

BY-LAWS OF SOUTH JEFFCO SPORTS ASSOCIATION

November 1974
November 1978 Revised
January 1984 Revised
January 1992 Revised
February 1993 Revised
April 1994 Revised
June 1994 Revised
August 1995 Revised
September 1995 Revised
November 1995 Revised
August 1996 Revised
September 1997 Revised
July 1998 Revised
December 1998 Revised
April 1999 Revised
February 2008 Revised
June 2010 Revised
October 2011 Revised
August 2012 Revised
March 2018 Revised

ARTICLE I – NAME

The name of the organization shall be SOUTH JEFFCO SPORTS ASSOCIATION, INC., (The Association). (The Association formerly known as COLUMBINE SPORTS ASSOCIATION, INC., doing business as South Jeffco Sports Association. For historical reference, the name was formally updated with the State of Colorado in 2011.)

ARTICLE II – ADDRESS

PRINCIPAL PLACE OF BUSINESS shall be 6657 W. Ottawa Ave D-1, Littleton, Colorado 80128, or such other place as the Board of Directors shall designate.

ARTICLE III – OBJECTIVES AND PURPOSE

SECTION 1: The objectives for which the corporation is formed and incorporated are:

- a. To provide an organization for the supervision of participation in sports by the youth the reside in the Jefferson County community, dedicated to the highest ideals of sportsmanship.
- b. To organize, develop and maintain an athletic organization within the community that have the opportunity to participate under common rules and regulations, to the end that participating members may engage in uniformly supervised and organized competitive athletic programs and other activities.

- c. To foster among the members good sportsmanship and citizenship; and to develop and maintain among the members good character, physical development while participating in youth sports.
- d. To offer members, individually and collectively, beneficial activities and recreation to become better citizens and good example for others.
- e. To take any action, as the laws of the State of Colorado and the United States permit to protect The Association in the exclusive use of The Association name, rules, regulations, By-Laws, insignia and devices as The Association may from time to time adopt.
- f. To acquire, hold and possess such personal property and real estate as may be necessary, proper or suitable for the conduct of affairs of The Association, and to sell or otherwise dispose of the same; to borrow money, and issue notes, bonds or other instruments as evidence of any indebtedness, and pledge to mortgage, hypothecate and assign any property, real or personal, as security for any indebtedness.
- g. To do anything necessary, suitable or proper for the accomplishment of the objectives and purposes set forth herein or which may be recognized as proper and lawful objectives of The Association consistent with the public interest.

SECTION 2: Sports programs within The Association may be affiliated with and/or maintain a relationship with a governing league or association. By way of example, these leagues or associations may include: Arapahoe Youth League, Inc. (AYL), Colorado Parks and Recreation Association (CARA), Girls Softball League of Jefferson County (GSLJC), etc. As such, each sports program of The Association shall comply with the applicable rules and regulations of such governing league or association, to the extent such compliance is not in direct conflict with The Association's By-Laws.

Baseball – Baseball is currently affiliated with the Arapahoe Youth League (AYL).

High School Baseball – High School Baseball programs is currently affiliated with the Colorado Baseball League

Football – Tackle Football is currently affiliated with the Arapahoe Youth Football League (AYL)

Flag Football – Flag Football currently has no outside affiliation and these **By-Laws** shall be amended to reflect any such outside affiliation, if it should so affiliate.

Softball – Softball is currently affiliated with the Girls Softball League of Jefferson County (GSLJC).

Basketball – Basketball is currently affiliated with the South Jeffco Basketball League, Arapahoe Youth League (AYL) and the Gold Crown Foundation.

TRACK – Track is currently affiliated with the Colorado Parks and Recreation Association (CARA).

SECTION 3: Each sport within The Association shall have and maintain its own independent **Sports Standard Operating Procedures**, which shall not conflict with any of the By-Laws set forth herein. Further, each individual sport's Standard Operating Procedures shall incorporate the rules and regulations of the applicable governing league or association they participate in.

ARTICLE IV – FISCAL POWERS

SECTION 1: The Association is and shall be operated as a charitable, non-profit, tax exempt corporation under Section 501(c) (3) of the Internal Revenue Code. In the event of dissolution, The Association shall, after paying or making provision for the payment of all the liabilities of The Association, dispose of all the assets of The Association exclusively for the purpose of The Association in such a manner, or to such organization or organizations organized exclusively for non-profit athletic programs for the benefit of youth athletes residing in the geographic area defined in Article III, Section (1). Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in Jefferson County exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

SECTION 2: Checking accounts shall be established for the purpose of depositing and disbursing monies. Checks may be signed either by the Treasurer, President or Vice President, however all checks over \$500 require two (2) signatures. The Association may maintain the following accounts: checking for operating expenses, capital account, and interest-bearing savings account as described in Article IV Section 4. The general account is used to fund the office operating expenses, and used to run daily operations. The capital fund will be used to accumulate monies to be used for capital improvements voted on by the board of directors. In addition, The Association may maintain a separate bank account for managing and maintaining a hardship scholarship fund if The Association receives donations or grants in excess of \$2,500, specifically designated by the donor, grantor or The Board for use in funding such scholarship.

