



“Connecting the Community Through Our Youth”

Norcross Youth Athletics Association By-Laws

Revised and Update October 18th 2016

Article I – Name and Purpose

- 1.1** The name of this non-profit organization shall be **Norcross Youth Athletic Association, (NYAA)**.
- 1.2** The primary purpose of this non-profit, voluntary organization, here-in-after referred to as NYAA or “The Association”, is to promote, encourage, direct, and operate athletic programs for the children of the Norcross Community. The program strives to aid in the spiritual, education, social, emotional, physical enjoyment and development of youth through supervised competitive sports. The Association shall also strive to promote the ideals of good citizenship as well as good sportsmanship through its athletic programs and activities, and for the benefit of the community. The recreational and athletic activities will include, but not be limited to, the operation of football, cheerleading, flag football, basketball and lacrosse.
- 1.3** In keeping with the community tradition and great relationship with the high school, the official colors of NYAA will be navy, silver and white. The official mascot will be the Blue Devils; the Board of Directors will uphold the current logo.

Article II – Membership and Dues

- 2.1** Membership in NYAA is defined by a registered participant with NYAA and/or a board member, or other official volunteer. Multiple registrations constitute one membership per family annually and receive two votes at elections or special meetings. Each parent or guardian must be present to exercise the right to vote.
- 2.2** NYAA shall at all times observe all local, state and federal laws which apply to non-profit organizations as defined in Article 501 (c)(3) of the Internal Revenue Service.
- 2.3** The Board of Directors shall at all times have the full power and authority to expel from membership any person or persons whose activities might be termed detrimental to, or inconsistent with, the by-laws, Code of Conduct, and/or the basic principles of this Association. Reinstatement to NYAA in any capacity must be voted on by the Board of Directors.
- 2.4** A registration fee shall be charged for participation in each sport and/or activity at the rate specified by the respective sports boards based on budget requirements and approved by the Board of Directors. All registration fees collected from all programs and activities shall be deposited in the Associations general fund. Expenditures must remain within the budget guidelines approved by the Board of Directors. Expenditures exceeding this budget must be approved by the Board of Directors, which will be bases on the present overall financial position of the Association.
- 2.5** The refund policy shall be as follows:
 - NYAA has adopted a **NO REFUND** policy.
 - The only exceptions to this policy are for a season ending injury or company transfer outside of the Atlanta Metropolitan Area prior to the start of the season.

Article III – Meetings

3.1 A meeting of the members for the election of Executive Board Officers and Sport Board Officers shall be held annually. This meeting shall be held during the month of November or December each year at a date, time, and place fixed by the President. All elected, to include Executive Board and Sports Board, officers shall take office fourteen (14) days following the election.

3.2 Public notice of the time and place of all annual meeting shall be given not less than fourteen (14) days prior to the meeting date. Method of notification can include, but are not restricted to, an announcement on the Association's website, or an email sent to all Memberships email addresses on file.

3.3 A special meeting of the Membership may be called at any time by the President, for any purpose whatsoever. Such a call for a special meeting shall state the purpose of the meeting, the date, the place, and the hour of the meeting.

3.4 Regular meeting of the Board of Directors shall take place at least once a month or more frequently as deemed appropriate by the board. Meetings shall be held each month on the third Sunday.

3.5 A quorum for the transaction of business at any regular or special meeting of the Board of Directors shall consist of one more than half of the voting members of the Board. A written report of the business transacted at each Board meeting shall be made by the Secretary at the next meeting of the Board.

3.6 An Officer of the Association may be removed by a two-thirds (2/3) majority vote of the Board of Directors whenever in their judgement the best interest of the Association will be served by the removal. Reinstatement to NYAA in any capacity must be voted on by a two-thirds (2/3) majority vote of the Board of Directors.

3.7 All meetings of the Association and its committees will attempt to use Roberts Rules of Order, with the Vice President or the President's delegate responsible for the implementation of parliamentary procedure necessary for the orderly control of any meeting.

