

## **BY-LAWS**

Licking Heights Youth Association, Inc.  
Non-for-Profit Corporation  
Established 1/1/2008 – Latest Revision:3/1/2026

### **ARTICLE I: ORGANIZATION**

- I.1 This organization will be known as the Licking Heights Youth Association, Inc.
- I.2 This organization can adopt any name desired by the majority of its active membership, provided the name in question is not in current use, upon approval of the Executive Board.

### **ARTICLE II: PURPOSES**

- II.1 The following are purposes for which this organization has been organized:
- The Licking Heights Youth Association, Inc. shall foster growth, organize, educate and encourage participation in any youth athletic activity by youth and adult members of the community.
  - The association shall seek corporate and private donations required to facilitate such athletic activities not limited to land (acreage), construction materials or maintenance items.
  - The association shall organize and promote fund raising events for purposes of financial support for current and future athletic entities
  - All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

### **ARTICLE III: MEMBERSHIP AND DUES**

- III.1 Membership is open to any family in the community with an interest in the athletic activities offered by the association and who agrees to abide by the requirements of these By-Laws.
- III.2 Annual membership expires 12 months from paid registration date.
- III.3 The dues of this organization shall be \$1.00 per family, annually, and may be paid at any monthly association meeting. Annual dues are also included with registration fees for each sport.

### **ARTICLE IV: EXECUTIVE BOARD**

- IV.1 The business of this organization shall be managed by the Executive Board consisting of nine (9) members. All executives elected shall be residents of the State of Ohio and citizens of the United States. All executives must pass a background screening consistent with the current background screening policy prior to being elected.
- IV.2 The executives of this organization, chosen for the ensuing year, shall be nominated at the September meeting. The election for these new executives occurs at the October meeting. All new executives begin their positions at the November meeting and they shall serve for a term of one year with the exception of Trustees, who shall serve for a term of three years.
- IV.3 The Executive Board shall be responsible for the control and management of the affairs and business of this organization. Such Executive Board shall only act in the name of the organization when it shall be regularly convened by its Chairman after due notice to all the executives of such meeting.
- IV.4 Five (5) (greater than fifty percent) of the members of the Executive Board shall constitute a quorum and the meetings of the Executive Board shall be held on an as needed basis.
- IV.5 Each executive shall have one (1) vote and such voting may not be done by proxy. However, voting may be done by phone call or electronic communication only if necessary for quorum.

- IV.6 The Executive Board may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
- IV.7 Vacancies in the Executive Board shall be filled by a vote of the majority of the remaining members of the Executive Board for the balance of the year.
- IV.8 The President of the organization by virtue of his office shall be Chairman of the Executive Board.
- IV.9 An executive may be removed when sufficient cause exists for such removal. The Executive Board may entertain charges against any executive. An executive may be represented by counsel upon any removal hearing. The Executive Board shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.
- IV.10 All members of the Association Body (as defined in Article VI) are voted to their positions by a majority vote of the Executive Board.
- IV.11 All Head Coaches shall be presented to and approved by the Executive Board. All coaches considered 'in good standing' with the Executive Board shall be shown first consideration by the Executive Board for coaching opportunities. See Article VI for the definition of 'in good standing'. All Assistant Coaches are to be selected by the Head Coach and must be submitted to the Executive Board for confirmation of their coaching eligibility.

#### **ARTICLE V: EXECUTIVES**

- V.1 The Executive Board for the Licking Heights Youth Association, Inc. shall report to the membership of the Licking Heights Youth Association, Inc.
- V.2 All executives shall attend a minimum of nine (9) regular monthly meetings each year and is required in order to be considered 'in good standing'.
- V.3 The executives of the organization shall be as follows:
- President
  - Vice President
  - Secretary
  - Treasurer
  - Trustee (5 positions)

- V.3.1 **President** - This position shall be a one (1) year commitment and can be e-elected.

The duties of the position shall be:

- Preside at all membership meetings;
- He/she shall by virtue of his/her office be Chairman of the Executive Board,;
- Present, at each annual meeting of the organization, an annual report of the work of the organization;
- Appoint all committees, temporary or permanent;
- Is one of the executives required to sign the checks and drafts of the organization;
- He/she shall have such powers as may be reasonably construed as belonging to the Chief Executive of any organization;
- Cast the tie breaking vote on the Executive Board;
- Be responsible for the ideological and financial well-being of the association;
- To act upon association interests as necessary;
- Oversees the goals and aspirations of the active membership;

- Seek major corporate and local business sponsors;
- Oversee committee activities;
- Act as liaison with school districts and government entities;
- Public relations;
- Sets meeting agendas;
- Assist commissioners as needed;
- Chairs the Rules Committee;
- Chairs the Facilities Committee;
- Submit all field/facility requests for Licking Heights School District facilities;
- Required to assist with league/program projects to the extent that they are capable to assist.

