



MINERAL WELLS YOUTH SPORTS ASSOCIATION BYLAWS

Effective: June 1, 2019

ARTICLE I – NAME

This Club shall be known as Mineral Wells Youth Sports Association.

ARTICLE II – MISSION

To develop team building, sportsmanship, accountability, responsibility, and a healthy work ethic as key attributes to the local youth. The club will take pride in promoting physical activity and a healthy active lifestyle to youth of all ages. The club will strive to inspire youth to participate in community service, volunteerism, and practice paying it forward.

ARTICLE III – MEMBERSHIP

Membership in this Association shall represent adults, who are persons of good character, from the business, social, and cultural life of the community. All memberships shall be held by individuals and shall not be transferable. Individuals having executive or supervisory control or authority such as Coaches, Assistant Coaches, referees, and other participants managing club projects are required to be paid members of the Club to receive benefits of the Club, including liability insurance protection.

ARTICLE IV – ADMISSION TO MEMBERSHIP

Members shall be admitted to the Club according to such procedures as established by the Board of Directors.

Section 1: a. Proposals for Membership shall be procedures as established by the Board of

Directors, prescribed by the Board of Directors and shall bear the endorsement of one or more member in good standing.

b. The Secretary shall immediately refer all such proposals to the Membership Committee for investigation and recommendation, which include but is not limited to a background check.

c. Upon approval by the Membership Committee, the Secretary shall notify the membership of the identity of the proposed member and the date the proposal will be voted upon by the Board of Directors.

d. The board may approve or reject the proposal for membership without explanation of its action. A majority vote of those present shall be necessary to give approval as established by Article VII. Section 3 of these by laws. Membership will be effective immediately upon approval.

ARTICLE V – TERMINATION OF MEMBERSHIP

- Section 1:** Any member may resign from the Club at will.
- Section 2:** Any member who is absent from three (3) consecutive meetings may be suspended from membership. He or she will be provided written notice by the Secretary. Upon return to three (3) consecutive meetings or events, the member's suspension will end automatically. If such member has not returned within 30 days, his membership shall automatically be terminated and the Secretary shall so notify him of that termination
- Section 3:** Any member charged with conduct unbecoming or with any act prejudicial to the best interests of the Club, and against whom such charges are sustained after opportunity to appear before the Board of Directors in his or her own defense, may be expelled from membership, at the discretion of the Board of Directors. Upon such action by the Board of Directors, the Secretary shall immediately notify the member in writing, of said action.
- Section 4:** In case of the resignation or expulsion of any member, the Secretary shall immediately notify all members of the Club of such action.
- Section 5:** Any member whose membership in the Club has been terminated for any reason shall forfeit all interest in any funds or property of the Club and all rights to the use of the Mineral Wells Youth Sports Association name, emblem, or other insignia.
- Section 6:** It shall be the prerogative of the Board of Directors to confirm any termination of membership on behalf of the Club.
- Section 7:** A member in good standing is described as attending four consecutive meetings and/or events in one year; AND without absence from four (4) consecutive meetings and/or events in one year

ARTICLE VI – DIRECTORS

- Section 1:** The Board of Directors shall have such minimum number of members as may be required from time to time by any applicable federal, state or provincial legislation governing not for profit corporations or organizations. Directors shall serve for a period of one years or until their successors are duly qualified and elected and five shall be elected every year. In the event of a board position becoming vacant for any reason, such vacancy shall be filled by the Board of Directors, and the appointee shall serve for the duration of the term of the individual being replaced.
- Section 2:** The Board of Directors shall have control and management of the Club's activities, determine all policies, elect, dismiss and discipline members and generally supervise the affairs of the Club. The Board of Directors shall consist of the President, Vice

President, Secretary, and Treasurer.

Section 3: The Board of Directors shall meet on a regular basis as they shall determine; or at the call of the President/Chair. Any three members of the Board of Directors may call a meeting providing a three-day notice is given to all members. A majority of the Board of Directors shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to give effect to any action of the Board.