SECTION 3: Routine disbursements included within approved budgets may be made by the Treasurer. Special disbursement not included within approved budget year shall require the approval of the Executive Board. Sports Directors shall either use Purchase Orders indicating their approval for payment or submit a signed copy of an invoice before payment. Each sport makes transfers within ten (10) days of the start of the respective seasons to cover their portion of operational expenses.

SECTION 4: The Executive Board reserves the right to establish an interest-bearing savings account for The Association. Funds may be deposited to and drawn from the savings account with the approval of the Executive Board.

SECTION 5: The Director of each sport shall be required to establish and present to the Board for approval, a budget for their sport, within 3 months prior to their sport registration, and after approval by the Board, make expenditures within their budget necessary to conduct the business of that sport. The Treasurer of The Association shall provide a uniform budget template, which shall be used by each Director. The budgets will be voted upon in the regular Board Meeting in the month following a complete presentation of the budget; budget votes can, in special cases, be completed via email or another acceptable medium. Any expenditure not accounted for within the budget shall be handled by individual fundraisers per the sport affected.

SECTION 6: All equipment acquisitions shall be governed by The Association's *Spending and Purchasing Policy* as set forth in Appendix I, Section 1 of these By-Laws.

SECTION 7: All other debts shall be incurred only through approval of the Executive Board.

SECTION 8: The Executive Board shall be required to establish a budget for the administrative fund. The administrative fund will include all income and expenses that are necessary to maintain The Association, such as office rent, telephone, utilities, copier use, credit card discount charges, bank fees, postage, office staff and insurance. The budget shall be presented for approval at the November meeting and voted upon at the following meeting each year to be in place at the start of the new year. Disbursements included within the approved budget may be made by the Treasurer.

ARTICLE V – MEMBERSHIP

SECTION 1 - Membership in The Association is to include paid registration fees for at least one sport in the past 12 months and the youth athlete for whom those registration fees are intended to participate in or are currently participating in a sport sponsored by The Association in the previous 12 months.

ARTICLE VI-SCHOLARSHIPS

SECTION 1 - The Association shall establish and maintain a need-based registration and equipment assistance fund (for ease of reference, referred to as a Scholarship) for members who exhibit, through a formal application process, that determines the needs for assistance.

SECTION 1A: minimum areas for review are:

1. Completion of The Associations approved application
2. Hardship letter: explanation of need
3. Tax returns to prove income, if applicable
4. Proof of assistance i.e. school funded meals, state/county assistance
5. Any other items deemed necessary by The Association to further validate the need is warranted.

SECTION 2 - Scholarships shall be used to pay for registration fees and other reasonable and necessary expenses of participation. The Association shall

maintain clear application policies and applications shall be approved by vote of a committee consisting of the individual sports directors for which the Scholarship is applied, along with the Directors or Assistant Directors of each other sport.

ARTICLE VII – BOARD OF DIRECTORS

SECTION 1 - The Board of Directors (“The Board”) shall be the Executive Administrative body of The Association.

SECTION 2 - The Board shall be comprised of up to sixteen (16) officers, as follows:

- a. President,
- b. Vice- President,
- c. Treasurer,
- d. Secretary,
- e. Immediate Past President.
- f. In addition, each sport shall be represented by 2 voting members, the primary director and either: (a) an assistant director, if one exists, or (b) in the case of separate sub-directors, then one sub-director shall be either appointed by the director annually or voted on annually by all sub-directors in that sport.
- g. The Executive Board has the right to interpret The Association By-Laws, provided such interpretation is fair, reasonable and in the best interests of The Association. In any case where the Executive Board issues an interpretation of any provision of these By-Laws, such interpretation shall be in the form of an Interpretive Memorandum, with such document being made and maintained as an official document of The Association. Interpretive Memorandums shall be binding on any subsequent interpretations of the provisions at issue.

SECTION 3 - The Association may also have such specialty directors as may be determined by the Board, such as a Facilities Director.

SECTION 4 - All Directors are responsible for:

- a. Ensuring legal and ethical integrity,
- b. Effective planning, public outreach and
- c. Financial oversight.