V.3.2 **Vice-President** - This position shall be a one (1) year commitment and can be re-elected.

The duties of the position shall be:

- The Vice-President shall preside over the directors of youth baseball, softball, basketball, cheerleading and volleyball;
- In the event of the absence or inability of the President to exercise his/her office, become acting President of the organization with all the rights, privileges and powers as if he/she had been the duly elected President;
- Is a member of the Executive Board;
- Has one (1) vote on Executive Board issues;
- Is one of the executives required to sign the checks and drafts of the organization;
- Assist directors of youth and adult entities and commissioners with administration duties with all association tournaments;
- Learn President's duties;
- Assist commissioners as needed;
- Assist sports directors in overseeing league functions including pictures, opening day festivities, trophies, opening season tournaments and end of season tournaments;
- Approve non-budgeted expenses up to 25 dollars;
- Chairs the Disciplinary Committee;
- Co-chairs the Concessions Committee with Concessions Manager;
- Required to assist with league/program projects to the extent that they are capable to assist.

V.3.3 **Secretary** - This position shall be a one (1) year commitment and can be re-elected.

The duties of the position shall be:

- A member of the Executive Board;
- Has one (1) vote on Executive Board issues;
- Keep the minutes and records of the organization in appropriate books;
- File any certificate, permit or license required by any statute, federal or state;
- Give and serve all notices to members of this organization;
- Be the official custodian of the records and seal of this organization;
- Present to the membership at any meetings any communication addressed to the Secretary of the organization;
- Submit to the Executive Board any communications addressed to the Secretary of the organization;
- Attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary;
- Assist commissioners when needed;
- Keeps a list of all active members;
- See all books, reports, certificates, forms and documents required by law are properly kept or filed;

- Coordinate all school field/facility requests from individual programs and provide to President for submittal to school;
- Co-Chairs the Equipment Committee with the Equipment Manager;
- Prepare and submit flyers to the school district for program registration advertisement;
- Required to assist with league/program projects to the extent that they are capable to assist.

V.3.4 **Treasurer** - This position shall be a one (1) year commitment and can be re-elected.

The duties of the position shall be:

- Is one of the executives required to sign the checks and drafts of the organization;
- Is a member of the Executive Board;
- Co-Chairs the Fundraising Committee with the Fundraising Manager;
- Has one (1) vote on Executive Board issues;
- Have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization;
- Cause to be deposited in a regular business bank, trust company or legal investment for a non-profit corporation in this state a sum that is determined by the Executive Board;
- No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it;
- Provide a detailed report of the finances of the organization at the January meeting. Such report shall be physically affixed to the minutes of the January meeting;
- Exercise all duties incident to the office of Treasurer;
- Upon completion of his/her term, provide all current financial statements and tax information to the succeeding Treasurer;
- Assist commissioners as needed;
- In the absence of both the President and Vice-President, the Treasurer serves as the Chair at the association meetings;
- Obtain and file receipts for all accounts on a monthly basis;
- Chairs the Finance Committee;
- Required to assist with league/program projects to the extent that they are capable to assist.

V.3.5 **Trustees** - There are five (5) Trustees. Each position is a three (3) year commitment and can be re-elected. Only two (2) Trustee positions will be available each year, with only one (1) position available each third year.

The duties of the position shall be:

- Is a member of the Executive Board;
- Has one (1) vote on Executive Board issues;
- Oversee all business processes;
- Ensure all association policies are adhered to;
- Administer the business affairs of the association;
- Assist in oversight of operations of youth league sports;
- Required to assist with league/program projects to the extent that they are capable to assist.

V.4 Executives shall by virtue of their office be members of the Executive Board.

V.5 Immediate family members (i.e. husbands and wives or brothers and sisters) shall not hold more than one office of President, Vice-President, Secretary or Treasurer and they shall not hold more than one Trustee position simultaneously.

V.6 The Executive Board may appoint a family member of the Executive Board to be a committee

member.

- V.7 Each Executive Board member will be required to act as a liaison between the Executive Board and one of the programs. The available programs are currently defined as baseball, softball, volleyball, basketball/cheer, fundraising, concessions and facilities. These roles will be assigned at the December meeting. Participation with these specific tasks, programs and/or events is required in order to be considered 'in good standing'.

