

# **MAYWOOD YOUTH ATHLETIC ASSOCIATION**



## **CONSTITUTION AND BYLAWS**

Revised:

November  
2025

## CONSTITUTION

### ARTICLE I – NAME

The Association is the Maywood Youth Athletic Association (MYAA).

### ARTICLE II – MISSION STATEMENT

#### A. Objectives

The objectives of the Association are:

1. To instill in the youth of the community good sportsmanship, fair play, teamwork, and healthy competition.
2. To provide a safe and well-supervised environment. The Officers, Board Members, coaches, and parents shall bear in mind that the attainment of exceptional athletic skill is secondary to the molding of future citizens, which is the primary goal.
3. To operate with the following priorities:
  - a) Safety for all members
  - b) Opportunity for everyone to play at an appropriate skill level
  - c) Encouragement and learning
  - d) To instill confidence and self-esteem

### ARTICLE III -OFFICERS

The Officers of the Association shall be a President, Vice President, Treasurer, and Secretary. No individual shall be elected to more than one office at the same time. The term of each Officer shall be two (2) years. The position of Treasurer is now part of the Independent Contractor's Agreement and shall be renewed annually. The Treasurer also serves the role of Administrator known as the "MYAA Admin."

### ARTICLE IV – BOARD OF DIRECTORS

The Officers of the Association shall be ex-officio members of the Board of Directors. There shall not be less than six (6) additional members of the Board of Directors, exclusive of any officers. These six (or more) individuals are known as "Board Members." The term of each Board Member shall be not less than one (1) year and not more than three (3) years. Whenever the term "Board" is used herein, it refers to the Board of Directors.

### ARTICLE V – GENERAL/ADDITIONAL MEMBERS (JUNIOR AND ADULT)

In addition to the Board of Directors, additional members of the MYAA include junior members and adult members. Junior members, ages 4 – 17, have no voting rights. Adult members, ages 18 and up, have certain voting rights, including the opportunity to vote at the Annual Meeting to elect Officers and Board Members. Adult members have no other voting rights. Junior and Adult members may be referred to herein as "additional members" or "general members."

### ARTICLE VI – ELECTIONS

Elections for the Board of Directors shall be held at the Annual Meeting for those terms that are due to expire as specified in the Bylaws. Candidates shall be current Maywood residents to be eligible for elected office. The election of an Officer or Board Member shall be by majority vote of all Officers, Board Members and additional members present and voting. There shall be no less than a three (3) week public notice prior to the election.

### ARTICLE VII – MEETINGS

General membership meetings shall be conducted monthly; and at the discretion of the President may be held virtually. The Annual Meeting shall be conducted for the minimum purpose of electing Officers and Board Members. Absent exigent circumstances, the Annual Meeting shall be held in person.

### ARTICLE VIII – BYLAWS

The Board of Directors shall have the power to adopt new Bylaws and amend existing Bylaws regulating the affairs and policy of the Association. The Bylaws shall remain consistent with this Constitution.

### ARTICLE IX -AMENDMENTS

This Constitution shall be amended with a two-third (2/3) vote of the Board of Directors present and voting at any meeting scheduled for such purpose. The vote shall be taken at a meeting of which public notice was issued at least three (3) weeks prior to the date of the meeting. Amendments to the Constitution shall be effective immediately.

**BYLAWS****ARTICLE I – NAME**

This Article shall be deferred to the Constitution.

**ARTICLE II – MISSION STATEMENT**

This Article shall be deferred to the Constitution.

**ARTICLE III – MEMBERSHIP****A. Eligibility**

1. Any resident of Maywood, Rochelle Park, Hackensack, Carlstadt or East Rutherford (or where an exception has been made by the Board to allow a resident from another town) may become a member in accordance with sections 2 and 3 of this article.
2. Any adult who is a parent or guardian of a child registered in a MYAA sports program shall be a member of the Association. An Adult's membership shall be in effect until a member's child is no longer participating or is no longer involved in the Association.
3. Any person who acts as a head coach or assistant coach, or who holds an elected or appointed position in the Association, is a member.
4. Youths from ages 4 to 17 inclusive shall be considered "junior members,"
  - a) Recreation sports teams shall include junior members residing in Maywood, Rochelle Park, Hackensack, Carlstadt, or East Rutherford (or where an exception has been made by the Sports Director with the approval of majority of the Board of Directors to allow a resident from another town).
  - b) Travel sports teams shall include junior members residing in Maywood. Inclusion of junior members residing in Rochelle Park, Hackensack, Carlstadt, or East Rutherford (or from another town with the approval of the Sports Director and majority of the Board of Directors) shall be permitted. The Sports Director should make a reasonable effort to field a team of Maywood junior members first before junior members from other approved Towns are permitted to participate.
  - c) All junior members regardless of Town of residence, shall be eligible for scholarships.

