

## **Evergreen Youth Association, Inc. (EYA) By-Laws & Constitution**

The name of this organization shall be the Evergreen Youth Association and shall be referred to as EYA.

### **Article 1**

#### **Purpose, Duty, and Mission**

##### **Section 1 — Purpose**

The purpose of this organization shall be to promote athletic competition for the youth of the Evergreen School District, consisting of, but not limited to: summer youth baseball and softball, fall youth soccer, and youth flag and tackle football

##### **Section 2 — Duty**

The duty of the EYA Board of Directors, established herein, is to provide a safe, fun, and fair outlet of healthful activity in an atmosphere of community-wide participation; to promote the rudimentary ideals of teamwork, fair play, and good sportsmanship; and to instill a sense of pride and accomplishment in all, youth and adults alike, who participate within this organization.

##### **Section 3 — Mission**

The mission statement of the Evergreen Youth Association shall be adopted as follows:

The Evergreen Youth Association is a local non-profit, 501(c)3, United-Way-funded, and volunteer-driven organization whose mission is to provide a positive, fun, and safe environment for our community's youth, dedicated to the development of the player and person.

We provide recreational baseball, softball, football and soccer, designed to develop skills, build confidence, foster teamwork, promote self-esteem, and cultivate character and leadership.

**Proposed change 1: "...football & soccer, along with other athletic programs, designed to,..."**

**Proposed change 2: "...football, soccer, volleyball, cheerleading, designed to..."**

### **Article II**

#### **Jurisdiction**

##### **Section 1 — Players**

All youth sports participants must live within the boundaries of the Evergreen School District or have attended Evergreen Schools the academic year prior to the start of the current sports season; be a new resident in the school district; or be the son or daughter of a coach/assistant coach.

**Proposed update:** do we need to spell out that the district includes Holy Trinity?

All youth sports participants who have moved outside the association's jurisdiction and who have participated in the organization's activities the previous season will be granted a one-year playing extension.

## Article III

### Members

#### Section 1 — Voting Members

The voting membership shall consist of any coach, assistant coach, or organization official, consisting of the elected officers outlined below and youth sports commissioners.

#### Section 2 — Non-Voting Members

The non-voting membership shall consist of any parent, guardian, or caretaker of a youth sports participant within the designated EYA jurisdiction, as outlined above.

#### Section 3 — Quorum

A quorum of the EYA Board of Directors must be present in order for any official actions or official votes to take place at a regular or special meeting. A simple majority (5) of the board of directors (9) is required to meet the minimum quorum requirement.

**Proposed update: "A quorum of the EYA Board of Directors must be present either in person or by camera virtually in order for..."**

#### Section 4 —

All members, voting or non-voting, must be at least eighteen (18) years of age.

#### Section 5 — Expenditures

All policies, procedures, by-laws, and expenditures (greater than the sum of \$500 (not already included in an approved budget) must be approved by a majority vote of the members present at a given meeting. **(Updated from \$50 to \$500)**

## Article IV

### Officers

#### Section 1 —

The officers of this organization shall consist of the President, Vice President, Treasurer, Secretary, Sergeant-at-Arms, and commissioners covering the sports of baseball, softball, soccer, and football.

#### Section 2 —

The President shall serve as the chief executive of the organization, responsible for supervising the activities of all elected officers. The president also shall preside at meetings, have the ability to call special meetings as needed, and appoint all committees.

### Section 3 —

The Vice President shall preside at all meetings in the absence of the President and to fill any vacancy in the office of the President when said President fails to fulfill the term of office for any reason.

### Section 4 —

The Secretary shall be responsible for recording the minutes of all meetings in writing, ensuring the minutes are posted and a copy given to all officers. The Secretary shall also be responsible for scheduling the location of each meeting and notifying all officers in a timely fashion.

**Proposed Change: Secretary schedules the meetings, notifies/reminds all officers, and ensures meeting minutes are posted on the EYA website for public access. The secretary is also responsible for social media communications to the public on the EYA Facebook page & school provided communication platforms (such as ParentSquare)**

### Section 5 —

The Treasurer shall be responsible for the following duties: to account for and receive all receipts and disbursements and to pay all authorized bills. However, the signature of both the Secretary and Treasurer shall be required on any disbursement officially approved by the Board of Directors which exceeds the sum of \$500. **(Updated from \$50 to \$500)**

### Section 6 —

#### **Section Title Update: Roles & Responsibilities of Individual Sport Commissioners**

The Commissioner of each sport (baseball, softball, soccer, **cheer, volleyball** and football) shall be responsible for the fair and equitable selection of coaches, division of teams in each age bracket, scheduling of games each season, and refereeing and/or settling any individual disputes that may arise, as well as the interpretation of association rules.

