

**BYLAWS OF
GUM SPRINGS YOUTH ATHLETIC ASSOCIATION**

Article I: Name and Address.

Section 1: The name of this non-profit organization shall be Gum Springs Youth Athletic Association (hereinafter called GSYAA).

Section 2: The principal address of GSYAA will be at Gum Springs Community Center located at 8100 Fordson Road, Alexandria, VA 22306.

Article II: Purpose.

Section 1: GSYAA is organized and shall be operated for youth individuals ages 7-18 residing within the service boundaries of Fairfax County with its primary focus on the Route One Corridor to provide, create, and develop meaningful and positive activities for physical, social, mental and spiritual enrichment. Further, GSYAA shall cooperate with other organizations to promote peace and goodwill by attaining the foregoing objectives.

Article III: Membership.

Section 1: Any Fairfax County resident 18 years of age or older who subscribes and adheres to the purpose and policies of GSYAA as set forth in Article II, may become and remain a member of this organization. Any non-resident of Fairfax County who works, owns property, or is affiliated with any organization within the Gum Springs community is eligible to become a member of GSYAA. In addition, before being considered for membership, the prospective member must attend regularly scheduled GSYAA meetings for three (3) months. The following criteria must also be met:

1. Complete and application for membership,
2. Complete CRS sponsored volunteer training,
3. Attend a minimum of three (3) meetings per quarter,
4. Notify a GSYAA officer prior to the meeting to maintain his/her active membership. If an active member misses three (3) or more meetings within a quarter without proper notification, the member will lose his/her voting privileges until further notice. Member must submit request in writing to have voting privileges reinstated. Each active member of GSYAA shall be eligible to vote, and to perform and enjoy all privileges of membership. Members twenty-one (21) years of age or older shall be eligible to serve as an officer.
5. A member may resign from the Association by submitting a resignation notice in writing to the President.
6. Every member shall provide the Secretary written notice naming an address as his or her registered address and shall notify the Secretary of any changes.

Section 2: Suspension and Expulsion

A member may be suspended or expelled for cause from membership in the Association by a majority vote of the Board of Directors. No vote on suspension or expulsion of a member may be taken unless the Secretary has caused notice of the proposed suspension or expulsion, together with the charges, which are thought to merit such action.

Charges against a member may be brought by any member of the Association in good standing and must be made in writing, with supporting documents, if any, attached. Charges must be submitted to the attention of the Secretary or President of the Association.

Article IV: Officers.

Section 1: The officers of GSYAA shall consist of a President, Vice President, Secretary and Treasurer. The Parliamentarian shall be appointed by the President. No officer may be elected to hold more than one position simultaneously, except the Secretary may also hold the office of Treasurer. The Vice President may fill in as acting Secretary until the position is filled. All positions shall be filled immediately.

Section 2: Nominations of Officers

Officers shall be nominated from the floor by the membership.

Section 3: Term of Office

Officers shall be elected by a majority vote of the voting members present as long as a quorum is established for a term of two (2) years. *Effective election 2012*

No officer shall hold a seat for more than two consecutive years. *Effective election 2012*

Section 4: If an officer misses three (3) regularly scheduled meetings without giving proper notification, within a quarter, the membership may vote to replace that officer. The majority vote shall rule.

Section 5: Elections will be held during the January meeting.

Section 6: Election of officers shall be by secret ballot.

Section 7: Duties

The President shall preside at all GSYAA meetings, appoint committee members, and perform other duties as associated with the office. The President shall exercise general supervision over the affairs of GSYAA consistent with policies established by GSYAA. The President shall see that all policies and resolutions of GSYAA are carried into effect. The President shall initiate call meetings and shall perform such other duties as are customary by the office or presiding officer, or as GSYAA, by resolution, shall prescribe. The President shall serve as an ex-officio member of all committees. The President shall authorize all requisitions and expenditures, except those initiated by the President, which shall be voted on by the membership. The President chairs meetings according to accepted rules of order for the purposes of encouraging all members to participate in discussion; arriving at decisions in an orderly, timely and democratic manner.

The Vice President shall act as an assistant to the President and shall perform duties as may be delegated by the President. The Vice President shall serve as the presiding officer in the absence of the President. The Vice President shall serve as an ex-officio member of all committees. In case a vacancy will occur in the office of the President, the Vice President will become President and will serve for the balance of the term.