**B. Discipline, Suspension or Termination.**

1. The Board of Directors, by a two-thirds (2/3) vote shall have the authority to discipline, suspend or terminate a member when the conduct of the member is considered detrimental to the best interest of the Association. Misconduct includes, but is not limited to, non-compliance with policy, misuse of funds or Association equipment, and violation of the Parent/Player Code of Conduct.
2. A Special Meeting of the Board must be called for this purpose.
3. The member involved shall be notified of the charges in advance of the Special Meeting. The member shall be given the opportunity to appear at the meeting to answer the charges. If a member fails to appear before the Board, the decision is final.
4. Discipline of a member may include restrictions on
  - a) Holding any office or appointed position.
  - b) Participation as a coach or referee/umpire.
  - c) Representing the Association at any functions/activities.
  - d) Attending any Monthly, Board or Special Meetings of the Association.
  - e) Attending any games or practices.
5. The disciplining of a member does not affect the status or rights of any relative of that member.

**ARTICLE IV – OFFICERS****A. Duties**

The Officers of the Association shall be a President, Vice President, Treasurer, and Secretary. No individual shall serve more than one office at the same time. Officers shall be ex-officio members of the Board of Directors and participate in the voting and determination of a quorum except as modified herein. Reports and information generated, gathered, or filed by any Officer shall remain the property of the MYAA and shall be returned upon the conclusion of service. The position of Treasurer is now part of the Independent Contractor's Agreement and shall be renewed annually. The Treasurer also serves the role of Administrator known as the "MYAA Admin."

**1. The Duties of the President:**

- a) Preside at Monthly Meetings, Special Meetings, and the Annual Meeting.

- b) Appoint the members of all committees, except the Nominating Committee and serve as an ex-officio member of all such committees.
- c) Sign papers as required by his/her office.
- d) Make reports and recommendations to the Board of Directors and to the membership at any regular or special meeting, concerning the work or affairs of the Association, which, in his/her judgment, are desirable for their information and for guidance.
- e) Have the authority to require reports from the Treasurer, Secretary, committee chairpersons, and Sport Directors as necessary.
- f) Perform other duties incidental to that office including liaison to other community groups and bodies.

2. The Duties of the Vice-President:

- a) Perform the duties of the President in the case of absence, resignation, or inability of the latter to act.
- b) Be responsible for all major social activities including but not limited to opening day, awards presentations, and any other function as directed by the President.
- c) Oversee the coordination of coaching certification, standardization of coaching techniques and organization of coaching clinics across all sports.
- d) Oversee the activities of the Finance Committee.

3. The Duties of Secretary:

- a) Issue all notices of meetings and other notices as instructed by the Board of Directors.
- b) Keep complete records of the meetings including minutes and reports submitted during the meeting.
- c) Provide written minutes of the monthly meetings in accordance with Article VI.
- d) Furnish the Nominating Committee with a list of Officers and Board Members whose terms are scheduled to expire at the election at the next Annual Meeting.
- e) Be the custodian of all records of the Association, except such as shall be kept by the Treasurer.
- f) Sign such papers as required by the office or as instructed by the Board of Directors
- g) Perform other duties incidental to that office.

4. The Duties of Treasurer:

- a) Receive all monies of the Association and act as banker.
- b) Cause the funds to be deposited in one or more banks selected by the Board of Directors to be disbursed in accordance with the instructions of, and upon the signatures of persons designated by the Board of Directors or the President.
- c) Be responsible for a full account of all monies received and paid out and shall make such reports to the President and/or Board of Directors as they may require.
- d) Receive and have custody of all deeds, securities, notes, contracts, and other financial papers of the Association and shall place them in the safe deposit vaults of a bank designated by the Board of Directors and under such rules as to access as such the Board of Directors shall determine.
- e) Cause full accounts to be kept of such deeds, securities, notes, and financial papers and shall make such reports thereof to the President and/or the Board of Directors as they may require.
- f) Cause the books of account of the Association to be audited in accordance with Article XI -Finances, shall cause to be prepared for such audit, and shall present at each Annual Meeting, a comprehensive financial statement.
- g) Be required to submit a monthly financial statement at the monthly meeting of the members of the Association and provide a copy to be filed with the minutes.
- h) Sign such papers as are required by his office or as instructed by the Board of Directors.
- i) Perform other duties incidental to that office.
- j) Be required to give bonds as determined for the faithful performance of his duties by the Board of Directors.