Article IV – Election of Officers and Terms

4.1 The election of officers for NYAA will be held at the annual meeting of each year. Elected offices of NYAA include the Executive Board which is comprised of President, Vice President, Secretary, and Treasurer. It also includes Sports Board officers which will include the Director and Treasurer for each sport board.

4.2 Executive Board Terms: President and Secretary will serve a two year term in odd numbered years. Vice President and Treasurer will serve a two year term in even numbered years. In 2016 the Executive Board vacancy due to expiration of term will be the Vice President and Secretary.

4.3 Sport Board Terms: Director, Secretary and Treasurer and other officers of each sport will serve a one year term.

4.4 Executive Board Officers and Sport Board officers may run for re-election.

4.5 Because the Association includes multiple sports and activities, certain positions require experience in managing the overall Association in order to ensure the Association continues to operate successfully. Only members who have served two current and consecutive years as a Sport Director or Executive Board Member shall be allowed to run for the Executive positions of President or Treasurer.

4.6 Any board member, to include local boards, Board of Directors or Executive Boards, who is removed from office, or resigns from office before the completion of their term, shall be ineligible to run for or hold any office or position within the Association for the next two consecutive election periods.

4.7 The Board of Directors, with a two-thirds (2/3) majority vote, may override the stipulations and restrictions in this Article if it is deemed in the best interest of the Association or the Association has a shortfall of volunteers for elected positions.

Article V – Governance

5.1 The Board of Directors shall consist of the Executive Board President, Vice President, Secretary, Treasurer, Director of Football, Director of Cheerleading, Director of Basketball, and the Director of Lacrosse. In order to vote for or hold any position, on any board, individuals must be active Members of the Association, be in good standing with the Association, and have no financial obligations to the Association as a whole. This will be a policy making Board and will have the responsibility for setting policy as it pertains to the Association. The Board of Directors shall act as the appeals board should anyone's right to participate in the Association be terminated for one or more reasons. Proxy voting is not allowed. A list of names, addresses, and phone numbers of all Executive Board officers as well as Sports Board officers shall be sent to Gwinnett County Parks and Recreation Division Area Supervisor within thirty (30) days of the election by the Executive Board Secretary.

5.2 No Board member shall serve in any governing capacity in any other youth recreational athletic association in direct competition with the Norcross Youth Athletic Association without prior approval from the Board of Directors whose decision is final.

5.3 The Executive Board shall act as a liaison with the County and administer association funds in coordination with individual sports boards, executive consent forms, process sponsorship receipt requests, obtain liability insurance for each sport, and other matters relevant to the Norcross Youth Athletic Association. Final decisions regarding any changes in day to day operations of the Sports Boards shall otherwise rest with the Sports Board officers using policies set by the individual sports boards and approved by the Board of Directors. The Board of Directors specifically reserves the right to approve to approve all expenditures in excess of approved annual budgets set for each individual sport area. All contracts entered into by the

Sports Boards will require approval from the Board of Directors. Any changes in sport affiliations shall require approval of the Board of Directors.

5.4 The Executive Board shall be composed of the President, Vice President, Secretary, and Treasurer, which have the power to act in the place of the Board of Directors on policy matters on an emergency basis that require immediate action. Bonding will be paid for by the Association.

5.5 The Executive Board President shall be the Chief Executive Officer of the Association and the Chairman of the Board of Directors charged with the duty of supervising all functions subject to policy direction from the Board of Directors. He/She shall preside over all meetings of the Membership and the Board of Directors, although he/she will have no vote except to break a tie vote of the Board. He/She shall perform such other and further acts as may be deemed necessary for the furtherance of the business of the Association or which the Board of Directors or the Membership may direct. The President shall be responsible for:

- a) Implementation of the total Association program and shall see that the policies set by the Board of Directors and Sports Boards be carried out by each participant in the Association.
- b) Shall serve as an ex-officio member of all communities.
- c) Shall be bonded for no less than \$25,000.00.
- d) May co-sign checks.
- e) Will serve as an Executive Board Representative to one of the Sports Boards.
- f) Will be the co-custodian to all contracts, agreements and other official papers.