## ARTICLE VI: ASSOCIATION BODY

- VI.1 These positions shall be elected and managed by the Executive Board:
- Assistant Treasurer
  - Travel Baseball Treasurer
  - Concessions Manager
  - Fundraising Manager
  - Equipment Manager Technology Manager
  - Uniform Manager (if role is not filled, VP will assume duties)
  - Photography Manager (IF role is not filled, VP will assume duties)
  - Sports Director
  - Assistant Director (appointed by Sports Director and approved by Executive Board)
  - Travel Baseball Director
  - Head Groundskeeper Head Coach

All association body members must pass a background screening consistent with the current background screening policy prior to taking office, but after successful election/approval.

- VI.1.1 **Assistant Treasurer** - The Assistant Treasurer position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.3). The Assistant Treasurer shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Learn Treasurer's duties;
- Reconcile all bank statements on a monthly basis;
- Complete any duties typically assigned to the Treasurer that the Treasurer feels appropriate to delegate to the Assistant Treasurer;
- In the event of the absence or inability of the Treasurer to exercise his/her office, become acting Treasurer of the organization with all the rights, privileges and powers as if he/she had been the duly elected Treasurer.

- VI.1.2 **Travel Baseball Treasurer** - The Travel Baseball Treasurer position is a (1) year commitment (May 1<sup>st</sup> through April 30<sup>th</sup>) and can be re-elected (see Article XI.3). The Travel Baseball Treasurer shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Oversee all travel baseball bank accounts;
- Obtain all receipts for all travel baseball accounts on a monthly basis and submit to the Treasurer for proper filing;
- Assist/oversee all fundraising efforts for the travel baseball program and their teams to the extent required by the Travel Baseball Director.

- VI.1.3 **Concessions Manager** - The Concessions Manager position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.3). The Concessions Manager shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Co-Chairs the Concessions Committee with the Vice-President;
- Complete any classes currently required by the health department;
- Obtain any licenses or certifications currently required by the health department;
- Prepare budget for the operations of the concession stand. No expenses will be reimbursed prior to budget approval by the Executive Board.

VI.1.4 **Fundraising Manager** - The Fundraising Manager position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.3). The Fundraising Manager shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Co-Chairs the Fundraising Committee with the Treasurer;
- Oversee all general and sport-specific fundraising efforts;
- Obtain all sponsors with the help and support of the Fundraising Committee.

VI.1.5 **Equipment Manager** - The Equipment Manager position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.3). The Equipment Manager shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Co-Chairs the Equipment Committee with the Secretary;
- Maintain inventory of all equipment owned by LHYA;
- Propose replacement purchases for any outdated or damaged equipment as required;
- Propose new equipment purchases when necessary for the continued improvement of our sports programs.

VI.1.6 **Technology Manager** - The Technology Manager position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.3). The Technology Manager shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Provide and maintain the website for LHYA members to find program details, forms, current news and other relevant information;
- Assist with the creation of online league registrations, teams, schedules, etc. and train Directors on how to manage teams, schedules and score tracking within the website;
- Provide and maintain social media accounts as deemed necessary for the promotion of the LHYA;
- Upload and maintain any forms and documents provided by the LHYA board;
- Create and oversee general facilities schedule. Work with directors to ensure fair use by all programs/teams and prevent double bookings.

VI.1.7 **Uniform Manager** - The Uniform Manager position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.6). The Uniform Manager shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Work with all Sports Directors to establish uniforms;
- Find a vendor and order sample uniforms to have on-hand for evaluations and live registration dates;
- Gather all player and coach uniform orders and order uniforms;
- Obtain list of team sponsors from the Fundraising Manager and/or Sports Directors and ensure all sponsor logos are on the correct team's uniforms;
- Handle any uniform issues that arise.

VI.1.8 **Photography Manager** - The Photography Manager position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.6). The Photography Manager shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Work with all Sports Directors to establish picture day;
- Contact and enter into agreements with photography vendors for each sport;
- Coordinate picture day schedule with photography vendor and communicate all information to Sports Director, Assistant Director and all Head Coaches.

VI.1.9 **Sports Director** - This position shall be a one (1) year commitment (Baseball & Softball: December 1<sup>st</sup> through November 30<sup>th</sup>, Volleyball: April 1<sup>st</sup> through March 31<sup>st</sup>, Basketball & Cheer: July 1<sup>st</sup> through June 30<sup>th</sup>) and can be re-elected (see Article XI.3). All Sports Directors shall attend all meetings possible from one month prior to the month registration is scheduled to open for their program through one month after their program has completed for the year. For any meetings they can not attend, they must send a report with the Assistant Director.