5. The Duties of Administrator:

- a) Generate Budget for upcoming season for approval
- b) Prepare Website and Registration Forms
- c) Advertise Registration (direct email, school, Rec department)
- d) Schedule In person Registration
- e) Collect Registrations and enter into Blue Sombrero
- f) Deposit Payments
- g) Generate Reports for Directors (Volunteer, Enrollment, Travel)

- h) Organize Draft and Rules Review Meetings
- i) Organize Rec Teams in Blue Sombrero
- j) Enter Rec Teams in League
- k) Order Rec Uniforms
- l) Fill out all appropriate facility use forms, permits, insurance
- m) Develop Schedule Template including slots for Rec/Travel
- n) Generate Schedule and Publish (check for conflicts)
- o) Arrange for Officials as needed
- p) Provide Schedule to Facility
- q) Inventory Equipment and Order Equipment
- r) Prepare Uniforms for Distribution
- s) Maintain information on Website
- t) Monitor email accounts and forward to directors if needed
- u) Handle all Facility closures and rescheduling including notification
- v) Liaison to all outside Teams and Leagues
- w) Plan for Rec playoffs and Closing Day
- x) Order Rec Trophies
- y) Oversee Closing Day
- z) Produce Final Budget showing profit/loss

**B. Method of Selection of Officers**

The nomination and election of Officers shall be in accordance with Article XII – Elections.

**C. Method of Filling Sudden Vacancies**

1. A sudden vacancy in the office of President shall be immediately filled by the Vice-President.
2. A sudden vacant office other than the President shall be filled by election at the next monthly meeting and shall require a majority vote of the membership (Board of Directors and adult members eligible to vote) in attendance and voting.

**D. Removal of Officers**

1. The Board of Directors, upon a two-thirds (2/3) vote of all Board of Directors may request the resignation of an Officer at any time, for just cause as defined herein:
  - a) Continued gross or willful neglect of the duties of the office.
  - b) Failure or refusal to disclose necessary information on the matters of organization business.
  - c) Unauthorized expenditures, signing of checks, or misuse of organization funds.
  - d) Unwarranted attacks on a member or refusal to cooperate with the Board of Directors.
  - e) Misrepresentation of the organization and its Officers to outside persons.
  - f) Failed background check.
2. Upon refusal of said the Officer to resign, the Board of Directors may commission a Special Committee to investigate the allegations against the Officer. The accused Officer shall be afforded due process. He/she shall be provided with advance notice of the intent to remove with written justification a minimum of two (2) weeks prior to any hearing. With a majority vote of all Board of Directors, the Officer may be suspended pending the outcome of the hearing. He/she shall be provided a fair hearing with the right to counsel and a reasonable opportunity for the Officer to present a defense. After such hearing, a two- thirds (2/3) vote of all Board of Directors shall be required to remove the Officer.

**E. Reinstatement of Officer**

A suspended Officer shall be reinstated immediately upon a favorable vote at the conclusion of the hearing. If removed from office, the Officer shall remain ineligible for election to any Officer position or Board position for a term not to exceed three (3) years from the end of the hearing.

**ARTICLE V - BOARD OF DIRECTORS/BOARD MEMBERS**

**A. Membership**

1. Ex-officio members (Officers)

Officers shall be ex-officio members of the Board of Directors and shall participate in the voting and determination of a quorum except as modified herein.

The Treasurer/Administrator as a paid independent contractor shall not participate in any vote. If the Treasurer is not acting as the Administrator, he/she may participate in a vote in the same manner as any other Officer.

## 2. Board Members

- a) Quantity. –There shall be at least six Board Members. Officers and Board Members make up the Board of Directors. The Officers may propose a change in the number of Board Members to be elected at the Annual Meeting, provided notice of the change is made public and, provided there shall not be less than six.
- b) Terms of Service - At each Annual Meeting, elections for the Board Members whose terms are due to expire shall be held. Board Members shall serve a term of either three (3) years, two (2) years or one (1) year. The following ratio of term lengths shall be maintained: One-third (1/3) of the members shall serve in each of the three (3) year and two (2) year terms with the remainder serving as a one (1) year term.
- c) Method of filling sudden vacancies - The Board of Directors shall have the power to fill a Board Member vacancy with a majority vote of all Board of Directors. Board Members voted in due to a vacancy shall hold office until the next Annual Meeting.
- d) Removal of a Board Member shall be in accordance with Article III-B

## B. Responsibilities

The business, property, and affairs of the Association shall be managed by a Board of Directors which shall have the power to initiate and approve plans and programs for the welfare of the junior members; have custody and management of property of the Association; adopt an annual budget; borrow money; authorize the President or his/her designate to raise and disburse funds in accordance with the annual budget; invest and reinvest funds of the Association; make contracts; and appoint or delegate the power to appoint other employees of the Association; fix the compensation of all independent contractors of the Association; and perform all other duties and shall have such other power as may be necessary to carry out the objectives of the Association.

