

EDGEWATER PARK ATHLETIC ASSOCIATION

EDGEWATER PARK, N.J. 08010



BY LAWS

PREAMBLE-

The Edgewater Park Athletic Association of Edgewater Park, New Jersey to be a non-profit organization dedicated to the purpose of teaching boys and girls of Edgewater Park the meaning of fair play, to build healthy minds and bodies, and to help mold character to become model citizens through the Athletic Association sports activities.

Boys and girls of Burlington City, New Jersey are eligible to become Edgewater Park Athletic Association (E.P.A.A.) members and to participate in the soccer programs of the E.P.A.A. Non-resident players are eligible to become members and participate in all E.P.A.A. sanctioned sports programs only if players are needed to fill a roster. The need for recruiting of non-resident players will be determined by the commissioner of each sport. Final approval for acceptance of non-resident players shall be made by the executive board.

All boys and girls registered and playing in an intramural and traveling team program actively participate a required specified amount of time in league competition. The amount of time may vary in accordance with the sport and level and should be determined by the commissioner and his or her committee.

ARTICLE I. - ACTIVE MEMBERSHIP

To be eligible for voting membership in the Association a person must be 18 years old and a resident of Edgewater Park. Membership shall comprise of members who attend six (6) or more meetings in the preceding twelve (12) months. Coaches and managers may vote if not a resident of Edgewater Park as long as they remain an active member of the Athletic Association. Executive Board members shall be granted exemption from registration fees for their family while holding Board positions. Any Board member who has served five (5) years or more, shall be granted a lifetime registration for their family and exempt from future fees.

ARTICLE II. - THE OFFICERS OF THE ORGANIZATION SHALL CONSIST OF:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Athletic Director
6. Fundraising Chairman
7. Trustees

Section 1. Nominations for officers shall occur during the November meeting. Election shall follow reading of the minutes and treasurer's report at the December meeting.

Section 2. During the September meeting, the President shall appoint a nominating committee consisting of three members in good standing. It shall be their responsibility to submit their nominations for each office in November. Additional nominations from the floor may be made at the same meeting, and it shall be the responsibility of the President to request them. All nominees shall be members in good standing who express a desire to serve as an officer for the general good of all branches of the Athletic Association. Incumbent officers may be nominated for re-election.

Section 3. At the December meeting the President shall appoint an election committee to make and/or distribute ballots which shall be used for the election. Eligibility of each voter shall be determined by the listing supplied by the Secretary for the executive committee prior to the election.

Section 4. The election committee shall count the votes and announce the new officers prior to the reading of any communications. At the December meeting the roll call shall be given to the new Secretary who shall hold them until the close of the January meeting at which time they may be destroyed.

Section 5. Should a vacancy occur after the election, it shall be filled by appointment of the executive committee. The term of such appointment shall be until the next general election.

Section 6. The officers elected in December shall assume the duties of their office at the beginning of the January meeting.

Section 7. The outgoing board shall meet with the newly elected board prior to their takeover.

ARTICLE III. - THE EXECUTIVE COMMITTEE SHALL CONSIST OF:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Athletic Director
- (6) Fundraising Chairman

Section 1. The duties of the Executive Committee are to:

- (1) Conduct an Executive Committee meeting at least once a month.
- (2) Conduct a monthly general membership meeting.
- (3) Maintain official records of the Association.
- (4) Oversee all activities in the Athletic Association.
- (5) Present and submit an annual budget to general members.
- (6) Approve all moneys within the budget.
- (7) Establish awards program. Purchase awards and also coordinate with commissioner on distribution at awards ceremonies/banquets.
- (8) Financially sustain through fees, contributions, donations, and/or various fund raising projects.
- (9) To accept and appoint any and all appointments of commissioners for each individual sport.

Section 2. Meetings are to be held monthly and attendance/roll call shall be taken at every meeting.

Section 3. Order of Business

- A. Meeting called to order by the President
- B. Reading of minutes of previous meeting
- C. Reading of Treasurer's report
- D. Communications
- E. Report of Special Committee's

- F. Unfinished business
- G. New business - payment of bills
- H. Good and Welfare
- I. Record Attendance
- J. Announcements
- K. Adjournment

ARTICLE IV. - DUTIES OF THE PRESIDENT

- Section 1.** The President shall preside over the meetings of the organization, preserve order therein as required by the by-laws.
- A. When a motion is made, a determination will be made by the President to accept the motion and a second discussed and then voted or refer the motion to an appropriate committee.
 - B. In case of a tie, the president shall cast the deciding vote.
 - C. He/she shall appoint Special Committees for the good and welfare of the organization.
- Section 2.** This organization and meetings shall be conducted according to Robert's Rules.
- Section 3.** The President or his/her appointee shall be official representative of the Athletic Association in all contracts with Edgewater Park officials, Recreation Committee, and all other outside organizations.
- Section 4.** The President and commissioners (baseball, basketball and soccer) must make a monthly inspection of all playing fields. The president will then report the deficiencies to the Recreation Committee.
- Section 5.** The president shall approve disbursements and must sign checks only in the absence of the Treasurer.
- Section 6.** To insure an annual audit of all records by the executive committee.

