

REVISED – January 17, 2007

DELRAN ATHLETIC ASSOCIATION OF DELRAN, NEW JERSEY

BY – LAWS

PREAMBLE

The Delran Athletic Association of Delran, New Jersey to be a non-profit organization dedicated to the purpose of teaching boys and girls of Delran 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.

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 and the traveling leagues.

These by-laws are patterned after Robert's Rule of Order and will follow Robert's Rule as closely as possible, except where adaptations will be necessary to fit this organization.

Article 1. Membership

- (1) An active member of the Association is one who participates in the programs voluntarily.
- (2) To be eligible for voting membership in the Association, a person must be 18 years old and a resident of Delran. Voting members, for purposes of elections or other issues, shall comprise of those members who attend four or more meetings in the twelve month period preceding the vote.
- (3) Children other than Delran residents may be considered for participation in the Association with the following limitations:
 1. Applies only to travel team participation
 2. Additional players are needed to fill out rooster spots, due to lack of registrants
 3. Commissioner of sport receives Executive Board approval prior to the registration of out of town players.

Article 2. The officers of this organization shall consist of:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Director of Athletics (Boys)
- (6) Director of Athletics (Girls)

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

Section 2. During the June meeting, the President shall appoint a nominating committee consisting of three member. It shall be their responsibility to submit their nominations for each office in Sept. Additional nominations from the floor must be made at the same meeting, and shall be the responsibility of the President to request them. All nominees shall be members who express a desire to serve as an officer for the general good of all branches of the A.A.

Section 3. At the November 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 or by 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 November meeting the roll call shall be given to the secretary who shall hold them until the close of the December 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. Nominations will be presented at the next general meeting and voted on by the eligible voting members.

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

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

Article 3. The Executive Committee shall consist of:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Director of Athletics – Boys
- (6) Director of Athletics – Girls

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

- (1) Conduct an Executive Committee meeting at least one a quarter.
- (2) Conduct a monthly General Membership meeting, with an option to cancel July and August meetings.
- (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 at the November meeting.

Section 2. At a general membership meeting, attendance roll call shall be taken. Attendance shall be recorded in a binder and closed out by signature of one executive board member and one general member at each 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. Reports of Special Committees and Commissioners.
- F. Unfinished Business.
- G. New Business – Payment of bills.
- H. Good and Welfare.
- I. Record attendance.
- J. Announcements.
- K. Adjournment.

Section 4. Any proposed changes of By-Laws shall be submitted in writing and in accordance with Robert's Rules of Parliamentary Procedures. Any changes submitted and read at two consecutive meetings and at the third meeting voted.

Section 5. A quorum, to transact business at a general membership meeting shall consist of six voting members and three officers as a minimum. Records should be kept for all business transactions and should indicate the quorum make-up at the meeting.

Article 4. 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 2nd discussed and then voted or refer the motion to an appropriate committee.

(i) Regarding matters other than nominations for officers and those matters over which individual officers and/or commissioners are directly responsible, all motions shall be heard by the President. A motion shall be noted and read back for accuracy.

(ii) If the President accepts a motion, the motion may be discussed, open to a 2nd and voted upon by the general membership. Eligibility for voting shall be determined by the general rules of voter eligibility for the Association (see Article 1).

(iii) The President may refer the motion to an appropriate officer, commissioners and/or appropriate committee for review, investigation, discussion and feedback and report to the monthly meeting. By such referral, the President shall table the motion for discussion at a future meeting date.

(iv) The sense of good for the Association, implied by this subsection shall result in the timely, handling of all matters by the appropriate position with the Association. Matters and motions should not be tabled indefinitely by the President. Day-to-day functions of the Association and its programs should be handled at the appropriate level of authority and not be governed by regular motions from the general membership.

B. The President shall only vote in the case of a tie. He/she shall cast the deciding vote.

C. The President shall appoint Special Committees for the good and welfare on the Association.

Section 2. The President shall require from the Commissioner's or a designated representative at the general membership meeting, a status report of the program and a report of the conditions of the fields by season.