## C. Meetings of the Board of Directors

- 1. Meetings may be held at the call of the President or of one-third (1/3) of the members of the Board of Directors providing a notice of the time, location and purpose of the meeting is provided to each member of the Board of Directors
- 2. These meetings shall only be attended by the Board of Directors and by individuals specifically invited by a member of the Board.
- 3. Invited attendees are only allowed to participate in discussions for which they have specifically been invited
- 4. Only the Board of Directors shall be allowed to vote. No action shall be taken on a vote unless a quorum of the greater of four (4) or one-third (1/3) of the Board of Directors are present.
- 5. Minutes of such meeting shall be recorded and significant actions taken or business transacted shall be reported at the next Monthly Meeting. Meeting minutes shall not be required to be provided to members outside of the Board of Directors.

# ARTICLE VI - MEETINGS

## A. Annual Meetings

- 1. The Annual Meeting shall be held in October of each year immediately following the Monthly Meeting. The purposes of the Annual Meeting shall be for the election of the Board of Directors and for the reporting of the annual financial statement by the Treasurer. The meeting time, date and location shall be made public at least three (3) weeks prior to the meeting. The minutes of the Annual Meeting may be recorded with the minutes of that month's Monthly Meeting.

## B. Monthly Meetings

- 1. These meetings are held monthly. At the President's discretion, these meetings may be held virtually. The purpose of such meetings shall be to provide a forum to conduct the following business:
  - a) Board of Directors to report on significant actions taken or business transacted.
  - b) Treasurer, Committees and Sport Directors to provide status and reports to the Board.
  - c) For members to provide input to the Board on any issues they feel should be considered for Board action.
  - d) Amendments to the Bylaws in accordance with Article XVI - Amendments.
- 2. Meeting minutes shall be recorded and minutes of the prior Monthly Meeting shall be presented for approval.
- 3. The tentative Monthly Meeting schedule shall be determined by Board vote during the December meeting for the subsequent year. The meeting shall be held no later than the second Thursday of the month.
- 4. The Presiding Officer shall define the time, date and location of the next Monthly Meeting before adjournment. The meeting time, date and location shall be made public at least two (2) weeks prior to the meeting.

## C. Special Meetings

- 1. Special Meetings may be called by the President, or by a majority vote of all the Board of Directors.

2. Upon written petition of at least forty-five (45) adult members of the Association, the President shall call a Special Meeting to consider the specific issue or item defined in the written request. At Special Meetings resulting from a written request of at least forty-five (45) adult members, no votes shall be taken without a quorum of at least thirty (30) members of the Association.
3. A public notice shall be issued at least one (1) week prior to the date of the meeting. The exact time, date and location and specific issue or item to be considered shall be defined in the notice. Special Meetings should typically be held immediately after a Monthly Meeting. No business, other than that specified in the notice, shall be transacted at that Special Meeting.

**D. Board of Directors' Meetings**

Board of Directors' Meetings shall be conducted in accordance with Article V-C –Meetings of the Board.

**E. Public Notices**

"Public" notices as used herein is defined as the issuance of a notice of a meeting or event with the intent that all members may have had the opportunity to become aware of such notice. The minimum requirement of an issued notice is to have such notice published in the "Our Town" newspaper. Notices may additionally be announced electronically by email and/or website posting. Unless otherwise noted herein, the minimum time allowable between the notice and the event shall be two (2) weeks.