SECTION 5 - Each office, except for the President, Vice President, Treasurer and Secretary may have an assistant, who will, in matters of deliberation, have an equal voice; however, the Sports Director remains responsible for the activities assigned to the specific sport, where the assistant assists in normal disposition and assumes responsibility in the absence of the Director. Officers and Directors shall be elected to the Board by majority vote of the entire Board, and by the general membership of The Association at the regular meeting held during the month of October when such terms are set to expire, or at such other month as may be determined by the Board.

SECTION 6 - A majority vote of membership present at the regular meeting shall be required to elect each candidate to a specific office during the month concluding each respective Officer’s and Director’s term. The two-year term of each Officer and Director shall begin at the close of the regular meeting, at which, they are elected.

SECTION 6.1 - The Director of Basketball who shall be elected in April, but whose term will begin on May 1, and

SECTION 6.2 - The Directors of Football and/or Flag Football who shall be elected in December, but whose term will commence on January 1.

SECTION 6.3 - The Baseball Director term election shall be conducted and shall commence in the month September.

SECTION 6.4 - Remaining Director elections shall be conducted and shall commence in the month of October.

SECTION 6.5 - The Executive Board will have staggering term expirations with the offices of President and Secretary expiring in odd years and the Vice President and Treasurer in even years. Each Officer and Director shall be elected to serve for a term of two (2) years or until successors are elected with a maximum of 3 consecutive terms in any one office. The offices of the Executive Board and associated duties are as follows:

SECTION 7 - RESPONSIBILITIES

PRESIDENT shall create monthly agendas, call to order and preside over all regular meetings of membership and at all meetings of the Executive Board.

The President shall have authority to create committees necessary to oversee and guide activities of The Association. The President shall be responsible for proper execution of duties by each member of the Board, with such duties determined in accordance with and through enforcement of these By-Laws.

The President shall sign, in conjunction with other duly authorized directors, contracts or other instruments as specifically authorized by the Board, except in cases where such signature is expressly delegated by the Board or the By-Laws to some other member of the Board. The President shall be responsible for overseeing the basic running of The Association office. The President shall be the Public Information Officer for The Association and will have all contacts with the media.

EXECUTIVE DIRECTOR shall perform the duties of the office of President in the absence of, or resignation, or inability to act, by the President. When so acting, the Executive Director shall be entitled to exercise all of the powers and be subject to all the restrictions conferred on the office of the President by these By-Laws.

The Executive Director shall oversee the conduct of coaches, conduct of the parents, and spectators through the office responsible for that sport. The Executive Director will be the chair of and appoint members to The Board.

VICE PRESIDENT shall be responsible for the oversight of all tournaments conducted by The Association as well as coordinating and overseeing activities of all independent contractors as it pertains to individual sports tournaments.

Shall be responsible for reviewing and providing the necessary approval for all background checks conducted by The Association. This may include a

recommendation for non-approval for a person to conduct coaching or other related duties within The Association.

SECTION 7.1 - Sports Review Committee. The Vice President determines the necessary course of action that will be taken when a discipline hearing has taken place for all members of the association (members include: 1. Coaches, 2. Parents, 3. Players, 4. Office Personnel, 5. Other: any member that is directly named above.

The Vice President has the right to do the following:

1. To call to order the Sports Review Committee to listen, gather and provide recommendation(s) to the Board regarding disciplinary steps to be taken for the offending party.
2. Under no circumstance does the offending member have the right to call for a Sport Review nor do they have the right to formally request a Sport Review Board Review.
3. The Vice President can make recommendations to the Board, but is not required to do so, post-hearing if one existed, as to any action The Sports Review Committee deems necessary as it relates to the disciplinary action that should be taken and, how the authority to enforce the disciplinary action without written consent of the board.

SECTION 7.1.1 – Disciplinary Action that could be taken are:

1. **Warning:** to include steps to be taken for reinstatement
2. **Suspension:** to include the number of games, practices, and any other team functions to include banquets.
3. **365-day suspension:** to include specific dates of reinstatement, steps necessary for reinstatement, classes to take through a vendor deemed reasonable by the Sport Review Committee or The Board.
4. **Permanent Suspension:** complete removal from The Association.

SECRETARY – shall be responsible for notifying Directors of regular and Special Board meetings and posting notice of meetings via the main calendar or via email notification.

The Secretary shall record minutes of all membership meetings, keep a list of all Board members, track member and director attendance, and special meetings and publish as directed by the Board. The Board Meeting Minutes shall be filed in a permanent historical file and shall be available for review at least two (2) days prior to the next Board Meeting for approval by the Board.

The Secretary shall also generate other correspondence as necessary and maintain a file of these documents with retention period established by the Board.

The Secretary shall be responsible for ensuring that the By-Laws are kept current and shall serve as chair of the By-Laws committee. The By-Laws committee shall be appointed by the Board annually to coordinate any revisions of the By-Laws.

