

## SRAA BY-LAWS

SPRING RUN ATHLETIC ASSOCIATION  
PO Box 6124  
Midlothian, VA 23112

### ARTICLE I NAME

The name of the association is the SPRING RUN ATHLETIC ASSOCIATION, hereafter referred to as the "Association."

### ARTICLE II PURPOSE

The purpose of the Association is to create, organize, and support all types of athletic programs through teaching the Spring Run youth the ideals of exercise, good sportsmanship, the fundamentals of sports, competition, friendship, and the playing experience. All agents, officers, appointed sports positions, employees, volunteers, and members will be expected to emphasize this purpose. The Association purpose shall be expressed by the motto of "Kids First."

### ARTICLE III MEMBERSHIP

~~SECTION 1 All parents or guardians of children that live within the Spring Run Elementary School district (as determined by Chesterfield County), and are persons of good character, are eligible for membership by application as established by the Association.~~

All due paying members and their families with a child participating in the athletic program offered by the association are eligible for membership by application as established by the Association.

~~SECTION 2 All memberships shall be "family memberships." The membership fee shall be \$50.00 for the first year and \$20.00 for each subsequent year set by the Board of Directors. Associate and~~ Honorary memberships may be granted at the direction of the Board of Directors.

SECTION 3 The established membership year for which the fee applies is from July 1 through June 30.

SECTION 4 The application of membership shall be agreement by the applicant (family and members) to comply with the Association's Articles, By-Laws, and Rules in addition to those of any local, national, and/or international organization with which the Association is or becomes affiliated (for example, Chesterfield Baseball Club, Chesterfield Girls' Softball League, Chesterfield Basketball Club, Chesterfield Cheerleaders, Chesterfield Quarterback Club).

### ARTICLE IV MASCOT/COLORS

The Association mascot is the Huskies. The Association colors are blue, red, and silver.

## ARTICLE V GOVERNMENT

SECTION 1 The government of the Association shall be vested in the Board of Directors. The Board shall decide on policies and procedures affecting the general management of the Association. The Board represents the membership and is responsible for receiving membership input as policies and procedures are decided. The Board of Directors shall have authority to act in the name of the Association in any emergency or needful occasion between membership meetings.

SECTION 2 The Board of Directors shall consist of the following:

- A. President, Officer
- B. Vice President, Officer
- C. Secretary, Officer
- D. Treasurer, Officer
- E. Athletic Director
- F. Ways and Means Director
- G. Baseball Director
- H. Boys Basketball Director
- I. Girls Basketball Director
- J. Softball Director
- K. Cheerleading Director
- L. Football Director
- L.M. Member at Large Director

Two members from the same family shall not serve on the Board of Directors at the same time. No individual can serve in multiple Board of Director positions at any given time.

SECTION 3 Newly elected Directors *or* Officers must be a member and reside in the Spring Run Elementary School district.

SECTION 4 The President cannot hold the position of a head coach of any team ~~unless needed on an emergency basis~~. All other officers and directors may hold the position of head coach. All board members shall not hold a position on any other organization that conflicts with the purpose of the Association.

SECTION 5 Each Officer or Director may appoint person(s) or a committee comprised of ~~Association members willing volunteers~~ to assist with their duties.

## ARTICLE VI NOMINATION, ELECTION, AND INAUGURATION OF OFFICERS AND DIRECTORS

SECTION 1 The President, ~~each year at the April Board meeting~~ shall appoint a nominating committee of at least 7 (seven) members, which shall present at the May membership meeting for elections, a list of nominees for Officers and Directors. The Officers term of President, Vice-President, Secretary and Treasurer shall be for two (2) years commencing July 1st. The term of the remaining Directors, other than the Member at Large position, shall be for a period of three (3) years commencing July 1st. The Member at Large shall be elected annually at the May

meeting. Officers and Directors may ~~continue to serve if a suitable replacement cannot be found~~multiple terms if elected by membership.

SECTION 2 Nominations may be presented from members from the floor at the May membership meeting.

SECTION 3 Election of Officers/Directors shall be at the May membership meeting.

Because of the current status of the Board of Directors, all Board positions will be voted on at the May 2026 membership meeting. These initial terms will be staggered, and for some positions will be shorter terms, in order to preserve institutional knowledge for future Boards.

The term for President and Secretary shall be elected at the May membership meeting in even numbered years (2026, 2028, 2030, etc.). The term for Vice-President and Treasurer shall be elected at the May membership meeting in odd numbered years (2027, 2029, 2031, etc.).

The term for Ways and Means, Football, and Softball directors shall be elected every three years beginning with the May 2026 membership meeting.

The term for Girls Basketball and Baseball directors shall be elected every three years beginning with the May 2027 membership meeting.

The term for Athletic Director, Cheer, and Boys Basketball directors shall be elected every three years beginning with the May 2028 membership meeting.

SECTION 4 Any Officer or Director who does not perform satisfactorily can be dismissed by a majority vote of the Board of Directors.

SECTION 5 The Board of Directors shall fill any vacancy of any Officer/Director by appointment ~~for the remainder of the term~~until the next May membership meeting. At the next membership meeting, that election shall fill the position for the remaining term.

SECTION 6 Officers/Directors must attend no less than 6 meetings a year.