**F. Voting**

1. Eligibility - Officers and Board Members shall be eligible to vote on motions. Officers, Board Members, and adult members shall be eligible to vote at the Annual Meeting for elections.
2. Absentee votes shall be forbidden.
3. Determination of a Quorum - Unless other methods for determining a quorum are specified herein, no vote shall be valid unless a quorum of at least six (6) members of the Board of Directors are present. Where no specification of a quorum is provided, this sub-paragraph shall govern as the determination of a quorum.
4. Number of votes required to carry a motion – Unless otherwise specified herein, a motion shall be carried if a quorum is present and a majority of the votes cast are in favor of the motion and shall be rejected if a quorum is present and a majority of the votes cast are not in favor. No vote shall be taken without a quorum present.
5. Summary of Voting

## ARTICLE VII -AFFILIATIONS, RULES, AND GUIDELINES

### A. Affiliations

1. The Board of Directors shall have the authority to allow or prohibit affiliation with an external organization. A list of approved standing affiliations shall be maintained in Appendix A of these Bylaws. Sport Directors have the authority of interacting only with external organizations that are listed in Appendix A.
2. The request of adding an external organization to the standing affiliations list may be brought to the Board of Directors by any member for consideration. A quorum and a majority vote of the Board of Directors present and voting shall be required to amend the list of affiliations.

## ARTICLE VIII - SPORT DIRECTORS

### A. Appointment

A Director for each sport shall be appointed or re-appointed by the President approximately five (5) months prior to the beginning of the recreation season or sooner at the discretion of the President. Sport Directors shall not serve as an Officer or Board Member. The term limit for Sports Directors is three (3) years. In the event two or more individuals are interested in serving the role of Sports Director, the decision should be made by the President and Vice President jointly and the President and Vice President cannot agree, the decision shall go to a Board vote.

### B. Administrative

Directors shall perform administrative duties as required by their position. The following minimum requirements shall be performed by the Sport Directors:

1. Submit a seasonal plan to be approved by the Board of Directors that includes at a minimum the following. Such plan shall be submitted at least four (4) months prior to the commencement of the season.
  - a) An estimate of revenue and expenses for the season including projected fees for the members
  - b) Proposed league breakdown and approximate start and end dates of each league's season
  - c) Estimated uniforms content, availability, and cost
  - d) Estimated frequency of practices and games for each league

- e) Affiliations with other organizations including Travel Teams
- f) Proposal for organized ceremonies and awards
- 2. Coordinate the registration process for the enrollment and organization of junior members
- 3. Coordinate the selection of teams
- 4. Provide league rosters of junior members and coaches upon completion of registration
- 5. Provide coaches with accessibility to first aid supplies.
- 6. All materials and information shall remain the property of the MYAA and shall be returned at the end of the season.
- 7. Ensure that all coaches are properly certified as set forth below.

#### C. Appointment of Staff

Sport Directors shall:

- 1. Appoint staffing as deemed necessary to accomplish the season. Staff may include but is not limited to assistants, coaches, assistant coaches, and league directors.
- 2. Ensure that staff is properly certified. It shall be mandatory that each coach and assistant coach be certified by an approved organization listed in Appendix A.
- 3. Provide coaches with the information required to adequately perform their coaching duties. Such information may include but is not limited to:
  - a) Team Rosters with member contact information
  - b) Contact information for other teams and other relevant personnel, if applicable
  - c) Sport rules, ground-rules or guidelines as they apply to the sport in accordance with Article VII-B
- 4. Consider the cultivation of coaches with consistent coaching techniques. Coaches' meetings, coach's clinics and distributed guidelines are encouraged to help standardize the coaching methods used across teams and leagues.
- 5. The Sports Director shall also use his or her best efforts to observe each coach including head coaches and assistants at least once over the course of the season and if necessary, meet with any coach where there is a need for changes and/or improvements.

#### D. Fundraising

Directors may coordinate fundraising events to generate revenue to cover expenses incurred. All fundraising events, including for recreational and travel sports shall be approved by the Board of Directors. To secure approval for a fundraiser, a proposal must first be submitted by the Sports Director to the Board.

#### E. Awards

Directors may coordinate ceremonies and the distribution of awards to junior members. Such awards include but are not limited to trophies and apparel. A Proposal for such ceremonies and awards shall be provided to the Board of Directors for approval.

### ARTICLE IX – COACHES' RESPONSIBILITIES

#### A. Administrative

- 1. Coaches and assistants shall be properly certified. by an approved organization listed in Appendix A.
- 2. Coaches shall provide members with schedules of practices and games, contact information and information regarding uniforms and equipment.
- 3. Coaches shall carry out the administrative duties associated with assigned fundraising events.

#### B. Coaching

- 1. Coaches shall take all reasonable safety precautions including but not limited to field conditions, and availability of first-aid kits.
- 2. Coaches and assistants shall act in accordance with the Coaches Code of Conduct
- 3. Coaches shall emphasize to junior and adult members to act in accordance with the Parents and Players Code of Conduct.
- 4. Coaches shall ensure that all junior members enrolled in home league sports shall have an equal opportunity at participating in sporting events.
- 5. Coaches shall maintain all league furnished equipment and return it at the end of the season.