The Secretary shall distribute copies of the By-Laws to new directors and any SJSA member upon request. The Secretary shall assure that the most recent By-Laws of The Association are available and uploaded to The Association website.

TREASURER - shall work in conjunction with the staff bookkeeper who receives, deposits, and disburse as approved by the Board (defined elsewhere herein), all monies for The Association. The Treasurer shall be responsible for ensuring all state and federal informational tax forms are completed and filed in a timely manner.

The Treasurer shall account for all fiscal matters and publish information for use by the Board in a form recommended by the Treasurer and approved by the Board. The Treasurer shall report to the Board at each meeting regarding the status of The Association funds and, shall advise and make recommendations to the Board concerning all financial matters, but shall not have authority to bind the Board or The Association.

At each regular monthly meeting of the Board, the Treasurer shall provide each Board members with a current balance sheet, income statement and general journal for The Association. Additionally, each Board Member shall be provided a summary page showing the net cash flow for each sport and each director shall receive a detailed breakdown of their sport.

The Treasurer sits on the **Financial Oversight Committee** and ensure the Committee's recommendations are accurately and effectively presented to the Board. The fiscal year for The Association shall end at twelve (12) midnight on December 31st of each calendar year.

Other members of the Board of Directors and associated duties:

In addition to The Board, other members of the board are required to capture their activities at each regularly scheduled meeting:

PRIMARY DIRECTOR OF BASEBALL - shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Individual sport website content and periodic updating, being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall oversee the individual baseball directorships and
- g. coordinate baseball budgets for approval. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- h. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

BASEBALL DIRECTOR - HIGH SCHOOL BASEBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,

- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- a. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- b. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

BASEBALL DIRECTOR MAJORS BASEBALL - shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

BASEBALL DIRECTOR - CHATFIELD BASEBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

BASEBALL DIRECTOR - COLUMBINE BASEBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

BASEBALL DIRECTOR – MIDGET BASEBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,

- e. Equipment requirements and replacement. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- f. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

FALL BASEBALL DIRECTOR – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF FOOTBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Individual sport website content and periodic updating,
- e. Being responsive to member needs and inquiries,
- f. Equipment requirements and replacement.
- g. The Director shall oversee the individual football directorships and coordinate football budgets for approval. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- h. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF BASKETBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Individual sport website content and periodic updating,
- e. Being responsive to member needs and inquiries,
- f. Equipment requirements and replacement.
- g. The Director shall oversee the individual basketball directorships and coordinate basketball budgets for approval. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- h. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF SOFTBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,

- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF CHEER – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF BOYS LACROSSE - shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF GIRLS LACROSSE - shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Being responsive to member needs and inquiries,
- e. Equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- g. Stipends paid to Coaches and other Administrators are allowable as per the individual sports Standard Operating Procedures

DIRECTOR OF COMPETITIVE SOFTBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Individual sport website content and periodic updating,
- e. Being responsive to member needs and inquiries,

- f. Equipment requirements and replacement.
- g. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.
- h. Appointed Representative to GSLJC - the Director of Competitive Softball shall appoint a representative to the Girls Softball League of Jefferson County.

DIRECTOR OF RECREATIONAL SOFTBALL – shall be responsible for the effective administration of the entire program which includes:

- a. Coaching assignments,
- b. Team structure,
- c. Assignment of practice and playing facilities,
- d. Individual sport website content and periodic updating,
- e. Being responsive to member needs and inquiries,
- f. Equipment requirements and replacement.
- g. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.

DIRECTOR OF FLAG FOOTBALL - shall be responsible for the effective administration of the entire program which includes:

- a. coaching assignments,
- b. team structure,
- c. assignment of practice and playing facilities,
- d. being responsive to member needs and inquiries,
- e. equipment requirements and replacement
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.

DIRECTOR OF TRACK - The Director shall be responsible for the effective administration of the entire program which includes:

- a. coaching assignments,
- b. team structure,
- c. assignment of practice and playing facilities,
- d. being responsive to member needs and inquiries,
- e. equipment requirements and replacement.
- f. The Director shall adhere to the approved budget and shall be an advocate for SJSA in the community.

ADDITIONAL SPORTS PERSONNEL AND DUTIES:

EXECUTIVE BOARD - develops and implements sport scholarship program(s), for individual sport participants, while being responsive to member needs and inquiries.

FACILITIES MANAGER - The Manager shall coordinate facilities usage for fields, report to the Board and be an advocate for The Association in the community.

ASSISTANT DIRECTORS - Other Sport Directors associated duties are as follows:

- a. Assistant Directors serves as a member of the Board of Directors, if one exists, or in the case of separate sub-directors, then one sub-director shall be either

appointed by the director annually or voted on annually by all sub-directors in that sport.