5.6 The Executive Vice President:

- a) Shall have all such powers and duties as generally are incidental to the position of the Vice President as may be assigned to him by the Executive Board President of the Board of Directors.
- b) Shall assume the duties of the Executive Board President when the President cannot perform them.
- c) Shall assist the Executive Board President in the furtherance of his duties as may be requested by the President.
- d) Shall serve as an Executive Board Representative to one of the Sports Boards.
- e) Shall serve as Parliamentarian at all board meetings.

5.7 The Executive Board Secretary:

- a) Shall be responsible for record keeping for the Association as defined below.
- b) Records shall include all meeting minutes of the Executive Board and the Board of Directors.
- c) Shall provide other such assistance to the Executive Board President as may be directed by the President.
- d) Shall maintain the current Executive Board officer information and Sport Board officer information and make sure Gwinnett County Parks and Recreation is kept updated.
- e) He/She shall, in conjunction with the President, be the custodian of all agreements and non-financial papers.

5.8 The Executive Board Treasurer:

- a) Shall be the Chief Financial Officer of the Association and will be responsible for keeping accurate financial records received by the Association from any and all sources.
- b) Shall coordinate the receiving and depositing of all funds, fundraising efforts, registrations and sponsorships.
- c) Shall submit financial reports to the Executive Board, Board of Directors and Sports Board Directors on a monthly basis.
- d) Shall provide financial reports at the Annual Meetings of the Association.
- e) Shall have audited all financial records of the Association on a as-needed basis, or on a random basis as determined by the Board of Directors.
- f) Shall review and approve along with the Executive Board all budgets submitted by the individual Sports Boards.
- g) Shall provide other such assistance as required by the Executive Board President, Vice President and Secretary.
- h) May co-sign check and be bonded in an amount no less than \$25,000.00.
- i) He/She shall, in conjunction with the President, be the custodian of all agreements and financial papers and contracts.
- j) Shall utilize a certified Tax Consultant/CPA/Tax Professional to ensure Association taxes are in compliance for yearly IRS filings.

5.9 The Sports Boards shall be the day-to-day decision making board for their sport and have voting rights on their respective board. Each Board can make appointments to their Boards based on the individual sport's needs. All appointments to Sports Boards shall be approved by the Board of Directors. Appointed positions do not have voting privileges on the Sport Board, voting members include: Sport Directors, Assistant Directors, Sport Treasurers, and Sport Secretary.

5.10 The Directors of Football, Cheerleading, Basketball, Flag Football, Lacrosse and/or any other sport sponsored by NYAA:

- a) Shall consult with their respective sports boards and be responsible for all matters related to the playing or scheduling of their respective sports programs.
- b) Shall be the Sports Board representative on the Board of Directors and have voting privileges at the Board of Directors Meetings, and may assign their voting duties to another elected member of their sport board in their absence at a Board of Director meeting.
- c) Shall have the responsibility for coordinating with the Board of Directors the policy for field/facility assignment, budget approval process, equipment management process and concession stand management and operation, as well as other policy making decisions rendered by the Board of Directors or Sports Boards.
- d) The Directors shall act as the Chief Executive Officer for their respective sport.
- e) Shall be responsible for selecting and training the coaches for their respective sport and ensuring applicants are in good standing across the Association prior to selection.
- f) Shall prepare, in conjunction with their Sport Treasurer, the annual budget for their respective sport within 90 days upon the completion of their sport and submit to the Executive Board for approval.
- g) Shall have voting privileges on their respective sport board decisions, policies and procedures.

5.11 Assistant Directors

- a) Shall assist the Director of that sport in the furtherance of his or her duties as may be requested by the Director of that sport.
- b) Shall have all such powers and duties as generally are incident of the position of Assistant Director.
- c) Shall assume the duties of the Director of that sport when the Director cannot perform them.
- d) Shall have voting privileges on all of their Sport Board decisions, policies and procedures.