### ARTICLE X - COMMITTEES

#### A. Appointment and General Duties

The President, at the Monthly Meeting following the Annual Meeting or as required by the needs of the Association and as available through volunteers, shall appoint chairpersons for the following committees and positions.

Chairpersons are encouraged to appoint assistants or committee members for the efficient execution of their duties and to promote general know-how within the organization. It shall be permissible for additional detailed responsibilities, templates, and guidelines to be recorded in written procedures maintained outside of these Bylaws. Such procedures shall be maintained by the committee chairperson or manager, shall be recorded with the secretary and shall be subject to the approval of the Board of Directors.

1. Concession Stand Committee – Shall be responsible for ordering supplies and maintaining the concession stand. Duties also include coordinating adult volunteers to work at the stand for games throughout each season.
2. Sponsorship Manager – Shall be responsible for contacting local businesses for sponsorship of teams for each sport prior to the beginning of each season. Shall coordinate the sponsorship information with the Sport Director and Uniform Manager. Shall act as liaison for the reporting of scores to the Our Town Newspaper.
3. Bylaws Committee – Shall maintain and amend the Constitution and Bylaws as required by the Board.
4. Finance Committee – Shall be responsible for the oversight of reported budgets, revenues, and expenses.
5. Fields – Shall be responsible for interfacing with the Town of Maywood about status and conditions of Town fields.
6. Code of Conduct- Shall be responsible for addressing violations of all codes of conduct.

**B. Committee Reports**

Each committee shall report significant activities to the Board of Directors at the Monthly Meetings. Reports shall include information regarding revenue and expenses for the review of the Board of Directors and Finance Committee.

**C. Special Committees**

The President or the Board of Directors may authorize the development of any Special Committees as may be found necessary to direct and carry on the activities of the Association. The Nominating Committee is one Special Committee that shall be appointed by the Board of Directors.

**D. Ex-officio Members**

The President or his designee shall serve as an ex-officio member of all committees with the exception of the Nominating Committee.

## ARTICLE XI – FINANCES

The MYAA shall cause accurate accounts to be kept of the sums of money received and expended and of all matters in respect of which receipts and expenditures take place, and of the assets and liabilities of the Association.

**A. Fiscal Year**

The fiscal year of the Association shall be the period commencing the first day in September in one year and ending on the 31st day of August in the next succeeding year. Within 120 days following the end of each Fiscal Year, the Association must make the annual report for such Fiscal Year available to all members including Board of Directors and general members.

**B. Bank Accounts**

The Board of Directors may authorize checking and savings accounts at institutions insured by the FDIC and in the name "Maywood Youth Athletic Association" and regulate accordingly. The Treasurer shall maintain checking and/or savings account statements and records and sufficient funds to permit the efficient operation of the fiscal affairs of the Association. All checks, drafts or orders for the payment of money or other evidence of indebtedness, issued in the name of the Maywood Youth Athletic Association shall be signed and cosigned by two Officers. Upon a change of Officers, new signature cards shall be signed and presented promptly to the appropriate financial institutions before checks can be signed or withdrawals made by the new Officers. No signatory shall sign a check made payable to himself or herself.

**C. Delegation of Authority**

Subject to these Bylaws, the Board may delegate authority to Directors and Committees and may authorize expenditures by Directors and Committees, but the Board shall retain responsibility and control. Any Director or Committee so authorized must provide a proper accounting to the Treasurer and Board of Directors.

**D. Financial Reports**

Financial Reports shall consist of Monthly Income and Expense Statements, Sport's Season Financial Statements, Travel Team Income and Expense, etc. These reports will be made available when required.

1. Report Format - The reports shall be prepared in a chart-of-accounts format, identifying all significant items of income and expense of the Association so that conformance with, or deviation from, such budget may be readily compared. Examples of the report format are as follows:
  - a) Monthly Income and Expense -Appendix C, Section 1

- b) Sport's Season Financial Statement – Appendix C, Section 2
- c) Travel Team Income and Expense – Appendix C, Section 3
- 2. Budget - For the purposes of the Association, the financial reports will be used to determine fees charged to junior members.
- E. Fund Raising
 