SECTION 8 – DISSMISAL REQUIREMENTS

Any Director of The Association may be removed from his or her office for cause by a three-fourths (“3/4”) vote of the Board; providing the Director has been given a written statement as to the reason(s) why such action is being contemplated at least 15 days prior to a vote of the Board, and the Director is permitted to address such statement before a vote is taken. The Director shall be excused from the room for the vote.

Any member of the Board not in attendance at three consecutive (3) meetings, or four (4) total meetings in any 12-month period, without due cause or adequate representation, shall be removed from the Board upon motion by any member of the Board.

The exception shall be made for those Directors that have Association games on nights that conflict with the board meetings. In such cases, the Director shall notify the Board in advance of such conflict, and shall use her/his best efforts to send an adequate representative who shall also carry a vote by proxy for any Board votes. If any member of the Board be removed under this provision, a replacement member will be appointed by the President to serve out the remainder of the term.

In the event a Director or Assistant position is otherwise vacated, the President shall appoint a member to serve the remainder of the term. Each Director will be responsible to the Board for maintaining positive relationships with vendors, other associations, accreditation agencies (USSSA, Gold Crown, etc.) and service providers (Foothills Parks and Recreation, Jefferson County Schools, etc.).

Each Director shall sign and deliver to the Secretary a Coaches Contract, Code of Conduct, Privacy Policy and By-Law indicating formally that they read and acknowledged each artifact included as APPENDIX I – SECTION III.

Each Executive Board Member as well as Primary Directors for each sport receives free registration for one child for all sports played within The Association.

All other Directors are eligible for one child to receive one free registration annually for one child playing within The Association.

If any Executive Board member or Primary Director has no children currently enrolled in The Association they are entitled to one free sport registration, which they may donate as a scholarship or assign to a child of their choice.

ARTICLE VIII – MEETINGS

SECTION 1: REGULAR MEETINGS

The Association shall be held on the second Tuesday of each month unless otherwise ordered by the Board. The Association shall conduct ten (10) annual regular monthly meetings per calendar year. In all meetings called by an authorized officer of The Association Board, Roberts Rules of Order, current edition, Parliamentary Procedure shall be followed, if not set forth by Association

By-Laws. These By-Laws, as the controlling document for The Association, shall control in any conflict with procedures set forth within Roberts Rules of Order.

Any member of The Association may attend the meetings to present items to the Board relating to the agenda, or for issues previously approved by the President or the Executive Director and put on the agenda. Members may vote in the election of Officers, Directors and amendments to the By-Laws as described in Articles V Membership and XI - Voting Rights. The President will have a vote which may be exercised only in the event of a tie.

SECTION 2: SPECIAL MEETINGS

The Board can be called at the discretion of the board members either by an agreement at a regular meeting, or by written or verbal notification to the Board members from the President. The purpose of the meeting shall be stated in the notice and only that business stated by the notice may be transacted. At least three (3) days' notice shall be given for said meetings, except in cases of extreme emergency.

SECTION 3: QUORUM DEFINITION

For the purpose of deliberative assembly, a quorum is achieved when a majority (more than 50%) of Primary and Assistant Directors and Executive Board members are present. If a Director of a sport is not present, an Assistant Director may sit in for them for the purpose of achieving a quorum in order to conduct business and may also cast a vote for and on behalf the Primary Director.

SECTION 4: ELECTONIC COMMUNICATION

The Association can put forth motions in e-mails for the purpose of discussion and vote when necessary to make a decision or take action that is deemed reasonable and in the best interest of The Association. All discussions and votes taken via e-mail shall be added to the minutes of The Association and any results shall constitute a lawful action of the Board.

SECTION 5: RESOLUTIONS

The Association recognizes that temporary action is necessary, and in the best interest of The Association, The Association may make resolutions to amend the By-Laws by targeted resolution for a finite period set forth in said resolution.

ARTICLE IX – COMMITTEES

SECTION 1: Sports Review Committee –

This Committee shall convene as needed, by a formal request to the Vice President from the sport that is requesting the review and can occur throughout the year to enforce the following provisions:

- a. Article XI - Code of Conduct, Appendix I,
- b. Section III - SJSA Code of Conduct
- c. Privacy Policy