The duties of the position shall be:

- Liaison to represent LHYA outside of organization;
- Shall oversee the operations of youth sport;
- Facilitate equipment inventory, delegation of equipment and return of equipment;
- Work issues within their activity;
- Schedule facility times;
- Oversee site preparation;
- Approve and/or verify schedules including games or practices;
- Public relations;
- Shall report to the Vice President;
- Prepare budgets for the operations of youth sport. No expenses will be reimbursed prior to budget approval by the Executive Board.

VI.1.10 **Assistant Director** - The Assistant Director position is a (1) year commitment and is not elected. The Sports Director shall present their selection for Assistant Director to the Executive Board for approval-prior to submitting their sport's budget if possible. All Assistant Directors shall attend all meetings possible from the month they are appointed through one month after their program has completed for the year.

The duties of the position shall be:

- Complete any duties directly associated with the Recreational Baseball Program typically assigned to the Director position that the Baseball Director feels appropriate to delegate to the Assistant Recreational Baseball Director;
- Shall report to the Baseball Director;
- In the event of the absence or inability of the Sports Director to exercise his/her office, become acting Sports Director of their program with all the rights, privileges and powers as if he/she had been the elected Sports Director.

VI.1.11 **Travel Baseball Director** - The Travel Baseball Director position is a (1) year commitment (April 1<sup>st</sup> through March 31<sup>st</sup>) and can be re-elected (see Article XI.6). The Travel Baseball Director shall attend a minimum of nine (9) regular monthly meetings each year.

The duties of the position shall be:

- Complete any duties directly associated with the Travel Baseball Program typically assigned to the Director position in addition to;

- Shall report to the Vice President
- Review and approve all budgets and finances for all travel baseball teams;
- Prepare budget for the operations of travel baseball. No expenses will be reimbursed prior to budget approval by the Executive Board.

VI.1.12 **Head Groundskeeper** - The Head Groundskeeper position is a (1) year commitment (February 1<sup>st</sup> through January 31<sup>st</sup>) and can be re-elected (see Article XI.3). The Head Groundskeeper shall attend all meetings possible from March through October.

The duties of the position shall be:

- Oversee and ensure all outdoor fields are maintained;
- Establish procedures for field maintenance;
- Provide training on field maintenance equipment as required;
- Other duties as deemed necessary for the maintenance of LHYA fields;

VI.1.13 **Head Coach** - The Head Coach position is a seasonal commitment and is not elected. Any member of the association can apply for this position. Applicants shall be presented to the Executive Board for approval and coaches considered 'in good standing' with the Executive Board shall be shown first consideration by the Executive Board for coaching opportunities.

'In good standing' includes:

- Regular attendance at monthly meetings for the calendar year January thru December while in season for each sport;
- Participation efforts in assisting committees, projects to benefit the association or the local school district;
- Displaying proper character during practice and games;
- Attend any camps and/or clinics required by the Sports Director;
- Assist with any field/facility cleanup days required by the Sports Director;
- Assist with any fundraising programs required by the Sports Director;
- Remain in compliance with the current background screening policy.

Failure to comply with the above requirements may result in loss of first consideration for coaching opportunities for the next season by the Executive Board.

The duties of the position shall be:

- Obtain Assistant Coaches approved by the Executive Board he/she can effectively work with;
- Establish and maintain contact with team members after the selection of teams;
- In concert with Assistant Coaches, teach the fundamentals, rules, competitiveness and sportsmanship that relate the sport he/she is coaching.

## VI.2 Addition of New Sports (Probationary Status)

VI.2.1 The Executive Board may, by a **majority vote of the full Executive Board**, approve the addition of a sport not currently offered by the Licking Heights Youth Association, Inc. on a probationary basis.

VI.2.2 Prior to any vote to approve a new sport, the following requirements must be met:

- A. A qualified Sport Manager or Sports Director has been identified and approved by the Executive Board;
- B. A written operating budget for the proposed sport has been prepared and approved by the Executive Board in accordance with Article XII; and
- C. The proposed sport is determined by the Executive Board to be consistent with the mission, purpose, and operational capacity of the association.

VI.2.3 Any newly approved sport shall operate for its first season as a probationary program and shall be subject to oversight and review by the Executive Board.

VI.2.4 A probationary sport shall not be considered a permanent program of the association and shall

not create any ongoing obligation for the association beyond the approved probationary season.

VI.2.5 At the conclusion of the probationary season, the Executive Board shall evaluate the sport based on criteria it deems appropriate, including but not limited to:

- participation levels;
- adherence to the approved budget and financial sustainability;
- effectiveness of program leadership and management; and
- the overall benefit of the program to the association.