Consistent with the policies or instructions of the Association, the Directors may conduct fundraising and other activities that require members, as well as others, to participate. These fundraisers will be for the purpose of expenditures on equipment or facility maintenance or upgrades, offset participation fees, etc.
- F. Salaries/Stipend – Decision to pay a stipend will be a Board vote.
- G. Expenditures/Reimbursement
 

Monies in the general fund and any special fund shall be disbursed only upon a two-thirds (2/3) vote of the Board of Directors present and voting, exclusive of Section H of this article. A member may be reimbursed for monies expensed provided they supply a receipt and justification of the expenditure.
- H. Purchasing Policy
 

Reasonable purchases of less than \$499.00 or purchases made in accordance with a Board approved budget shall not require Board approval. The procurement of equipment, uniforms are through approved vendors. The selection of vendors is based on the following criteria: service, quality, delivery and price and shall be approved by the Board.
- I. Review and Audit
 

At the Annual Meeting, by a majority vote, of all members present including Board of Directors and general members, shall determine the acceptability of the annual Financial Report and determine if there is a need for an independent review, or audit, by a certified public accountant. Any review or audit shall be conducted according to generally accepted accounting principles and reported in the usual format. The audit shall be for the preceding fiscal year and shall be conducted by a competent public auditor or accountant to be appointed by the Finance Committee. In addition, the auditor shall submit a written report of the audit to the Board.
- J. Dissolution of MYAA
 

In the event of a dissolution of the MYAA, any monies held by the organization will be transferred to the Maywood Recreation Department.

## ARTICLE XII – ELECTIONS

- A. Nomination Process
  - 1. Appointment of Nominating Committee – The Nominating Committee chairperson and at least two (2) committee members shall be appointed by majority approval of the Board of Directors present and voting at the Monthly Meeting two (2) months prior to the month of the Annual Meeting or sooner. Upon the appointment of the Nominating Committee, the Secretary shall provide the committee with a list of Officers and Board Members whose terms are due to expire. A public notice shall provide the names and contact information of the committee members.
  - 2. Nominating Committee Objective – The Nominating Committee objective shall be to evaluate and nominate candidate(s) for elected positions that will best fulfill the responsibilities of the position and serve the interests of the Association.
  - 3. Selection of Nominees – The Nominating Committee shall provide a list of nominees for each position to be elected at the Monthly Meeting one month prior to the election. The Nominating Committee shall accept nominations from the floor seconded by a member and with the immediate consent of the potential nominee. After nominations from the floor have concluded, the nominations shall be closed. The nomination of an individual to more than one elected position shall be forbidden.
  - 4. Preparation of the Ballot – The Nominating Committee shall announce its nominee(s) by public notice at least two (2) weeks prior to the election. Written ballots shall be prepared with the names of each of the selected candidates and provided on a ballot for elections at the Annual Meeting. A checkbox or equivalent shall be provided at the left of each candidate's name to facilitate voting. One ballot shall be provided to include all Officer positions and separate ballots shall be provided for each Board Member term. The ballot shall provide clear instructions as to the maximum number of votes allowed per ballot and that check-boxes shall be clearly marked.
- B. Election Process
  - 1. Eligibility - Candidates for all elected positions shall be eligible for election by having been nominated by the Nominating Committee in accordance with section A of this Article.
  - 2. Election – The Nominating Committee chairperson or designee shall coordinate the distribution of the election ballots. The election shall be conducted for all Officer positions and for each Board Member's term. The election

sequence shall be as follows, for those positions that are to be elected during that year, with separate ballots provided for each: Officers, Board Members three (3) year terms, two (2) year terms, one (1) year term. Write-in votes shall be forbidden.

**C. Vote Necessary to Elect**

For all elections, Officers, Board Members, and adult members shall be eligible to attend and vote. If a candidate is unopposed in an election, the presiding officer may dispense with the formalities of distributing ballots if the motion is made without the objection of any member present. Ballots submitted with no checks for any position shall not be counted. Ballots submitted with too many checks for the position(s) shall not be counted. The illegal vote for one position on a ballot shall not invalidate a proper vote for a different position on the same ballot. Elections for any one position shall be considered final when the criteria of this section are satisfied, and the candidate has accepted the position.

1. Officers – In order for a candidate to be elected to office, he/she must receive a majority vote based on the total number of legal ballots cast. If no candidate receives a majority vote; additional elections shall be permitted. The current officer shall remain in office until his/her successor is elected.

**D. Board Members -** In order for a candidate to be elected to the Board, the nominee must receive a majority vote based upon the total number of legal ballots cast. If no candidate receives a majority vote, an addition election is permitted.

