and submit for Board approval prior to each season an alignment of coaches along with their individual background checks. The Program Coordinator will also submit team rosters for Board approval as soon as possible.

**EQUIPMENT:** The Program Coordinator shall be responsible for control, collection, maintenance, and storage of all WAYA equipment and uniforms. The Program Coordinator shall provide for approval by the Board a proposed equipment budget prior to each year and revisions as required prior to each activity season. The Program Coordinator shall replace or add equipment subject to Board approval.

**REGISTRATION:** The Program Coordinator will be responsible for program registration. The Program Coordinator Will be responsible for informing the public of the times and place of registration for each season, utilizing whatever advertising required as approved by the Board. The Program Coordinator will prepare and maintain rosters. The Program Coordinator will maintain and present to the Board for approval each activity season before being placed on a roster list the number of players who have requested their registration and possible late fees be waived due to financial hardships. Proof of financial hardships may be requested by the Board. The Program Coordinator will coordinate the assignment of players to teams with the coaches following the guidelines of drafting teams as approved by the Board. The Program Coordinator will add late registrants to appropriate rosters. The Program Coordinator will delete registrants who have dropped out of program. The Program Coordinator will notify coaches of any roster changes in a timely manner. The Program Coordinator will maintain copies of all Registration and Waiver forms and assure the appropriate signatures. The Program Coordinator will prepare and distribute to each head coach their team rosters and assure the appropriate signatures are on file. The Program Coordinator will also publish any necessary information publicly on website or social media postings. Open Registration for each sport will begin and end on set dates for that sport and will be the same every Membership year. Registration for non permanent clinics such as a one day basketball clinic can be set at board discretion. Only in extenuating circumstances will these dates change and will require Board approval. For Example: January 1st is start of Baseball and Softball Registration and will end on February 10th.

Baseball/Softball/T-Ball: Start: January 1st, End: February 10th

Flag Football: Start: May 15th, End: June 15th

Volleyball: Start: May 15th, End: June 15th

Basketball: Start: September 15th, End: October 15th

**LATE/EXTENDED REGISTRATION:** Applicants wishing to register after the close dates may still do so without Board approval if the late registration fee is paid and is prior to respective sport's schedule being made. If request for late registration is received after the respective sport's schedule is made, there must be approval from the Board. All late fees still apply.

**LATE REGISTRATION FEES:** Late registration fees are evaluated yearly. Any changes are per board discretion. Late registration fees are waived only if the registrant is approved for a registration scholarship. Late registration is defined as registering after the end date for sport that player is being registered. Late fees are per player with no household maximum.

with Board approval and, if utilized, officials/referees, who shall receive compensation based on contractual agreements as approved by the Board. No Board member, including a Board member's team and family, may receive directly or indirectly from the WAYA or parties who deal with the WAYA (e.g. vendors) any gifts with aggregate values in excess of \$25 per year excluding clinic fees, vendor products or services for evaluation and registration fee waivers approved by the Board. The Board shall approve compensation rates for contracted officials/referees, if any, and the contracted Program Coordinator at the budget meeting.

**ARTICLE VIII. BOARD ABSENCES**

Any member of the Board who shall be absent three (3) regularly scheduled meetings per term of office may have his office declared vacant at the discretion of the Board. The vacancy will be filled in accordance with the Constitution. If the incumbent is ill, the vacancy will be filled temporarily by a person and approved by a majority of the Board until the incumbent resigns or returns.

**ARTICLE IX. ANNUAL GENERAL MEETING** The President shall call the Annual General Meeting during the month of July. Voting rights shall be retained by current adult (age 18 and over) Members of WAYA at the Annual General Meeting. These Members will have one (1) vote each for Board positions and any other business that requires a vote at the Annual Meeting

**ARTICLE X. BY-LAW CHANGES**

Any proposed changes to the By-Laws must be in writing and approved at two consecutive Board meetings with 50% plus 1 Board Member approval to pass proposed change(s). Any changes mandated by area governing agencies that would affect these By-Laws will automatically become effective without being voted on by the Members. Any such changes shall be communicated to the Members.

**ARTICLE XI. BOARD VACANCY**

Any Board vacancy NOT covered elsewhere by these By-Laws shall be filled in accordance with the Constitution.