VI.2.6 If the Executive Board determines that the probationary sport has been successful, the Board shall initiate a formal amendment to these By-Laws, in accordance with Article XVIII, to designate the sport as a permanent program of the association.

VI.2.7 The Executive Board may, by majority vote, discontinue a probationary sport at any time if the program fails to meet organizational, financial, or operational standards.

## **ARTICLE VII: COMMITTEES**

VII.1 All committees of this organization shall be appointed by the Executive Board and their term of office shall be for a period of one (1) year or less if sooner terminated by the action of the Executive Board.

VII.2 All committees must bring all reports, proposals and changes in reports of proposals to the regular monthly meetings for approval by the body.

VII.3 In the event that any conflict in interest concerning committee members shall occur, said member shall be disqualified and judgment, reports and/or proposals shall be excluded from any discussion of proceedings concerning such judgment, report and/or proposals.

VII.4 The chair of each committee is listed below. Additional members of the committees shall be appointed in accordance with the constitution. The permanent committees and their duties shall be as follows.

VII.4.1 **Finance Committee** – Chaired by Treasurer. Assistant Treasurer and Travel Baseball Treasurer are committee members.

The duties of the committee shall be:

- Develop an annual operating budget for the organization and submit to the Executive Board for approval at the January meeting;
- Monitor adherence to budgets for the annual operating budget and all programs;
- Create, approve and update policies that help ensure the assets of the organization are protected;
- Ensure approved financial policies and procedures are being followed.

VII.4.2 **Fundraising Committee** – Co-Chaired by Treasurer and Fundraising Manager.

The duties of the committee shall be:

- Coordinate fundraising events;
- Find team sponsors for youth sports teams.

VII.4.3 **Concessions Committee** – Co-Chaired by Vice-President and Concessions Manager.

The duties of the committee shall be:

- Establish procedures for opening, closing and maintenance of all concession stands;
- Ensure all concession stands are properly stocked;
- Ensure all concession stands meet health inspection requirements;

- Manage all prices;
- Work with directors to ensure concession stand volunteer coverage at all games and events.

VII.4.4 **Rules Committee** – Chaired by President. All Trustees are committee members.

The duties of the committee shall be:

- Maintain all LHYA regulations, procedures, Bylaws, position descriptions, draft rules, etc.;
- Present revisions to any and all policies to the Executive Board for approval.

VII.4.5 **Disciplinary Committee** – Chaired by Vice-President. Two Trustees are committee members. The Executive Board must chose which Trustees will sit on this committee.

The duties of the committee shall be:

- Develop and maintain operating procedures to examine alleged code of conduct policy violations and other grievances;
- Adjudicate any alleged code of conduct policy violations and other grievances submitted by anyone in the organization and submit suggested course of action to the Executive Board for approval;
- Maintain records on past violations and adjudication results for all organization members.

VII.4.6 **Equipment & Facilities Committee** – Co-Chaired by Equipment Manager & Secretary

The duties of the committee shall be:

- Keep inventory of all personal equipment for each sport;
- Keep inventory of all equipment, ATVs, tools, etc.;
- Request replacement of any required equipment when necessary;
- Propose additional purchases of any equipment as required to maintain and improve the programs offered by LHYA.
- Annually review the condition of all fields and facilities and propose any maintenance and/or upgrades to the Executive Board for approval.

## ARTICLE VIII: SALARIES

VIII.1 The Executive Board shall hire and fix the compensation of any and all employees which they, in their discretion, may determine to be necessary for the conduct of the business of the organization.

VIII.2 No executive shall for reason of his/her office be entitled to receive any salary or compensation. However, nothing herein shall be construed to prevent an executive for receiving any compensation from the organization for duties other than as an executive.

VII.3 Discounts will be provided for the recreational sports registration fees as listed below for all children (or persons who are under legal guardianship) of the listed positions. No discounts will be provided for any travel, elite, select, etc. program or any camp or clinic offered by Licking Heights Youth Association, Inc. unless it was included in the approved budget.

A 50% discount will be provided to all Executive Board members, Assistant Treasurer, Travel Baseball Treasurer, Concessions Manager, Fundraising Manager, Equipment Manager, Technology Manager Uniform Manager, and Photography Manager, Sports Directors, Assistant Directors, Travel Baseball Director, and Head Groundskeeper for all recreational sports. Board members receiving the 50% discount are expected to finish their term in good standing. If their term is not completed in good standing, they are required to reimburse the league any discount they have received during that term.

A 25% discount will be provided to all Head Coaches for the recreational sport they are head coaching at the conclusion of their season if they are in good standing and have completed all requirements set forth by the Sports Director. Head Coaches receiving the 25% discount are expected to finish their season in good standing. If their season is not completed in good standing, they are required to reimburse the league any discount received during that season.