**Commissioners will appoint the 'local' league where all athletes registered can play; no cuts will be made. For those desiring a more selective/competitive league, this will be managed independently outside of the EYA.**

**For some recreational level programs, there may be limited spots available for safety reasons. This will be disclosed upon announcement of registration and at the time of registration.**

The Commissioner also shall be responsible for representing the best interests of the organization, its members, and participants at each League meeting where rules and regulations for fair play will be discussed and determined each season. The Commissioner, at his discretion, may refer any league-related dispute to the full Board of Directors for interpretation and final dispensation.

The Commissioner of each sport also shall be responsible for the oversight of a checking account, provided by the Board of Directors, and in consultation with the Treasurer. All registration fees shall be

deposited in said account, and all related disbursements made from said account. It is the expectation of the Board of Directors that each sport shall remain financially self-sufficient.

Proposed addition: Commissioners for programs that are not part of the Board of Directors are required to attend, at minimum, one meeting per quarter.

## Article V

### Board of Directors Responsibilities

#### Section 1 — Finances

- A.) No expenditures shall be made without authorization as hereinafter provided.
- B.) All checks are to be signed by the Secretary and Treasurer for disbursements exceeding \$500 and a report of all transactions given each month at regular meetings.
- C.) Deposits are to be made within 48 hours of cash received or upon the first business day following a Sunday or holiday.
- D.) Failure to give a financial report at two consecutive meetings will subject the Treasurer to possible dismissal at the discretion of the Board of Directors and the election of a new Treasurer at the next regular meeting.
- E.) The Treasurer is responsible for collecting all concession stand monies in a timely fashion and maintaining a separate fund for all concession stand proceeds.
- F.) A written annual financial report for all members is to be delivered at the October meeting.

#### Section 2 — Expenditures

- A.) All expenditures over the sum of \$500 will require formal approval by a majority of the Board of Directors present at a regular or special meeting. (Updated from \$50 to \$500)
- B.) Expenditures less than the sum of \$500 may be authorized by the President, Treasurer, or a Commissioner, but only from the fund designated under his or her care and control. (Updated from \$50 to \$500)

#### Section 3 — Dismissal

All elected officers will be subject to a recommendation for dismissal by voting members at the next regular meeting, should said officer fail to perform duties as required under the by-laws and Constitution of the organization.

#### Section 4 — Annual Audit

An audit of the records of the organization shall be conducted annual in October by an audit committee appointed by the membership and presented prior to the election of officer

#### Section 5 — Fiscal Year

The fiscal year shall be the calendar year, which begins in January and runs through December

#### Section 6 — Term of Office

The term of office for all elected officers outlined above shall be two consecutive years. All officers who fail to attend two consecutive meetings without just cause or excused absence will automatically be terminated. All officers, upon the termination of their office, shall return all property and records of said office to the President of the organization. The President, in turn, shall be responsible for dispensing the property and records to the proper and designated officer of the organization.

**Addition: The term of office for all Sport Commissioners shall also be two consecutive years.**

#### Section 7 — Appeals & Disciplinary Action

The Board of Directors are responsible for handling all appeals and disciplinary action of coaches and participants as outlined herein.

### Article VI

#### Coaches

##### Section 1 — Eligibility

- A.) All coaches must be at least 18 years of age.
- B.) Residents of the Evergreen School District will be given priority over non-residents for new coaching positions.
- C.) All new coaches must attend an orientation session scheduled by the league.
- D.) Seniority shall consist of the number of years served as a coach, assistant coach, or EYA official. Said seniority will be used to determine coaching positions when an opening is available.
- E.) When a coach resigns or his/her service is terminated, the official assistant coach will have right of first refusal for that coaching assignment.
- F.) If the coach and assistant coach determine that each do not want to continue, the open position will be assigned according to the seniority rules outlined above.
- G.) Coaches who miss three (3) consecutive Board of Directors meetings without just cause or excused absence will lose all seniority. **\*Proposed to remove this requirement for coaches, and instead put under Commissioner role/responsibility section with modifications.**
- H.) Improper conduct of coaches or assistant coaches will not be tolerated. Misconduct will subject said coach to disciplinary action or dismissal at the discretion of that sport's commissioner and an official vote of the Board of Directors.
- I.) Any coach who decides to take a leave of absence or voluntary break from coaching may do so without losing seniority or voting privileges, provided they fulfill all other requirements of coaching an EYA sanctioned sport.

J.) All coaches, regardless of status, shall be required to obtain a criminal background check before they are able to coach an EYA-sanctioned sport. One background check will be required on an annual basis. Coaches will be required to mail in the background sheet with a receipt to the EYA Treasurer for full reimbursement.

Addition: If no league background check exists, coaches must complete a RAPTOR scan at the school and provide proof to the Commissioner.

All coaches must distribute the ROW Model to all athletes' parents, and parents must sign off before the first game or contest each season.