**Length of Terms**

1. Officers – Officers, when elected, shall serve a two (2) year term or until his/her successor is elected except as modified in these bylaws.
2. Board Members - Board Members when elected, shall serve the three (3) year, two (2) year, or one (1) year term for which he/she was elected or until he/she is eligible for re-election.

**E. Effectivity of Office**

When a new Officer or Board Member is elected, the Officer-elect and the Board Member-elect shall take possession of his/her office immediately after the elections become final and the adjournment of the Annual Meeting.

## ARTICLE XIII - INDEMNITY BY THE ASSOCIATION

The MYAA has no obligation to defend or indemnify any coach or member in connection with any claim, including but not limited to any claim for negligence or willful misconduct asserted by anyone. Refer to Article XIV regarding insurance coverage for MYAA.

## ARTICLE XIV – INSURANCE

The MYAA is covered by insurance through the Borough of Maywood and said coverage is subject to the terms and conditions of the applicable insurance policies. These Bylaws make no representation as to the scope or nature of that insurance coverage.

## ARTICLE XV - PARLIAMENTARY AUTHORITY

The current edition of "The Standard Code of Parliamentary Procedure" shall govern this Association in all parliamentary situations that are not provided for in the Constitution and Bylaws.

## ARTICLE XVI – AMENDMENTS / EFFECTIVE DATE

These Bylaws may be revised by a Bylaws Committee. However, any revisions to these Bylaws will not go into effect until said revisions are adopted by a two-thirds (2/3) vote of the Board of Directors present and voting. A vote on the Bylaws may occur at either a Monthly Meeting or at the Annual meeting.

## Coaching Code of Conduct

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow their athletes to become well-rounded, self-confident, and productive individuals. Although this code is directed toward coaching conduct, it equally applies to other members of the "Team" (i.e. managers, trainers, equipment personnel etc.). It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

### **COACHES HAVE A RESPONSIBILITY TO:**

- 1) Treat everyone fairly, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
- 2) Direct comments or criticism at the performance rather than the athlete.
- 3) Consistently display high personal standards and project a favorable image of their sport and coaching.
  - a) Refrain from public criticism of fellow coaches, athletes, officials and volunteers.
  - b) Abstain from the use of tobacco products while in the presence of athletes.
  - c) Abstain from drinking alcoholic beverages in the presence of athletes.
  - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
  - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language.
- 4) Ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 5) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an athletes' ability to continue playing or training.
- 6) Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 7) In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 8) Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.
- 9) Cover the cost of any fines that are levied upon them.

### **COACHES MUST:**

- 1) Ensure the safety of the athletes.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3) Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age athletes with alcohol, never encourage its use.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct.

Name of Coach: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent/Guardian Code of Conduct**

I will remember that the game is for the youth and that my child plays sports for his/her enjoyment, not for mine.

I will insist that my child play in a safe and healthy environment. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and umpires at every game, practice, or other MYAA events. I will remember that children learn best by example. I will set a positive example by applauding good plays/performances by both my child's team and their opponent.

I will support the volunteer coaches, and umpires working with my child, in order to encourage a positive and enjoyable experience for all. I will not question the official's judgment or honesty in public.

I will respect the volunteerism of our league's coaches, referees, and administration. I will acknowledge, through my respectful behavior, the commitment to my child that these people make by choosing to volunteer their time. I will treat my child's coach as I would his/her teacher and support their efforts to help my child develop as a player.

I will demand a sport's environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all MYAA events. I will support all efforts to remove verbal and physical abuse from my child's sporting activities.

I will ask my child to treat other players, coaches, fans, and umpires with respect regardless of race, sex, creed, or ability.

I will not criticize the umpire unless I am ready to assume his duties.

I will not be a "Grand Stand" Manager.

I will set an example for sportsmanship for my child to follow.

I will not be critical unless willing to put out the necessary effort to correct my criticism.

I will remember that all coaches, officers, managers and other active members are volunteers.

In the event of a fine levied against me or against the team my child plays for due to my conduct, I am responsible for covering the cost.

## **Players Code of Conduct**

All players are expected to show respect to players, coaches and umpires, both on and off the field.

Players are not to engage in any arguments with other players, coaches or umpires during a game.

Players shall respect all equipment and abuse of any equipment will not be tolerated. Players will be held responsible for any equipment damaged due to abuse.

Any player ejected from a game for un-sportsman like conduct, including foul language, fighting or abuse of equipment will be suspended for a minimum of one game. The player will not be allowed to return to play until he and his parents appear before the Board of Directors to review the incident and determine if additional action is to be taken.