Section 4: Any member of the Board of Directors who is absent from three consecutive board meetings may be removed from office by the Board of Directors. Notice of said action shall be given in writing to all members by the Secretary.

ARTICLE VII – OFFICERS

Section 1: The officers of this Club shall be determined by the Club as per State/Provincial/National law. The officers of the Club shall be the following:

- The Presiding Officer (the actual title may be President, Chair, or other as determined by the Club’s Board of Directors) shall serve as the executive officer of the Club, preside at all meetings of the membership and the Board of Directors, be an ex-officio member of all committees, exercise general supervision over Club affairs and perform such other duties as are ordinarily incumbent upon a Presiding Officer; and shall represent the Club in all relations with Mineral Wells Youth Sports Association and perform a like function in their behalf in relation to the Club. The Presiding Officer shall attend all duly called District meetings or, in the case of absence for good reason, provide for the Club’s representation by an accredited representative.
- The Vice Presidents (or such title as established by the Club’s board of Directors) shall perform such duties as are ordinarily incumbent upon Vice Presidents and such other duties as may be assigned to them by the Presiding Officer or Board of Directors.
- The Secretary shall keep and maintain the minutes of all meetings of the Board of Directors, business meetings and all records of membership, attendance and service to the Club, in the form and manner prescribed by the Board of Directors. The Secretary shall also prepare and file all reports required by Mineral Wells Youth Sports Association and generally perform such duties as are ordinarily incumbent upon a Secretary.
- The Treasurer shall keep and maintain all records of fees, dues and monies collected and disbursed. Submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, prepare an annual statement for the annual meeting of the Club and generally perform such duties as are ordinarily incumbent upon a Treasurer.

Section 2: All officers shall hold office for one year or until their successors are duly elected or appointed as provided in these bylaws. In the event that any office becomes vacant for any reason, the vacancy may be filled by the Board of Directors.

The Club Board of Directors can amend or expand these duties of each officer’s role as needed, as long as they are within the guidelines of Mineral Wells Youth Sports Association and standard Club bylaws.

Section 3: Sub Officers shall include and adhere to Section 2 of above article per said duties

include as the following. 1. All commissioners may have a child in the Division in which he/she is the Commissioner. The Commissioner may be a Head Coach in the Division in which he/she is the Commissioner; however, all disciplinary actions taken against above said Coach or Coaches child shall be handled by the current president. The Commissioners duties are as follows: (a) Serve on Coaches Selection Committee. (b) Conduct coaches meeting for the division in which he is the Commissioner, bi-weekly. (c) Manage, organize and supervise tryout sessions. (d) Conduct annual Draft (open and blind) for his division. (e) Monitor conduct of Coaches on and off field during games, practices, and Club sanctioned events. (f) Ensure adherence to terms of coach's agreement. (g) Responsible for giving notice to coaches in their division for the purpose of meetings, work days, and schedule changes. (h) Actively participate in maintenance of the Mineral Wells Youth Sports Association fields, facilities and grounds. (i) Shall perform other duties as may be assigned by the President. 2. All Fundraising shall keep and maintain all records and monies collected and disbursed. All monies collected and records will be sent to the current Treasurer for final approval. The Fundraising Officer will present ideas before the Board for approval before Fundraiser is started. 3. The Communications Officer shall keep and maintain all records of any communication with the public. All articles with the printed press, or electronic press will be subject to approval by the President. Any electronic publication apps such as Facebook, Twitter, Snapchat, or e-mails shall be approved by the President before such publication is sent.

ARTICLE VIII – ELECTION PROCEDURE

The election of Club officer(s) and Directors should be completed no later than April 30.