## Article VII

### Meetings

#### Section 1 — 1

The regular membership meeting shall be held the third Sunday of each month or at the discretion of the President or Vice President, in the President's absence. The regular meeting shall be called to order at 7:00 p.m. A special meeting may be called by the President or any two elected officers. Any call of a special meeting shall be made to the Secretary, who shall then schedule same and notify the Board of Directors within ten (10) calendar days.

## Article VIII

### Constitution & By-laws

#### Section 1 — Amendments

The procedure to amend the Constitution and/or by-laws shall consist of the following: a member shall present such an amendment in writing at a Board of Directors meeting. Such a proposed amendment shall be read at three (3) consecutive meetings and an official vote taken at the third meeting. After the first reading, the President shall ask the board to review the proposed amendment(s). The board shall make recommendations concerning the proposed amendment(s) upon the second and third reading to the membership.

#### Section 2 — Ratification

It shall require a two-thirds (2/3's) majority of the voting membership present in favor of the amendment before it becomes effective. When an amendment becomes effective, a written revision of the Constitution and By-Laws shall be prepared by the Secretary, who shall maintain the same in the EYA records, as well as the EYA website. The Constitution and By-Laws are to be reviewed annually at the January meeting.

## Article IX

## Nomination and Election of Officers

### Section 1 — Nominations

- A.) Officers shall be nominated from the floor or submitted in writing at any regular or special meeting held in the months of September, October, and November.
- B.) Nominees must be a resident of the Evergreen School District, a coach or assistant coach, or a previous official of the organization

### Section 2 — Elections

- 1. Election of officers shall be conducted by secret ballot.
- 2. Elections shall be held at the end of the regular November meeting. **\*Proposed: and as necessary**
- 3. There shall be no write-in candidates.
- 4. Only those members in attendance shall be permitted to vote. There shall be no proxy voting.

**Proposed addition: those in attendance virtually & on camera are able to submit their vote as well.**

- 5. **Proposed Addition: President & Secretary shall be elected on odd years; Vice President, Treasurer, and Sergeant-at-Arms shall be elected on even years.**

## Article X

### Protests, Appeals, and Escalation Procedure

#### Section 1 — Protests

- 1. If, during the course of a league game, a head coach deems it necessary to lodge a protest, the following procedure must be adhered to:
  - 1.) Continue the game until completion.
  - 2.) Notify the opposing coach of the intent to protest the game.
  - 3.) Notify all umpires officiating the game.
  - 4.) Contact the appropriate Commissioner(s) immediately following the game.
  - 5.) Provide Commissioner(s) with a written explanation of the event.
  - 6.) Schedule a meeting with the Board of Directors.

- 1.The EYA Board of Directors has final determination over the outcome of any EY

A league protest.

#### Section 2 — Escalations

##### A.) Umpire Complaints

All comments/complaints/criticisms of umpires during EYA-sanctioned games should be directed to that

sport's Commissioner. If the Commissioner deems it necessary, he/she may call a meeting of the Board of Directors to resolve the issue.

#### B.) Player/Coach/Parent Complaints

All complaints related to players, coaches, and parents should be directed to that sport's commissioner. If the Commissioner deems it necessary, he/she may call a meeting of the Board of Directors to resolve the issue. If the complaint is related to the conduct of that sports' Commissioner, the complaint should be reported directly to the Board of Directors.

### Article XI

#### Code of Conduct

##### Section 1 — Expectations

**Proposed addition: The EYA ROW (Respect–Ownership–Work Ethic) model is the foundation of our conduct expectations. All participants, coaches, and parents are expected to follow this model in all interactions.**

It is the expectation of all coaches, players, officials, and parents to conduct themselves appropriately at any EYA-sanctioned sports event. Any physical or verbal abuse by coaches, parents, or players toward any other coach, participant, parent, referee, or youth sports official will not be tolerated. If any of the above are ejected from a game for poor or abusive conduct, that person automatically will be removed from the facility where the game is being played to prevent the further escalation of any problems or situations. Law enforcement personnel will be called in when necessary and appropriate.

##### Section 2 — Code of Conduct

The EYA Board of Directors officially has adopted the code of conduct listed on the National Youth Sports Safety Foundation website ([www.nyssf.org](http://www.nyssf.org)) and reproduced on the EYA website ([www.eyainfo.com](http://www.eyainfo.com)). It is assumed herein that policy has been read by participants, parents, and volunteers affiliated with EYA programs.

##### Section 3 — Discipline and Sanctions

If anyone affiliated with, participating in, or attending an EYA-sanctioned sporting event violates the aforementioned rules and guidelines, the Board of Directors reserves the right to subject him/her to any of the following discipline or sanctions at the board's discretion:

- Written warning;

**\*Proposed to have them watch a video from NFHS on sportsmanship**  
<https://nfhslearn.com/courses/sportsmanship-2>

- Parental game suspension with written documentation of incident kept on file by organizations involved;
- Game forfeit through the official or coach; and/or



- Season-long suspension.