**ARTICLE XII. BOARD NO CONFIDENCE VOTE**

Any member of the Board shall be required to resign following a vote of no confidence in their ability to remain in their office. Five (5) Board members may initiate in writing a request for a vote in a Special General Meeting to remove a Board member by presenting their case to the total Members. Twenty-five percent (25%) of the total voting Members must be present for a quorum. Two-thirds (2/3) negative response against a Board member is sufficient to force a resignation. All Members must receive notice for a Special General Meeting to remove a Board member fifteen (15) days in advance of a no confidence vote. The Board member in question has ten (10) days to appeal, if so desired, with a Special General Meeting of all Members to hear ousted Board member's point of view. A Board member removed for no confidence would be disqualified from serving on the Board for a period of three (3) years.

**ARTICLE XIII. PARLIAMENTARY PROCEDURE**

Parliamentary Procedures published in the Roberts Rules of Order, Revised, shall govern all General and Seasonal Board Meetings.

**ARTICLE XIV. DISCIPLINE**

The Board shall be responsible for all discipline of all teams, coaches, WAYA Members, players, and referees under the jurisdiction of the WAYA upon appeal from the Disciplinary Committee. Committee Code of Conduct will be followed.

**DISCIPLINARY COMMITTEE:** The members of the Disciplinary Committee will be the Vice President, Program Coordinator and the three (3) WAYA Board members appointed by the Vice President with approval of the Board. The Committee will investigate all appeals and serious infractions of the WAYA's Constitution, By-Laws, or rules. The Committee's decision may be appealed to the Board by filing a written request with the President. The appeal must be filed within ten (10) days of the Committee's decision. The Board has the authority to confirm or veto the decisions of the Disciplinary Committee. (Chair will be selected annually)

**CONFLICT OF INTEREST:** A member of the Board or the Disciplinary Committee may be a member of any team, but in the event of any grievance involving said team, she/he may not act in its behalf nor be entitled to vote on the grievance.

**UNSPORTSMANLIKE CONDUCT AND EJECTIONS:** Written reports shall be submitted to the Vice President by the Program Coordinator within 48 hours in all unsportsmanlike conduct and ejections.

**DISCIPLINE:** All WAYA Members and participants in WAYA activities must comply with all WAYA Constitution, By-Laws, and activity rules which will be distributed to all coaches, players, and referees.

#### **ARTICLE XV. AGE GROUPS**

Program age divisions can be changed with Board approval to enhance the growth of WAYA's mission. Children are not allowed to participate in divisions lower than their current grade level unless deemed medically or emotionally applicable with Board approval. Children may be allowed to participate in divisions higher than their current grade/age level if deemed physically applicable with Board approval.

#### **ARTICLE XVI. COMMITTEES**

There will be the following standing committees.

**Nominating Committee** appointed by the President with the approval of the Board, consisting of three (3) Board members, who are not up for election and four (4) WAYA Members. If the President is up for election, the Nominating Committee shall be appointed by the Vice President with the approval of the Board. The Nominating Committee will present a slate of nominations for any Board vacancy as stated in the Constitution at the Annual General Meeting in July. Written notice of the proposed new Board members must be submitted fifteen (15) days prior to the Annual General Meeting. The Nominating Committee will select a chair at the first meeting of the committee.

**Disciplinary Committee** as outlined under Discipline. No two members of this committee may be affiliated with the same team.

**Constitution, By-Laws, and Rules Revision Committee** chaired by the Vice President, consisting of the Program Coordinator and two (2) other WAYA Board Members as appointed by the Vice President with the approval of the Board. Proposed changes to the Constitution must be submitted in writing fifteen (15) days prior to the Annual General Meeting in July.

**Budget Committee** chaired by the Treasurer. Consisting of one (1) other officer and two (2) Board Members appointed by the Treasurer with the approval of the Board shall submit for Board approval a proposed WAYA budget for the upcoming fiscal year by December 1 of each year. The budget should include a summary of proposed expenditures and the projected revenues which will be used to finance such expenditures. The Committee shall recommend the amount of annual Membership fees, (i.e. fee charged each player per year) for the upcoming fiscal year for Board approval. The Committee shall review WAYA's books and submit for Board approval the WAYA's annual financial statements for the previous fiscal year before the Annual General Meeting in February .