



# Glen Allen Youth Athletic Association

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## **Association By-Laws**

**GLEN ALLEN YOUTH ATHLETIC ASSOCIATION**

**Revised September 15, 2016**

### **ARTICLE I – NAME**

**SECTION I:** The name of the association shall be Glen Allen Youth Athletic Association, Inc. from now on referred to as Glen Allen Youth Athletic Association or GAYAA.

### **ARTICLE II – REGISTRATION AND RESPONSIBILITIES**

**SECTION I:** A member is defined as someone who has a child who participates in one of our programs that we offer during the fiscal year or who is an active volunteer in support of our programs and activities. A member must be in good standing to vote, serve on the Executive Board or be appointed to chair a committee.

**SECTION II:** Glen Allen Youth Athletic Association will not collect any annual dues from the members.

**SECTION III:** Registration fees will be collected for all sports. The fees collected will be used to offset expenses for that season. The Executive Board will monitor the expenses at the conclusion of each sports season to ensure the fees collected will cover all expenses. A fee increase will occur when Executive Board deems necessary.

**SECTION IV:** All Past Presidents and other such honored members will become Lifetime Members and will have their registration fees waived while at Glen Allen Youth Athletic Association.

**SECTION V:** All members of Glen Allen Youth Athletic Association are responsible for volunteering to assist the association in one of the following tasks: coaching, team parent, fundraising, carnival, concessions, volunteering for special events or field maintenance of Jack Bourne Park. Members who refuse to volunteer will be classified as a member not in good standing.

**SECTION VI:** Members who have had disciplinary action taken upon them will be classified as a member not in good standing.

**SECTION VII:** Glen Allen Youth Athletic Association has the option to include an additional fee to the registrations in substitution of having fundraisers during each sports season. The fee shall be set by the Executive Board.



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## ARTICLE III – GOVERNMENT

**SECTION I:** The further content of these bylaws shall refer to three entities, all of which shall be understood to be current members in good standing or having been granted lifetime membership.

A) The Executive Board shall consist of Glen Allen Youth Athletic Association Officers and Directors. The President shall act as Chairperson of the Executive Board.

### The Officer positions shall include:

President	Vice-President	Secretary	Treasurer	Asst. Treasurer/Director of Administration
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### The Director positions shall include:

Director of Basketball	Director of Baseball	Director of Equipment
Asst. Dir. of Basketball - Administration	Asst. Director of Baseball - Administration	Director of Sponsorship
Asst. Dir. of Basketball - Membership	Asst. Dir. of Baseball - Membership	Director of Special Events
Director of Softball	Director of Buildings, Grounds & Facilities	Director of Communications
Asst. Dir. of Softball - Administration	Director of Field Operations	Director of Concessions

B) Committee Chairs. Committee Chairs shall include chairperson positions for the following Committees: Concessions, Nominating, Umpires, Baseball Operations, Basketball Operations and Softball Operations. The role of Immediate Past President will be held as a Committee Chair position and will serve in an advisory capacity to the President and the Executive Board. These Committee Chairs are appointed by and report to the Executive Board.

C) General Membership. All other current members who have a child who has played a sport within the past fiscal year or who is an active volunteer in support of our programs and activities.

**SECTION II:** All Executive Board members shall be elected at the annual meeting of Glen Allen Youth Athletic Association and shall serve for a period of 2 years. The President, with approval from the Executive Board, may add or remove positions or change titles to existing positions of the Executive Board if it is deemed necessary.

**SECTION III:** Resignation in writing from the Executive Board member shall be considered effective upon receipt by the President. At this time, that person is no longer to be considered an active member of the Executive Board and has no vote at the board meetings. The Executive Board member shall be replaced as per Section IX of this Article.

**SECTION IV:** The annual year as it relates to an Executive Board member's term, shall begin on October 1 and end on September 30 of the following year. The fiscal year shall be the same.

**SECTION V:** The Executive Board shall be responsible for managing and controlling all affairs of Glen Allen Youth Athletic Association to include but not limited to: setting policies, setting the rules for each sport and the fees for participation in each sport, setting the dates for registration and other scheduled events or meetings, selection and direction of softball, baseball, and basketball managers or coaches, and the administration of the financial affairs of Glen Allen Youth Athletic Association. To serve on the Executive Board, a member must be in good standing with the organization.



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**SECTION VI:** Annual standing committee assignments shall be made by the October meeting of the Executive Board.

**SECTION VII:** Funds of Glen Allen Youth Athletic Association may be withdrawn from the bank by the following officers: President, Vice President, Treasurer or Assistant Treasurer.

**SECTION VIII:** All property and assets of Glen Allen Youth Athletic Association shall remain with Glen Allen Youth Athletic Association. In the event of dissolution of Glen Allen Youth Athletic Association, these assets will be disposed of by a majority vote of all current members in attendance at an annual or special general membership meeting.

**SECTION IX:** Any vacancy which may occur on the Executive Board prior to the election shall be filled by an appointment by the President and shall be approved by the Executive Board. The appointed person will fulfill the remaining term.

**SECTION X:** The books and records of the Treasurer shall be audited by an appointed committee at the end of each fiscal year. The audit shall be completed by December 31 of that year. This committee will be comprised of one Executive Board that is not an officer who will be the chairperson and 2 other members.