The Secretary shall keep the minutes of the meetings of GSYAA and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of GSYAA, and perform all general duties incident to the office of Secretary and other such duties as from time to time may be assigned by the President or by GSYAA. In addition, the Secretary shall serve as the presiding officer in the absence of the President and Vice President.

The Treasurer shall sign checks, (with one other signature, when required) have charge and custody of and be responsible for all funds and securities of GSYAA; receive and give receipts for monies due and payable to GSYAA from any source whatsoever and deposit all such monies in the name of GSYAA in such banks or depositories as shall be selected by GSYAA; provide a treasurer's report at all regular meetings; and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President of GSYAA. The Treasurer shall be responsible for the administration and oversight of GSYAA's financial records, initiation of quarterly and annual audits, and compliance with statutory reporting requirements. The treasurer shall keep record of the organization's budget and prepare financial reports as needed.

The Parliamentarian, shall be responsible for seeing that all proceedings and actions under these bylaws are executed in accordance with Robert's Rules of Order. The parliamentarian will keep the business meeting running smoothly and will enable the GSYAA membership to learn to conduct business in an efficient and organized matter.

Section 8: Vacancies

GSYAA membership shall elect anyone of its member's age twenty-one (21) years of age to fill any vacancy in the offices of President, Vice President, Secretary, or Treasurer. Majority vote shall rule. A vacant office must be filled immediately during or at the next regularly scheduled meeting at which a quorum is established.

Article V: The Board of Directors

Section 1: Composition

The Board of Directors will consist of five (5) members, elected as provided in this Article from among the members entitled to vote. They are President, Vice President, Secretary, Treasurer and Parliamentarian or one appointed member, if a parliamentarian has not been appointed by the President.

Section 2: Term of Office

The term of office of a director will be two (2) years. *Effective election 2012*

Section 3: Powers and Duties

The governing body of the Association will be the Board of Directors. The Board of Directors will have supervision, control, and direction of the affairs of the Association, its committees and will determine its policies or changes therein; will actively prosecute its objective; and supervise disbursement of its funds.

The Board may adopt such rules and regulations for the conduct of its business.

Article VI: Voting

1. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present).
3. Each member will be entitled to cast one vote on any matter, which may come before any meeting of the Association. All voting will be done in person, and not by proxy.

Article VII: Committees

1. The Association may appoint standing and ad hoc committees as needed.

Article VIII: Meetings.

Section 1: Meeting of the membership shall be held bimonthly on Thursday 6:30 p.m. from December through July and weekly at 7:30 p.m. from August through November and at such times as specified by the President. The President may call a special meeting at any time; however, the President is required to give at least forty-eight (48) hours notice to the members of GSYAA. All proceedings and actions of meetings shall be in accordance with Robert's Rules of Order. Quarterly meetings shall be attended by members only.

Section 2: The quorum at any meetings shall consist of one half of the membership or five (5) members, whichever is less.

Section 3: Membership in GSYAA shall constitute volunteer service. Accordingly, no member of GSYAA will receive compensation for his/her service as a member, nor shall any member receive remunerations or contract under GSYAA.

Section 4: Members and meeting attendees are expected to sign in to confirm attendance.

Article IX: Finance.

Section 1: All donated monies and net receipt of sales shall be deposited in a bank having FDIC insurance into the account of the general fund of GSYAA.

Section 2: All checks, drafts, or orders for the payment of money, notes, or other evidences indebtedness issued in the name of GSYAA, shall be signed by at least two members to include the President, Vice President and/or Treasurer.

Section 3: Any member who accepts on the behalf of GSYAA any contribution, donation, gift, bequest, or device for the general purposes or for any special purpose of GSYAA must turnover all monies and receipts to the Treasurer immediately.

Section 4: Pre-approval is required before any member, officer, committee, coach or commissioner makes a purchase or obligates monies on behalf of GSYAA in support of GSYAA affairs. All pre-approved expenditures paid by a member on behalf of GSYAA may be reimbursed by requisition with proper receipts. Requisition for reimbursement shall be presented at regular meetings and payment shall be made when funds are available. A budget must be established and presented to the

President for consideration, which will in turn, be presented to the membership for approval for purchases over \$300.00. The member must contact a member of the Board of Directors (President, Vice President, Secretary, Treasurer, excluding Parliamentarian) to obtain approval for any purchase of \$300.00 or less.