Only one discount will be provided per child, per sport and only the largest discount available will be provided. For example, if an Executive Board member who is also the Head Coach for a team registers two children to play spring baseball, they will receive a 50% discount for each child. They would not also receive a 25% discount for being a Head Coach, nor would they receive any multiple player discounts if they are made available.

## **ARTICLE IX: MEETINGS**

- IX.1 The annual membership meeting of this organization shall be held on the first Sunday of September each and every year except if such day is a legal holiday, then and in that event, the Executive Board shall fix the day but it shall not be more than two weeks from the date fixed by these By-Laws.
- IX.2 The Secretary shall provide a notification (via postal service or electronic mail) to every member in good standing in this organization telling the time and place of such annual membership meeting.
- IX.3 Regular monthly meetings of this organization shall be held at the Pataskala Police Department, 623 W Broad Street, Pataskala the first Sunday of each month. The location and date of these meetings are subject to change as necessary.
- IX.4 The presence of not less than five (5) executives shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than five (5) weeks from the date scheduled by these By-Laws and the Secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set-forth shall be required at any adjourned meeting.
- IX.5 Executive Board meetings or other special meetings of this organization may be called by the President when he/she deems it for the best interest of the organization. Notices of such meeting shall be mailed (via postal service or electronic mail) to all members at their addresses as they appear in the membership roll book at least seven (7) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of six (6) members of the Executive Board or thirty (30) members of the organization, the President shall cause a special meeting to be called but such request must be made in writing at least seven (7) days before the requested scheduled date.
- IX.6 No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.
- IX.7 The order of business for regular monthly meetings is as follows:
1. Call meeting to order
  2. Roll call
  3. Reading of Treasurer's report
  4. Acceptance of the minutes of the preceding meeting
  5. Reports of committees
  6. Reports of directors

7. Old and unfinished business
8. New business
9. Adjournments

IX.8 All members with required meeting attendance may be excused from a particular meeting if the reason for absence is league related and meets the criteria listed below and the excused absence procedure is followed. All excused absences must be approved by a majority vote of the executive board members in attendance at the meeting. These approved absences will not count against the member and the meeting attendance policy.

1. Written notification is to be sent to the executive board at least 10 days prior to the scheduled meeting date unless the individual did not have this advance notice.
2. Written notification should include the league specific reason for the absence.
3. Written notification should include a written summary to be included in the agenda, this includes director's reports, committee reports & details of tasks delegated to the individual.
4. The league related absence must be related to the individual requesting the excused absence, and scheduling of such events must not be in the power of the individual. Absences may include, but not limited to, pre-season league scheduling meetings, tournaments, or games for which the individual is the official director, head coach or assistant coach, or attendance at events as a representative of the board, as directed by the executive board.
5. Other absences that do not meet the criteria above, but by majority vote of the executive board may be considered on a case-to-case basis, based on the reason for absence and the members otherwise good standing in the league, will be considered excused.

#### **ARTICLE X: NOMINATION PROCESS FOR SEEKING OFFICE**

- X.1 Candidates for Executive Board positions shall be nominated from the floor at the scheduled meeting of September, with elections held at the scheduled meeting of October. An exception is provided for vacant seats being filled during the term year.
- X.2 Candidates for Recreational Baseball Director and Softball Director shall be nominated and elected at the scheduled meeting of November. An exception is provided for vacant seats being filled during the term year.
- X.3 Candidates for Assistant Treasurer, Fundraising Manager, Concessions Manager, Equipment Manager, Technology Manager, Uniform Manager and Photography Manager and Head Groundskeeper shall be nominated and elected at the scheduled meeting of January. An exception is provided for vacant seats being filled during the term year.
- X.4 Candidates for Travel Baseball Director and Volleyball Director shall be nominated and elected at the scheduled meeting of March. An exception is provided for vacant seats being filled during the term year.
- X.5 Candidates for Travel Baseball Treasurer shall be nominated and elected at the scheduled meeting of April. An exception is provided for vacant seats being filled during the term year.
- X.6 Candidates for Basketball Director and Cheerleading Director shall be nominated and elected at the scheduled meeting of July. An exception is provided for vacant seats being filled during

the term year.

- X.7 Nominations for Executive Board positions will remain open until one week prior to the date of the election and those nominees can be made through e-mail to the Executive Board. At that time, no further nominations will be accepted for any positions where there is already a nominee for that position. If, at that time, there are no nominees for an individual position, nominations will be accepted for that position by e-mail or from the floor at the meeting where the voting will occur.