5.12 Sport Board Secretary

- a) Shall be responsible for keeping meeting minutes of all Sport Board meetings.
- b) Shall be responsible for forwarding all Sport Board meeting minutes to the Executive Board Secretary.
- c) Shall have all such powers and duties as generally are incident to the position of Secretary.
- d) Shall provide assistance to the Director of that sport in the furtherance of his or her duties as may be requested by the Director of that sport.
- e) Shall have voting privileges on all of their Sport Board decisions, policies and procedures.

5.13 The Director of Communications

- a) Shall be responsible for the Association communication and developing all communication tools including newsletter, web page, and press notices.
- b) Shall be responsible for creating, maintaining and keeping current the Association social media presences.
- c) Shall work with Sports Boards to coordinate individual sports media and communications outreach.
- d) Shall provide other such assistance as required by the Executive Board.

5.14 Sports Board Treasurer

- a) Shall be responsible for the collection of all funds for their sports and turn into the Executive Board Treasurer for deposit.
- b) Shall oversee and partial pays for their sport.
- c) Shall submit all reimbursements or payments to the Executive Board for their sport.
- d) Shall be responsible in conjunction with the Director of their sport to develop an annual budget for their sport and submit to the Executive Board Treasurer for approval by the Executive Board.
- e) Shall provide assistance to the Director of that sport in the furtherance of his or her duties as may be requested by the Director of that sport.
- f) Shall have voting privileges on all of their Sport Board decisions, policies and procedures.
- g) Shall be responsible for maintaining the registration records for their sport.

5.15 Director of Public Relations

Fundraising and obtaining sponsorships are important to the financial wellbeing of the Association. It is important that the Association be represented in accordance to the image set forth by the Board of Directors. Fundraising decisions will represent the Association and be the responsibility of the Association as a whole.

- a) Shall have the responsibility of creating community partnerships for fundraising and sponsorships of the Association.
- b) Will coordinate fundraising activities with each local individual Sport Board.
- c) Shall create fundraising materials, with the approval of the Board of Directors, to market to community and other businesses.
- d) Shall be responsible for updating the Board of Directors monthly on current activities and ongoing fundraising or sponsorship events.
- e) Will obtain Board of Director approval before entering into any contractual agreements.
- f) Shall provide other such assistance as required by the Executive Board.
- g) Shall be responsible for connecting and enhancing the Association relationship with the local community.

5.16 Sport and Activity Additions

For new sport additions, the Board of Directors, with a two-thirds (2/3) majority vote, may appoint an acting Director of such sport or activity, not to exceed two years, in order to create, maintain, and cause such sport to be sustainable and ready for member elections. Such Acting Directors will operate under, and be supervised by, the Executive Board. Acting Directors will maintain full voting rights on the Board of Directors.

5.17 The Board of Directors is authorized to assess each sport a general administrative expense or other such fees in order to maintain sufficient operating revenue for the administrative expenses of the Board of Directors and the Association in order to insure the continued operation of all programs. The Board of Directors is also specifically authorized to establish a capital reserve fund and require each sport to have its participants pay into the capital reserve fund.

5.18 The Board of Directors shall fill any vacancy on the Executive Board or Sport Board by appointment and this appointment shall stand for the remainder of the unexpired term. The appointment must be voted on by a majority of the Board of Directors.

5.19 Each Sport Board will set policy and procedure with regards to the coaching selection process as well as the policy to be eligible to coach. This policy will require approval of the Board of Directors.

5.20 Each Sport board shall be responsible for all matters related to the playing or scheduling of their respective sports. This includes establishing and maintaining the rules and regulations for that sport, handling issues of facility utilization, fundraising events, uniform purchases, tournaments, and All-Star participation.

5.21 Background checks will be conducted on all Executive Board members, Sport Board officers, coaches, and any volunteers who have direct access to children or Association finances.

5.22 The Board of Directors shall have full power and governance to add or eliminate any sport to the Association based on community needs and participation levels in individual programs. It is the responsibility of the Board of Directors to ensure the continuation of the Association by offering a diverse range of options to the community it supports. Removal or addition of any sport or activity will require a two-thirds (2/3) majority vote by the Board of Directors.