- d. Coaches Contract
- e. The Association By-laws

SECTION 1.1 – Misconduct of Association Activities

- a. To address allegations of misconduct, including but not limited to, games, practices, tournaments, banquets, jamborees, preseason events, tryouts, and exhibitions or scrimmages.
- b. The Sports Review Committee will constitute up to five (5) directors or assistant directors, with no more than one director from any sport and up to two members the Executive Board, one of whom must be the Executive Director who shall serve as the chair of this Committee.
- c. In cases involving a complaint or grievance resulting from the action(s) of any individual, including but not limited to player(s), coach(es), Association Member(s), or spectator(s), the Sports Review Committee can render a final decision without offering the charged individual with the opportunity to present his/her views and position to the Board.
- d. To protect the interests of the Association and/or the safety of any Member or child, the Committee chair (i.e. Vice President) may, in his/her sole discretion, issue any disciplinary order deemed reasonable and appropriate and that decision is final and formally filed with The Association and The Association has the right to communicate such disciplinary actions to affiliated associations formally in writing.
- e. A written record shall be kept and maintained by the Office Personnel for each Sports Review Committee action. This shall include, but not limited to, all written materials submitted to the Board, minutes held, tape recordings, written documentation of the action taken, and copies of all letters, memoranda, testimony from all participants, etc., written as a result of an action. These records shall be maintained in a special file available to succeeding Sports Review Committees.
- f. Each decision reached by the Vice President and/or The Sports Review Committee is final and is not subject to any further hearing or appeal process.
- g. The Office shall maintain a master list of members who have received any disciplinary action, along with details and disposition of the action taken (suspension, probation, removal, etc.). This master list shall be readily accessible to members of the Board and reviewed regularly.
- h. The Vice President, and/or The Sports Director and/or The Sports Review Committee may issue any reasonable order or ruling deemed to be in the best interest of the Association and/or the safety of the youth athlete and Members of the Association. This may include, but it not limited to any, combination of the following:
 - a. Suspension for a finite or indefinite term; if for a defined term, the individual suspended may apply for reinstatement to the Board after the term of the suspension is concluded. If any suspension is defined as a “number of games”, this shall automatically include all practice sessions and any and all team or association activity whatsoever leading up to each game covered by such suspension.

- I. Revocation of Association Membership, which shall also preclude the ability to register any immediate family member for any Association activity.
 - II. Expulsion from all Association activities
 - III. Educational/Training Classes, including but not limited to, sensitivity training, diversity training, any sport related competency training, or any interpersonal skills development training, which shall be at the sole and exclusive expense of the offending party.
 - IV. Any other reasonable action, which the Sports Review Committee shall deem appropriate.
- a. The Sports Review Committee shall communicate the terms of any disciplinary action to the offending party in writing within 3 days of such ruling, with a copy being sent to the head coach and team manager of the team(s) affected, the league (i.e., AYL, AYL, Gold Crown, etc.), and if appropriate, to local law enforcement authorities, and any other interested and affected third parties deemed appropriate to facilitate compliance.

SECTION 2: Financial Oversight Committee

The Financial Oversight Committee shall convene at the charge of, and be appointed by, the Board President. This panel of at least 4 members, one of whom shall be the Treasurer, shall review the financials of The Association at least quarterly, ensure adequate budgetary processes and review the findings of the external audit. The Committee is granted the authority to hire an external auditor to review The Association's financial statements each year.

SECTION 3: Other Committees

Shall be appointed by the President as he/she shall, from time to time, deem necessary to carry on the work of The Association. The President shall be an ex-officio member of all committees.

ARTICLE X – AMENDMENT OF BY-LAWS

These By-Laws can be amended at any regular meeting of the Board by the following:

- a. By a two-thirds ("2/3") vote of the general members present,
- b. Providing that a quorum has been met,
- c. Providing that the amendment has been submitted in writing no later than the previous regular meeting.

ARTICLE XI – CODE OF CONDUCT

SECTION 1: Conduct of Players, Coaches and Spectators –

- a. Consumption of alcoholic beverages by spectators, coaches, players and parents while attending, observing or participating in The Association practices, scrimmages, tournaments or games, in the vicinity of The Association (defined as the general park or facility in which games/practices are being held). This includes

- the time before and after practices, games, scrimmages, banquets, exhibition games, and tournaments is strictly prohibited and will result in immediate suspension.
- b. Use of tobacco or smoking or vaping, is strictly prohibited and will result in immediate dismissal or suspension.
 - c. The use of profane language, abusive behavior, bullying, use of words targeting participants/players during practices and games i.e. the use of language like: “Retarded”, “Stupid”, etc. is strictly prohibited and will result in immediate suspension.
 - d. Any flagrant act of unsportsmanlike conduct on the playing field or as a spectator may be cause of cancellation of a player’s eligibility, suspension of a coach, or expulsion for the offending person(s) from The Association’s facilities.

SECTION 2: Misconduct Implications for parents and players:

Each Primary Director shall ensure that each parent and player signs, and shall maintain on file, a Code of Conduct, which shall include all items set forth in this Article. Any violation of the Code of Conduct listed above and signed by each parent and player can result in suspension of the player and/or parent.