#### **ARTICLE XI: VOTING**

- XI.1 The association shall have a voting membership, and may have classes of the same (if any), as defined in the association's By-Laws. The management and affairs of the association shall be at all times under the direction of an Executive Board, whose operations in governing the corporation shall be defined by statute and by the association's By-Laws. No member shall have any right, title, or interest in/or to any property of the corporation.
- XI.2 At all meetings, except for the election of executives, directors and managers, all votes shall be by voice. For election of executives, directors and managers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. For election of executives, directors and managers-all persons currently occupying an elected Executive Board or Association Body position, who have attended the required minimum number of monthly meetings for the preceding year, are permitted to vote through electronic mail if they are unable to attend the election in person. Votes shall be submitted to the President prior to the conclusion of the election process. No votes will be accepted after the conclusion of the election process. The President shall submit a ballot for each person submitting their votes through electronic mail.
- XI.3 All nominees will be provided the opportunity to openly speak at the meeting prior to the vote to state their case for why they want to take the position. In addition, all members voting for a nominated position will be permitted to ask questions of a nominee prior to voting for that position.
- XI.4 All adult league members are permitted to vote on candidates for Executive Board positions in attendance at the October meeting. Executives shall take office on the first day of the month following the election and shall serve a term of office as stated in Article V. See below for nomination and voting process for all Association Body positions.
- XI.5 For election of Travel Baseball Director, nominees will be voted on by the Executive Board and Travel Baseball Head Coaches in attendance only.
- XI.6 For election of all other Association Body positions, nominees will be voted on by the Executive Board only.
- XI.7 At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of executives. At all votes by ballot the Chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three (3) who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.
- XI.8 No Inspector of Election shall be a candidate for office or shall be personally interested in the question voted upon.
- XI.9 The active membership has the right to impeach any executive if his/her actions or activities

warrant dismissal. A majority vote by the active membership in attendance is required to dismiss an executive. This vote will be done by secret ballot.

- XI.10 The Executive Board has the right to remove any member of the Association Body if his/her actions or activities warrant dismissal. A majority vote by the Executive Board is required to dismiss any member of the Association Body.

## **ARTICLE XII: FINANCES**

- XII.1 The Building Fund (savings account) is for large purchases or construction projects to benefit multiple programs. A detailed explanation of the allocation of these funds is contained in the Licking Heights Youth Association, Inc. Financial Allocation Procedure.
- XII.2 The General Fund (checking account) is for the general operation of the league. A detailed explanation of the allocation of these funds is contained in the Licking Heights Youth Association, Inc. Financial Allocation Procedure.
- XII.3 Each sports program and travel baseball team shall have a separate checking account, which is for the purpose of regular expenditures for the individual sport or team, including, but not limited to equipment purchases, uniform purchases, league and tournament entry fees. A detailed explanation of the allocation of these funds is contained in the Licking Heights Youth Association, Inc. Financial Allocation Procedure.
- XII.4 The Concessions Fund (checking account) is primarily for the stocking and operations of existing concessions stands. A detailed explanation of the allocation of these funds is contained in the Licking Heights Youth Association, Inc. Financial Allocation Procedure.
- XII.5 At the December meeting, the Executive Board shall determine the required funds to remain in the General Fund (checking account). The remaining balance shall be transferred or deposited into the Building Fund (savings account). Any remaining funds in each sports program's checking account or a travel baseball team's checking account will remain in that account.
- XII.6 Expenditures for all sports programs and concessions fund shall be approved by the Executive Board. Budgets for all sports programs and concessions fund shall be prepared by the sports director or concessions manager, respectively, and submitted to the Executive Board for approval prior to any purchases being made.
- XII.7 Each travel baseball team's head coach shall be responsible for preparing and managing their own budget. These budgets are to be approved by the Travel Baseball Director. The Executive Board shall be copied on the budget submittal and approval communications. Coaches shall maintain full records of all money received and spent. The Executive Board shall have access to all transactions for each travel baseball team whenever requested.
- XII.8 It is recognized that from time to time it may be necessary and/or expedient to make small purchases prior to Executive Board approval. The following limitations are hereby established for purchases prior to Executive Board approval. Individuals exceeding these limitations may do so at his/her own risk.
- President - \$25.00
  - Vice-President - \$25.00
  - Treasurer - \$25.00
- XII.9 All receipts shall be submitted to the Treasurer on a monthly basis for all bank accounts. These can be submitted electronically or by providing the hard copy receipts at the monthly meeting.