All other approved requisitions shall be allowed ten (10) days before a check is drawn.

Article X: Commissioners.

Section 1: The Commissioners and Deputy Commissioners are responsible for representing GSYAA at all scheduled and emergency meetings of the Fairfax County Youth Football League (FCYFL), Fairfax County Basketball League (FCYBL) and any other county recognized sports leagues.

Section 2: The Commissioners and Deputy Commissioners are required to make timely reports of meetings to the President and members during regularly scheduled GSYAA meetings. The Commissioner shall oversee the responsibility for each team and coaches meetings. The Commissioner shall oversee the responsibility for each team and coaches meeting and must adhere to GSYAA guidelines for Commissioners, see Attachment 1. The Commissioner shall conduct or be responsible for providing a coaches clinic in the respective sport each year; be responsible for providing subsequent training for the coaches as needed during the season; and in general perform all duties incident to the position of Commissioner and such other duties as from time to time may be assigned by the President or GSYAA. The Commissioner shall be reappointed every two years. If vacant, the President will appoint a new commissioner.

Article XI: Coaches.

Section 1: All head coaches must be at least twenty-five (21) years of age or older before the beginning of the respective sports season and must be certified by attending an approved coaching clinic to qualify them in the rules of the respective sport; respective sport leagues rules and regulations; fundamental coaching techniques; player safety; care of injuries; and leadership of children and young people. Head coaches are responsible for obtaining a copy of league rules for the respective sport. Coaches shall be responsible for the conduct of their players during practice, scrimmages and games.

Section 2: Coaches shall not use abusive, disrespectful, or profane language or otherwise display unsportsmanlike conduct. Any coach so accused shall first be investigated by the Commissioner of the respective sport. All findings are to be reported to the President and members of GSYAA. All violators shall be immediately suspended or replaced as determined by GSYAA. Majority vote shall rule. Any coach that does not adhere to the code of conduct shall be suspended for a minimum of one game. All other conduct by the same coach shall warrant action for suspension decided upon by the Board of Directors Commissioner and Assistant Commissioner. No coach shall recruit or otherwise solicit players from another. In general, all coaches shall perform all duties incident to the position of coach and other duties as assigned by the Commissioner, President or GSYAA.

Section 3: All shall adhere to the Code of Conduct stated in the Rules manual as adopted and distributed by the league.

Section 4: All head coaches must attend a minimum of seven (7) meetings every Thursday, until season is over. All coaches must attend a meeting at the beginning of the season and the end of the

season. All assistant coaches must attend a minimum of **two (2)** meetings during the respective sport season. All coaches must attend the awards banquet for the respective sport.

Article XII: Conduct.

Section 1: Officers, commissioners, coaches, members, and any volunteer of GSYAA shall conduct themselves in a manner consistent with the rules of GSYAA at all times during meetings, practices, games, and all other activities related to GSYAA. They shall not possess, consume, or otherwise be under the influence of any drugs or alcohol nor shall they consume tobacco products while performing in any capacity as a member of GSYAA.

Section 2: Officers, commissioners, coaches, members, and any volunteer of GSYAA are expected to conduct themselves in a courteous and respectful manner and shall not engage in abusive behaviors that physically or verbally threaten or harm any member, volunteer or participant in any meetings, practices, GSYAA event or at any other time. Any GSYAA member or volunteer that engages in abusive behavior shall be suspended or removed from the program by a decision from the Board of Directors immediately.

Section 3: Any member having knowledge of a violation of GSYAA rules or code of conduct shall inform the President, who shall call an emergency meeting to vote and decide on the termination or other disciplinary action which may be taken against the violator.

Section 4: Unless authorized by GSYAA; no officer, agent, or member of GSYAA shall have the power or authority to bind GSYAA by a contract or engagement, or to pledge its credit, or to render it financially liable for any purpose or to any amount.

Section 5: Unless authorized by GSYAA; no officer, agent, or member of GSYAA shall issue any statement to the press or any other media on any matter concerning GSYAA.

Article XIII: Conflict of Interest

Section 1: Any member of GSYAA who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Association, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Association to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Article XIV: Amendments.

Section 1: These bylaws may be amended by a three fifth (3/5) vote of GSYAA members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) has been submitted in writing at the previous regular meeting. These bylaws shall be reviewed annually.

Approved by the Gum Springs Youth Athletic Association on March 31, 2011