Any flagrant act of unsportsmanlike conduct on the playing field or as a spectator or an act deemed to be counterproductive to The Association, such as degrading or slanderous comments made toward The Association, may result in suspension or revocation of a player’s eligibility in that sport, or in all sports offered by The Association.

SECTION 3: Conflict Resolution and Grievance Procedures:

All comments, questions and grievances of parents regarding coaching, players, or the team shall be directed:

- a. First: To the party with whom the grievance is held.
- b. Second: The next step would be to take the matter to the Sport Director of that specific sport. The Director will act as a liaison between the parent and the coach or adversarial parties and pass all comments, questions and grievances on to the opposing party. If the grievance is directed to a coach, that coach shall take corrective action as he or she deems appropriate.
- c. Third: If speaking with the Director or head coach does not resolve the issue to the satisfaction of the parties involved, the parties involved or Director may then contact the Executive Board Vice President who is the chair of the Sports Review Committee. At the discretion of the Vice President, the Sports Review Committee may be called into action pursuant to Article IX, Section 1 to rule on a grievance and pass down any applicable penalties or sanction.

SECTION 4: Reasonableness of fees paid to tournament directors and staff:

Tournament Directors and their staff shall be Independent Contracts. Tournament Directors shall be allowed to earn up to \$42.50 per team that enters the

tournament. Tournament staff should be paid within a reasonable range, with the suggested hourly rate between \$7.50 - \$10.00.

SECTION 5: Each Board Member will sign a Code of Conduct:

Code of Conduct applies for the duration of a board member's term in office. A Board Member's voting rights shall commence only upon the execution of this Code of Conduct and delivery of it to the Secretary. *See Appendix I – Section III.*

ARTICLE XII – PARLIMENTARY AUTHORITY

Roberts Rules of Order are adopted by The Association to govern all cases to which they are applicable. When deemed necessary, the Executive Board may evoke the ability to depart from Roberts Rules of Order to efficiently and fairly conduct business. These departure provisions will have a limited life and shall apply specifically to the issues at hand. In cases of conflict, procedures set forth in the By-Laws shall control and supersede said Rules.

ARTICLE XIII – VOTING RIGHTS

Each Executive Board Member, Primary Director, Assistant Director, and eligible Member (as defined in Article V-Membership) shall cast one (1) vote on each motion. In the event of a tie, the President shall cast the tie-breaking vote.

The following majorities shall be required to approve motions regarding the categories of business listed, provided a voting quorum is obtained:

- a. Amendments to the By-Laws – 2/3rds of all eligible voting members present.
- b. Election of Officers / Directors – majority vote of eligible voting members presents at the meeting.
- c. General Business – majority vote of the eligible members presents at the meeting.
- d. Except as otherwise provided herein, no voting by mail or email shall be allowed but a voting member may assign his/her vote by proxy to a Board Member.

APPENDIX I – SECTION 1

SPENDING AND PURCHASING POLICY

The following spending and purchasing policy has been established by The Association. This policy is to be followed in spending funds for the activities that are operated by The Association.

Any deviation from this policy must be approved by the Board of Directors.

- a. Sponsored Sports Expenditures: The Director of each sport is required under Article IV, Section 5 of the By-Laws to submit, for approval by the Board, a yearly budget for their sport. Once this budget is approved, it is the basis for spending funds on behalf of the sport. If the budget includes the purchase of items of new equipment or uniforms in excess of \$2,000.00 the Director or his/her designated representative must solicit at least three (3) quotes for consideration; unless The Association already maintains a

working relationship with a current vendor. Once a bid is accepted, a signed purchase order will be submitted with a copy to the Treasurer.

- b. **Special Need Expenditures:** There are needs that are not covered under the budget of a specific sport. Included are fund raising activities, clinics, tournaments, and overall Association capital expenditures. Budgets for these items must be submitted and approved by the Board. If any item on the budget is \$2,000.00 or greater the Board can require bids. The budget for these items will be submitted by the person responsible for the event or by the Director of the sport affected.
- c. **Administrative Costs:** Administrative costs are defined as the costs necessary to maintain The Association such as telephone, utilities, postage, copier expenses, insurance and costs incurred by the Executive Board. The Treasurer shall be authorized to pay for all the routine costs and report them to the Board monthly. Unusual costs shall only be paid after authorization by the Board.

APPENDIX I – SECTION 2 FUND RAISING POLICY

Teams may find useful our tax-exempt status. They may have vendors contact and request The Associations tax ID number as they may be exempt from sales tax.

The number will not be given out to individual members except in cases where the need is demonstrated i.e. a Member has a viable company and is donating, supplying goods and services that meet The Association's requirements to provide the tax ID.

Definitions:

Donation: "Something that is given" to The Association NOT requiring a Tax ID number for tax-exempt purposes. These items could be goods and services and, may also include money.