Article VI – Committees

6.1 The President shall establish an Audit Committee consisting of at least three (3) members of the Association. The committee's membership shall change annually. This committee should include one member from the Executive Board. The Audit Committee shall review the financial records of the Association and shall make a report at the annual meeting regarding the financial records of the Association to its members.

6.2 The President shall establish a Coaches Screening Committee consisting of at least three (3) members of the Association. Coaches will be appointed by the Board and will serve one (1) year terms with approval of the Board. A slate of prospective Coaches will be presented no later than April Board Meeting by the Coaches Screening Committee for the Board's approval.

6.3 The President shall establish a Concessions Committee consisting of at least three (3) members of the Association. The committee's membership shall include the Treasurer and Secretary of the Association. The Concession Committee shall review the Concessions' financial records and inventory and shall make a monthly report to the Board.

Article VII – Board Member Attendance

7.1 All members of the Board of Directors and Sport Boards are expected to be in attendance at all Board of Director meetings, their respective Sport Board meetings, whether it is a regularly scheduled meeting or a meeting called by the President/Director. If a Board Member cannot attend a meeting, he/she must notify the Secretary before the meeting begins. Failure to notify and failure to attend meetings, will be as follows: (This is per year)

Second Offense: The member must state his/her reason for absence to the Executive Board of Directors or respective Sport Board in person at the next scheduled Board meeting and request permission to remain on the board.

Third Offense: The member will be removed from his/her position on the Board of Directors and the Sport Board within seventy-two (72) hours.

Article VIII – Gwinnett County

The Association sports operate under different leagues within Gwinnett County. These arrangements will continue unless changed by at least a two-thirds (2/3) majority vote of the entire Board of Directors. The Association shall comply with the rules of the leagues in which it operates and participates.

Article IX – Election of Officers

9.1 Election of Executive Board Officers and Sport Board Officers – Elections for both Executive Board and Sport Board Officers will be held annually. Members interested in running for a position on the Executive Board or Sport Boards must submit in writing seven (7) days prior to the election to the Secretary.

9.2 Nominations from the floor will be allowed based on the Gwinnett County Parks and Recreation Policies and Procedures Manual.

Article X – Legal Instruments

10.1 All checks issued by the Norcross Youth Athletic Association, Inc. must bear two (2) signatures, that of the Association Treasurer and President. Each Executive Board member of the Association will be bonded for a minimum of \$25,000.00 conditioned upon the performance of the duties of the office.

Article XI – Compensation

11.1 All Executive Board Officers and Sport Board Officers shall serve without compensation of any regard. Each Executive Board Officer and Sport Board Officers is prohibited specifically from profiting personally in any transaction with the Association.

Article XII – Records

12.1 The Board of Directors will review the financial records of the association on a quarterly basis.

12.2 All books and records of the Association may be inspected by any member, Director or agent or attorney or any proper person at any reasonable time upon written demand stating such purpose. Copies of such records shall be furnished upon the paying of the cost associated with compiling same.

Article XIII – Liability Insurance

13.1 Liability Insurance in an amount not less than \$1 Million affording coverage to Directors, Officers, coaches and their assistants, as well as to the Association and the Gwinnett County Parks and Recreation Department shall be maintained by the Association on a claims-made basis.

Article XIV – Assets

14.1 Any funds or property received by the Association shall be utilized for the purposes set forth in the Articles of Incorporation and these By-Laws. No portion thereof shall be used to provide benefits to any individual, individual team, or other organizations affiliated with this Association.

Article XV – Amendments

15.1 The Board of Directors shall have the power to alter, amend or repeal the by-laws or adopt new by-laws unless such power is reserved exclusively to the membership by the Articles of Incorporation or in by-laws previously adopted by the Board of Directors.

15.2 Other appointed positions may be needed and will be approved by the Executive Board of Directors.

Article XVI – Dissolution's Clause

16.1 Upon dissolution of the Association, the remaining assets, if any, shall be distributed only to those organizations with objectives consistent with those of the Association, the purpose of which must be tax exempt as described in Section 501 (c)(3) of the Internal Revenue Code of 1954 as amended. A determination of this fact and final selection of the recipient of any assets shall be made by the incumbent Board.