ARTICLE V. - DUTIES OF THE VICE PRESIDENT

- Section 1.** The Vice President in the absence of the President shall preside at the monthly meeting. He/she also is responsible, in the absence of the President, for performing the duties of the President.
- Section 2.** Be a member of the committee for all fund raising drives for the Athletic Association. In charge of awards and ceremonies for each sport.
- Section 3.** He/she shall, at all times maintain a record of all registrants, their ages, parents consent to participate, eligibility, regardless of the sport. He/she shall be responsible for registration of all players prior to the start of any given season.
- Section 4.** He/she shall be responsible for acquiring new team sponsors, renewing current sponsors, collecting sponsor donations and maintaining up-to-date sponsorship records.
- Section 5.** He/she shall be responsible for the E.P.A.A. sign sponsorship program. These duties include:

acquiring new sign sponsors, renewing current sign sponsors, installation and removal of signs, and maintaining up-to-date sign sponsorship records.

ARTICLE VI. - DUTIES OF THE SECRETARY

Section 1. The Secretary shall keep regular minutes of the general membership meetings. He/she shall maintain and preserve all records of the organization and upon retiring from office, transfer same to his/her successor.

Section 2. The Secretary shall attend to all the official correspondence of the organization.

Section 3. He/she shall, at all times, maintain an up-to-date roll call of members and their eligible voting status.

ARTICLE VII. - DUTIES OF THE TREASURER

Section 1. The Treasurer shall keep, in a book provided for that purpose, a correct account of all moneys received and paid out. He/ she shall make disbursements only with the approval of the President. Upon retiring from office, the Treasurer shall hand over to his /her successor all funds, books and papers in his/her possession.

Section 2. The Treasurer shall sign all checks on the treasury.

Section 3. He/she shall handle and process all insurance affairs, acting as an intermediary between the Athletic Association and the insurance company.

Section 4. At the general meeting in October of each year, he/she shall submit all records to an audit committee appointed by the President.

Section 5. He must be bonded.

ARTICLE VIII. - DUTIES OF THE ATHLETIC DIRECTOR

Section 1. The Director of Athletics shall coordinate and supervise all sports supported by the Athletic Association.

Section 2. Progress and matters of importance relative to these activities shall be reported to the governing body.

Section 3. He/she shall obtain help from within the organization to represent the various types of sports. He/she shall recognize the Commissioner elected by the participants in each program. In the absence of a duly appointed commissioner, he/she shall appoint one with the approval of the executive committee.

Section 4. He/she shall coordinate and supervise the procurement and distribution of equipment. In October of each year, he/she shall obtain a projected requirement of equipment from each program committee for the coming year.

Section 5. The request for use of facilities and the lining of fields for sport activities is within his/her responsibilities.

Section 6. Where county or state league participation is contemplated in any sport, it will be incumbent upon the person or persons interested to consult the Director of Athletics or his/her appointed assistant who will report the matter to the governing body for approval, subsequent to which he shall furnish interim information on the progress of that team and contest.

Section 7. He/she is responsible for taking an annual inventory of equipment and uniforms for each sport and must submit the inventory to the executive board for review. On all purchases of equipment, uniforms, etc., he/she must use the purchase requisition system. Purchases other than items paid for by the Township must be approved by the executive board before order is submitted.

ARTICLE IX. - STANDING COMMITTEE

Section 1. WAYS AND MEANS COMMITTEE

- A. Shall be chaired by the Vice President and Treasurer
- B. Shall appoint a committee of active members of the Athletic Association to run such a committee.
- C. The purpose of this committee will be to analyze both present and future financial needs of the Athletic Association as well as submit and implement fund raising ideas for the Athletic Association.

Section 2. COMPLAINT COMMITTEE

- A. Shall consist of the President and Vice President and the commissioner of the sport from which the complaint was made.
- B. Procedures to follow if you have a complaint:
 - step 1. Notify commissioner of that sport. If you get no satisfaction.....
 - step 2. Notify President and ask to be heard in front of the complaint committee. If the problem is not resolved.....
 - step 3. Bring your complaint to the general membership

Section 3. REMOVAL OF MANAGERS AND COACHES

- A. No manager or coach can be arbitrarily dismissed without the board of directors approval.

ARTICLE X. - FUNDRAISING COMMITTEE

Section 1. Fundraising Chairman

- A. Chair the committee for all fund raising drives for the Athletic Association.

ARTICLE XI. - AWARDS

Section 1. The Vice President will chair an awards meeting prior to the start of each sports season. Participants will be the President, Treasurer, and the commissioner of the upcoming sport.

- A. All instructional level/non-competitive teams will be awarded for their efforts in learning the basics needed to play in their particular sport.

Section 2. Awards will be provided by the E.P.A.A. for each sports program as follows:

- A. All instructional level leagues; (beginner soccer, T-Ball, 6-8 softball, rookies baseball, 3rd and 4th grade boys basketball, Jr. girls basketball, and cheerleading) will be provided a participation award for all team members.
- B. Instructional leagues in "A" above, will not accumulate win - loss records or keep standings.
- C. All other teams are considered to be competitive and will receive league awards as appropriate. This applies to both intramural in house leagues as well as teams in travel leagues.

Original	8/82
Revision A	1/85
Revision B	10/85
Revision C	6/87
Revision D	12/93
Revision E	9/95