- XII.10 No persons other than the Executive Board shall have authority either expressed or implied to incur lawful obligations for the Licking Heights Youth Association, Inc.
- XII.11 The Treasurer is requested to maintain a separate fund sufficient to meet these obligations of the Licking Heights Youth Association, Inc. In order that the credit standing of the Licking Heights Youth Association, Inc. shall not be jeopardized by expenditures prior to Executive Board approval. For details on the amount to be maintained, see the Licking Heights Youth Association, Inc. Financial Allocation Procedure.

### **ARTICLE XIII: FOUNDATIONS**

- XIII.1 Licking Heights Youth Association Inc. shall accept any donations, contributions, sponsorships or gifts that are deemed beneficial to the association and the community. Such items shall be approved the Executive Board.
- XIII.2 All assets shall be accompanied by supporting documentation detailing monetary value and any limitations at the time of acceptance and provided to the Secretary and Treasurer.

### **ARTICLE XIV: DEBT OBLIGATIONS AND PERSONAL LIABILITY**

- XIV.1 No member, executive or director of this association shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, executives or directors be subject to the payment of the debts or obligations of this corporation.

### **ARTICLE XV: FACILITIES**

- XV.1 The association shall schedule and use free of charge any of the facilities owned by the Licking Heights Local School District with required approval and availability.
- XV.1.1 Baseball and Softball facilities are:
- Jersey Elementary School
  - Licking Heights West School
  - Licking Heights North School
- XV1.2 Volleyball, Basketball and Cheerleading facilities are:
- Licking Heights Central School
  - Licking Heights North School
  - Licking Heights South School
  - Licking Heights West School
  - Licking Heights High School
- XV.2 The association shall schedule and use the following facilities owned by the City of Pataskala as needed per current City of Pataskala policies and costs.
- XV.2.1 City of Pataskala owned facilities are:
- Foundation Park
  - Municipal Park

### **ARTICLE XVI: YOUTH DRAFT**

- XVI.1 Reference: Licking Heights Youth Association, Inc. Recreational Team Selection Procedure.
- XVI.2 The Director for each sport is to establish a clearly defined team selection procedure for the

sport he/she oversees. This procedure shall be submitted to the Executive Board for approval and any changes to this procedure must be approved by the Executive Board.

#### **ARTICLE XVII: ISSUES**

Established – January 1, 2008

- XVII.1 The process for issues involving athletes, coaches and parents shall be as outlined in this article.
- XVII.2 Coach(es) and parent(s) shall attempt to resolve any issues. If the issue(s) remains unresolved the next step is to contact the Director for the sport that the child is participating. If the issue(s) remain unresolved, a grievance form shall be submitted to the Executive Board who will then review and resolve the issue as necessary.
- XVII.3 **Players** – Reference: Licking Heights Youth Association Player Code of Conduct.
- XVII.4 **Coaches** - Reference: Licking Heights Youth Association Coach Code of Conduct.
- XVII.5 **Parents, Guardians and Spectators** – Reference: Licking Heights Youth Association Parent/Spectator Code of Conduct.
- XVII.6 If spectator(s) cause a disturbance during the game, the official may stop play and issue a warning to them. If the spectator(s) will not stop the disturbance, the umpire shall stop play, call both coaches to a conference and determine which team the spectator(s) is/are from and require the coach to control the spectator(s). If the coach cannot control the spectator(s) the umpire shall eject the spectator(s) from the premises. If the spectator(s) refuse to leave the umpire shall award the game to the non-offending team by forfeit. The umpire's decision is final. The association may consult the umpire prior to posing consequences on the offenders.
- XVII.7 If any Executive Board and Association Body member fails to fulfill the duties of their position as defined in Articles V and VI, including meeting attendance, committee participation, sport/program liaison duties, they will be considered 'not in good standing' and may be subjected to removal from their position at the discretion of the Executive Board.

#### **ARTICLE XVIII: AMENDMENTS**

- XVIII.1 The Constitution and By-Laws from time to time may be amended; however each amendment or set of amendments shall first be presented in writing to the President and/or Executive Board members.
- XVIII.2 The Constitution and By-Laws may be altered, amended, repealed or added to by an affirmative vote of the present members at any monthly meeting. A unanimous affirmative vote of all Executive Board members in attendance is required to allow the proposal of such revisions.
- XVIII.3 Revisions to the Constitution and By-Laws must be completed and posted to the Licking Heights Youth Association, Inc.'s website prior to the next monthly meeting. The current Constitution and By-Laws are those posted to the Licking Heights Youth Association, Inc.'s website.
- XVIII.4 At the January meeting, all Executives, directors, and managers must verify that they have read, understand and accept the current Constitution and By-Laws.