Section 3. In the absence of the Treasurer, the President may approve disbursement, and may sign checks in amounts which fall outside the normal budget.

Section 4. To insure an annual audit of all records, by the audit committee, consisting of at least three members, none of whom may be a member of the Executive Board.

Section 5. All Board Members, Commissioners, and coaches shall submit to a background check. The Executive Board will be responsible to assure that all applicable Board Members, Commissioners, and coaches have a complete background check prior to participation within the Delran AA. The Executive Board may designate one individual to assure that these background checks are completed for all necessary individuals.

Article 5. Duties of the Vice President

Section 1. In the absence of the President, the Vice 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. Chair the committee for all fund raising drives for the Association.

Article 6. 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 official correspondence of the organization.

Section 3. The Secretary shall maintain an up-to-date record of members, in a bound book provided for that purpose. The voting eligibility status of members shall be updated monthly as voting status will change with each meeting. (four meetings in preceding twelve months).

Section 4. The Secretary 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 players prior to the start of any given sporting season.

Article 7. Duties of the Treasurer

Section 1. The Treasurer shall keep, in a book provided for that purpose, a correct account of all monies received and paid out. He shall make

disbursements only with the approval of the President. Upon retiring from office, the Treasurer shall hand over to his successor all funds, books, and papers in his possession and an audit be conducted.

Section 2. The Treasurer shall sign all checks on the Treasury. On an annual basis, the Executive Committee shall establish and review a ceiling amount. All checks for amounts above the ceiling amount, must be signed by the Treasurer and one other member of the Executive Committee. The Executive Committee shall also set an expiration date to each ceiling amount. At that expiration date, a new ceiling amount shall be set, or the previous ceiling amount shall be confirmed.

Section 3. The Treasurer shall handle and process all insurance affairs, acting as an intermediary between the A.A. and the insurance companies.

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

Section 5. He/she must be bonded.

Article 8. Duties of the Athletic Directors.

Section 1. The Directors of Athletics (A.D.) shall coordinate and supervise sports supported by the A.A..

Section 2. Progress and matters of importance relative to the activities shall be reported to the General Membership.

Section 3. The A.D. shall obtain help from within the organization to represent the various types of sports. The A.D. shall recognize the Commissioner in each program. In the absence of a Commissioner, the A.D. shall nominate one with the approval of the Executive Board and be announced at the next general meeting.

Section 4. The A.D. shall coordinate and supervise the procurement and distribution of equipment. In October of each year the A.D. 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 the fields for sports activities is within the A.D.'s responsibilities.

Section 6. Where county or state league participation is contemplated in any sport, it will be incumbent upon person or persons interested to consult the A.D.

or a duly appointed assistant who shall furnish interim information on the progress of that team and contest.

Section 7. The A.D. 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. the A.D. must use the purchase requisition system. Purchases other than items paid for by the township must be approved by the Executive Board before an order is submitted.

Article 9. Standing Committees

Section 1. Ways and Means Committee

1. Shall be chaired by the Vice President and the Treasurer.
2. Shall appoint a committee of A.A. members to run such committee.
3. The purpose of this committee will be to analyze both present and future financial needs of the A.A. as well as submit and implement fund raising ideas for the A.A.
4. There can be no fund raising other than general fund raising for the programs of the A.A. These proceeds will be used to best benefit the A.A. programs as determined by the A.A.

Section 2. Complaint procedures

1. Notify commissioner of that sport. If you get no satisfaction –
2. Notify A.D. and if you get no satisfaction –
3. Notify President and ask to be heard in front of the Executive Board. If the problem is not resolved –
4. Bring your complaint to the general membership.

Section 3. Disciplinary Procedures

1. The Executive Board will establish, maintain and update a Code of Ethics for any individual participating in any activity sponsored by the Delran Athletic Association.
2. Any violation of this Code of Ethics will be acted upon by the Executive Board.

3. Any violator will be heard and acted upon by the Executive Board at an Executive Board meeting.