## **ARTICLE IV – NOMINATION AND ELECTION OF EXECUTIVE BOARD**

**SECTION I:** Any member, in good standing, that wishes to run for a position on the Executive Board must provide notice of such nomination, or be nominated by another member in good standing, to the president no later than 48 hours in advance of the Annual Meeting. Last minute nominations *may* be accepted during the Annual Meeting per the majority decision of the current Executive Board. Further, all nominees for elected positions will be posted via the Glen Allen Youth Athletic Association website no later than 48 hours prior to the time of the Annual Meeting.

**SECTION II:** Voting shall be limited to 2 votes per member family and not more than 1 vote per person. Proxy votes shall not be recognized. Members may elect to submit their vote in absentee by submitting their vote for a particular candidate no later than the start of the Annual Meeting. This may be done via email to [President@GlenAllenSports.com](mailto:President@GlenAllenSports.com) but must be signed by the voter. All voting members must be in good standing.

**SECTION III:** The terms of the Executive Board members will be for two years.

**SECTION IV:** Elections will be held no later than September 30 on even years. This election will be held in conjunction with our annual meeting (ARTICLE V, SECTION I).

**SECTION V:** There are no limits to the number of terms an Executive Board member can serve.

**SECTION VI:** Any person running for a position on the Board who is running unopposed shall be required to obtain a minimum of 50% of the total votes cast. If that 50% threshold is not met, the position is to remain vacant until filled by the Executive Board according to Article III, Section IX.



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## **ARTICLE V – MEETINGS OF EXECUTIVE BOARD**

**SECTION I:** The annual meeting of Glen Allen Youth Athletic Association shall be held on no later than September 30 of each year. The notice of this meeting shall be mailed or emailed to each member at least 10 days prior to the meeting. The meeting announcement will also be placed on the association's website and distributed by social media.

**SECTION II:** Meetings of the Executive Board shall be held at prearranged dates or at the call of the President. A simple majority of Executive Board members present shall constitute a quorum at any board meeting. (Committee Chairs and General Members may attend any board meeting but have no vote.)

**SECTION III:** Special meetings of the General Membership may be called at any time by the Executive Board (See ARTICLE V, SECTION I).

**SECTION IV:** A special meeting of the Executive Board shall be called whenever 51% of current members of Glen Allen Youth Athletic Association so request in writing. Notification shall be made to the Executive Board by phone, by email or by mail.

## **ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD OFFICERS**

**SECTION I:** The President shall preside at all meetings of Glen Allen Youth Athletic Association. The President shall appoint all operating and special committee chairpersons. All appointments shall be subject to approval by the Executive Board. The President will only vote in the event of a tie.

**SECTION II:** The Vice-President shall preside at all meetings of Glen Allen Youth Athletic Association in the absence of the President. The Vice-President shall assume all other duties of the President in his/her absence or due to resignation or inability to perform.

**SECTION III:** The Secretary shall give notice of all regular and specially called meetings. The Secretary shall keep a permanent record of the minutes of all such meetings and shall be custodian of all official records of Glen Allen Youth Athletic Association. Copies of the minutes to any meeting shall be made available to every member upon written request.

**SECTION IV:** The Treasurer shall be responsible for the collection and maintenance of all Glen Allen Youth Athletic Association funds. The Treasurer shall maintain the books and financial records, disburse funds at the direction of the Executive Board, and shall report in detail at regular and special meetings of Glen Allen Youth Athletic Association; or at such time as directed, the financial standing of Glen Allen Youth Athletic Association. The Assistant Treasurer will assist in the duties described above and shall assume all other duties of the Treasurer in his/her absence or due to resignation or inability to perform.



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## **ARTICLE VII – REMOVAL OF EXECUTIVE BOARD MEMBERS**

**SECTION I:** The current members of Glen Allen Youth Athletic Association, in an annual or specially called General Membership Meeting (see ARTICLE V, SECTION III), may remove any Executive Board member and fill the vacancy caused by such removal. Such an action would require a majority vote of all current members present at such a proceeding. Written notice of such action must be given to each member by email or by mail at least 10 days prior to the meeting.

**SECTION II:** The President has the option to remove any Executive Board member should a member miss 3 meetings of the Executive Board within a fiscal year or become not in good standing. The vacancy shall be filled by an appointment by the President and shall be approved by the Executive Board in accordance with ARTICLE III, SECTION IX.

## **ARTICLE VIII – DUTIES OF COMMITTEE CHAIRS**

**SECTION I:** The Committee Chairs will hold meetings as needed to discuss rules and regulations for all sports, to organize upcoming events such as fundraisers, etc.

## **ARTICLE IX – TERM LIMITS FOR COMMITTEE CHAIRS**

**SECTION I:** Terms for the Committee Chairs will be set for two years. At the conclusion of two years, the President can renew the chairperson if still in good standing with Glen Allen Youth Athletic Association or remove them as the Committee Chair. If removed, the President will appoint a replacement and it is subject to approval by the Executive Board.

## **ARTICLE X – AMENDMENTS**

**SECTION I:** These by-laws may be changed or amended by a majority vote of current members present at any annual, special or regular meeting. Written notice of the intent to change the by-laws must be made to all current members at the last known home or email address at least 10 days prior to the meeting. Current members will be recognized as people who have a child who has played a sport within the current fiscal year or who is an active volunteer in support of our programs and activities.