Fundraising: "The seeking of financial support for a charity, cause, or other enterprises" to The Association REQUIRING a Tax ID number for tax-exempt purposes. This includes dealing directly with vendors i.e. restaurants, car washes, and other businesses that would require our Tax ID number.

Team Bank Accounts: Are allowable to be used for day-to-day financial transactions that only include "Donations" and "Player Dues". Team Bank Accounts are not to be used for Fundraising raised by the definition above. ALL fundraising raised should be deposited in "South Jeffco Sports Association" account deemed to be used only by the team that raised those funds. These funds can be used for only the betterment of the team.

Teams raising funds and having them matched by a business for tax exempt reasons may purchase against the matching funds by submitting invoices to the treasurer for reimbursement meets the definition of "Fundraising". These situations would not allow for a check to be cut directly for the amount.

The Association conducts fundraising activities on behalf of, and for the benefit of, its membership. Such fundraising activities are normally undertaken in connection with a specific capital improvement project or major acquisition designed to benefit a broad segment of the membership, which cannot be financed from normal operating funds. It is not the intent of The Association to endorse, sanction or sponsor fundraising activities which benefit an individual team or a narrow special interest group within The Association but to leave the responsibility of appropriateness to the Director of each sport.

Each team should communicate their fundraising programs to their Director to ensure the overall integrity of the program is consistent with the mission of The Association and meets all the necessary definitions to maintain transparency, proper reporting requirements and is an appropriate representation of youth sports.

In the event of corporate sponsorship or business that match funds and will only write checks to the non-profit entity (The Association), the team would then need to submit invoices to The Association for payment. A check would not be written directly back to the team unless they provided paid invoices as proof of acceptable expenditure. The Association does support fundraising events, which benefits all members of an individual sport (i.e. Basketball, Football, etc.) Failure to comply with the policy stated herein by any Head Coach, Assistant Coach, or Team Manager shall be cause for the following actions to be taken:

1. The immediate suspension of the individuals involved from all Associations sponsored activities.
2. A full hearing and review by The Association's Sports Review Committee.
3. Individuals found to willfully violate this policy may be suspended indefinitely from coaching in The Association sponsored sports. The length of suspension shall be determined by the Sports Review Committee based on their findings.

Additional Clause:

No individual team is allowed to conduct their own day-to-day team business as a 501(c)3 Organization, Limited Liability Company, or any formation of a corporation and is required to conduct financial responsibility in an ethical manner.

1. All sports teams are required to provide a monthly Proof and Loss (P&L) to their parents showing explicitly what funds have been raised, donated, and spent.
2. All teams are required to provide all funds to be used for the benefit of the players; coaches are allowed to receive a modest gift to not exceed \$100 in value per coach/team manager spent from the team funds. If funds are raised outside of the team funds, the gifts could exceed \$100 in value.
3. No Head Coach or Assistant Coaches are allowed to have access to the teams checking account, bank card or have ANY access to the funds of the team. This is the sole responsibility of the Team Manager/Treasury.
4. No Coaches spouses or direct family members are NOT allowed, without direct written permission by the sport director to have access to the team funds, which includes bank card, checks, added as a signature on the account, etc.

5. Individual teams found to willfully violate this policy may be suspended indefinitely from coaching in The Association sponsored sports. The length of suspension shall be determined by the Sports Review Committee based on their findings.

APPENDIX I – SECTION III

SJSA CODE OF CONDUCT FOR BOARD OF DIRECTORS AND EXECUTIVE OFFICERS

1. I accept my nomination / appointment for Director / Officer with the understanding that I will make every effort to complete the term of office with the goal of improving the association for current and future members.
2. I will uphold the responsibilities of my position as a Director / Officer as established by The Association By-Laws and policies.
3. I will consistently maintain fair, equitable, and professional conduct toward my fellow Board Members and the general membership.
4. I will offer to resign if I am no longer a SJSA member.
5. I will refrain from participating in resolution of conflicts as a Director / Officer when a family member is involved.
6. I understand that I will interact with other members on at least three levels – as a parent, as an acquaintance and as a Board Member. Therefore, I understand that it is incumbent on me to clarify to others when I am speaking as a Board Member.
7. I shall refrain from activities that might appear as a conflict of interest with the operation and advancement of the association. If such a situation arises, I shall inform the Board of a potential conflict of interest and abide by the direction given by the Board.
8. I understand that I am responsible for:
 - a. Ensuring legal and ethical integrity,
 - b. Effective planning,
 - c. Public outreach and
 - d. Financial oversight.
9. I shall follow the spirit of our mission statement and our four guiding principles:
 - a. We are here for the kids
 - b. We must be civic minded
 - c. We must be fiscally responsible
 - d. It is imperative to improve the organization for future generations