- Section 1:** Separate balloting shall be conducted for each office. Where there is only one nominee for an office, the President shall request a unanimous ballot for the nominee. A majority of the votes cast shall be required to elect. In the case of directors, if the number of nominees exceeds the number of vacancies, the required number receiving the highest number of votes shall be declared elected.
- Section 2:** Nothing in this article shall be construed as precluding nominations from the floor.
- Section 3:** Only members in good standing shall be eligible to hold office or vote.
- Section 4:** Voting shall be by individuals and no person may cast more than one vote. Proxies will not be recognized.
- Section 5:** All officers and directors shall assume the responsibilities of their respective offices effective May 1 following their election.
- Section 6:** The Secretary shall report the results of all elections and appointments of Club officers to the Club members immediately.

ARTICLE IX – MEETINGS

- Section 1:** Regular meetings of the Club shall be held at such time and place as may be determined by the Board of Directors.
- Section 2:** Special meetings may be called by the Presiding Officer, or by the Secretary upon receipt of a written request signed by at least five (5) members in good standing. Every member shall be notified in writing at least three days in advance of the special meeting and advised what business will be considered. No other business may be conducted at the meetings.
- Section 3:** One-third (1/3) of the members in good standing shall constitute a quorum at any regular, special or annual meeting of the Club.
- Section 4:** The current edition of Robert’s Rules of Order shall govern all deliberations of this organization and its Board of Directors except as otherwise provided in these bylaws.

ARTICLE X - REVENUE

- Section 1:** The Board of Directors may plan or recommend the raising or accumulations of revenue from sources other than those stated in this article.
- Section 2:** All funds, to which the public or members have contributed for the specific purpose of financing charitable, educational or civic activities of the Club, shall be used solely for those purposes and separate records of such funds shall be maintained.
- Section 3:** The fiscal year of the Club shall be from January 1 of each year until December 31 next following.
- Section 4:** The Board of Directors shall arrange for, at a minimum, an annual audit by an audit committee appointed by the Board of Directors. This audit committee shall consist of members not also members of the Board of Directors.
- Section 5:** All major purchases, excluding normal operating expenses, exceeding \$100 for capital expenditures or \$100 for operational expenditures may not be approved without a majority vote by the Board of Directors with the presence of a quorum at a duly constituted meeting. Normal operating expenses include concession expense, utilities, field upkeep, etc. In Emergency Instances: A quorum of the Board of Directors will make the necessary decision and report to the President as soon as possible.

ARTICLE XI – COMMITTEES

- Section 1:** The Board of Directors shall determine the number and purpose of all special and standing committees required to achieve the purposes of this Club.
- Section 2:** The Presiding Officer shall appoint the chair and members of all committees and announce such appointments not later than June 1 following his or her election.

ARTICLE XII – MISCELLANEOUS

- Section 1:** A member or individual may act as an agent of Mineral Wells Youth Sports Association only upon prior written approval granting such agency by the Clubs Board of Directors.
- Section 2:** Any person elected to membership in this Club shall be deemed to have accepted these bylaws, and shall be bound by them in all respects as if he or she had been a member at the time of their adoption.
- Section 3:** These bylaws shall be reviewed annually. If in the event a member petitions a change to bylaws, the Board of Directors exercises the right to review bylaws and approve changes as needed.

ARTICLE XIII – NOT-FOR-PROFIT ORGANIZATION

This Club is organized and shall operate as a not-for-profit organization and shall be incorporated within the state/provincial/ national statutes as such. The Club is organized to operate exclusively as a non-profit 501(c)(3) entity.

ARTICLE XIV – AMENDMENTS

Section 1: Any amendment to these bylaws must shall be adopted by a two-thirds (2/3) vote of the members present at any meeting, provide written notice of the proposed amendments and date of such meeting shall have been given the members at least two (2) weeks prior thereto.

ARTICLE XV – DISSOLUTION

Upon the dissolution of the Club, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club in such manner, or to such organization(s), including another not for profit organization, or any organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501c(3) of the Code, as the Board of Directors shall determine.

Date of Last Revision: June 1, 2019

Club President's Signature: Jack Thomas 6/1/2019

Club Secretary's Signature: Tonilynn Evans 6/1/2019