## ARTICLE VII DUTIES OF OFFICERS AND DIRECTORS

SECTION 1 President - The president shall be Chairman of the Board of Directors and shall preside at all meetings of the Association and of the Board of Directors. The President shall preserve order and shall decide all points of order that may arise subject to appeal of a majority of all members present. The President and Board of Directors shall be required to reverse decisions or preserve decisions based on the members' appeal and majority interest. The President shall have the general powers and duties of supervision usually vested in the president of a corporation. The President shall sign all contracts and other documents authorized by the ~~J~~Laws of the ~~state~~Commonwealth of Virginia. The President shall make an annual report to the Association and to the Board of Directors. The President shall be responsible to see that an external party as required by Virginia State law conducts a fiscal audit.

SECTION 2 Vice President - The Vice President shall preside at any meeting of the

Association or Board of Directors in the absence of the President. The Vice President shall also assist the President in his/her duties. ~~The Vice President shall preside over the grievance process as specified in the By-Laws.~~

SECTION 3 Secretary - The Secretary shall keep an accurate and legible record of all meetings of the Association and of such correspondence as may be authorized by the Association or the Board of Directors. The Secretary shall give notice for all board meetings at least two (2) days prior to such meetings. The Secretary shall be custodian of all papers and documents incident to the proper and effective management of the Association, past and present, and shall deliver same in complete order to the Secretary's successor.

SECTION 4 Treasurer - The Treasurer shall collect and receipt all money coming into the accounts of the Association and keep true and accurate record, thereof. The Treasurer shall be responsible for depositing all money received at least once every thirty (30) days. The Treasurer shall make payment when authorized by an official of the Association, who has authority to make such expenditures or by action by Board of Directors, if required necessitating the expenditures of funds. The Treasurer shall be bonded ~~and all checks drawn on the funds of the Association shall be signed by two (2) of the following officers: President, Vice President, Secretary, and Treasurer.~~ The Treasurer's records and ledgers shall, at all times, be subject to an audit by the Board of Directors. ~~The Treasurer shall keep petty cash in the amount of (not to exceed) \$100.00.~~ The Treasurer shall assist the President with the fiscal audit. The Treasurer shall prepare a report for the membership at the membership meetings.

SECTION 5 Athletic Director ~~the Athletic Director is responsible for the purchase of equipment for all sports.~~ The Athletic Director is authorized to purchase any equipment needed up to \$250.00 without the approval of the Board. The Athletic Director must obtain three (3) bids for each large equipment purchase activity. For purchases over \$250.00, the Athletic Director shall present the equipment being purchased with the bids during a Board of Directors meeting for Board inspection and approval. ~~The Athletic Director receives and reviews nominations of all Coaches and Assistant Coaches and submits the nominations for approval by the Athletic Director, Vice President, and Director of the sport. It is the responsibility of each nominated Head Coach to nominate the Assistant Coaches for approval.~~ The Athletic Director has the authority to suspend Head and/or Assistant Coaches for conduct not in compliance with any Articles of this Association By-Laws pending a review by the Board as per the Grievance procedure. The Athletic Director is responsible for the inventory, storage, maintenance, distribution, and receiving of all equipment and/or delegating such responsibility to the Sport Director.

SECTION 6 Directors - The Directors of each sport has the responsibility of determining the equipment needs and purchases and developing the budget for their individual sport. The Director manages all Coaches in their respective sport and all equipment for the sport as delegated by the Athletic Director. It is the responsibility of each nominated Head Coach to nominate the Assistant Coaches for approval. All head coaches must present changes in Assistant Coaches to the Director prior to submitting the team roster. Directors shall reiterate the Code of Conduct to coaches, players and parents. Directors shall act as voting representative (Athletic Director in their absence) to the affiliated local sports clubs, leagues, and organizations for the Association and reports to the Board of Directors of actions taken. The Director shall determine all dates to file Association and team applications and documents to enter the sport and organize registrations and teams. Directors are responsible to work with the membership to understand

member interest regarding an open process for the selection of team players or the selection standards (criteria) used. It is the responsibility of the Directors to notify parents of early signup dates and team release dates so parents have ample time to plan and decide on sports opportunities outside of Association sanctioned programs.

SECTION 7 Ways and Means - The Ways and Means Director is responsible for publicity, sponsorship programs, and fundraising. The Ways and Means Director ~~shall~~may assemble a Committee comprised of volunteers ~~members~~ to support the responsibilities of this position. The activities selected by this Committee shall be presented by the Ways and Means Director for Board approval. The Ways and Means Director is responsible for the overall maintenance of the Association's internet domain and social media platforms. The President may preside over these duties in the absence of the Ways and Means Director.

SECTION 8 Member at Large – The Member at Large is a community liaison between the general membership and the Board of Directors. The Member at Large is responsible for communicating information as necessary to the Principal of Spring Run Elementary School. The Member at Large is also the point of contact for special meeting requests from membership and serves on the Grievance Committee. They are also the initial point of contact for members to reach the Board. The Member at Large shall be the Board liaison to the Nominating Committee as appointed by the President.

## ARTICLE VIII GRIEVANCE PROCEDURE

SECTION 1 The Grievance process is managed by the Grievance Committee which is comprised of the ~~Vice President~~Secretary, Athletic Director, and the ~~Member at Large~~Director of the sport involved. The ~~Vice President~~Secretary is the Committee Chair and presides over the Grievance process. Each member of the Association has the right to enter the Grievance Procedure as follows.

SECTION 2 It is extremely important that the Grievance Procedure be followed in the order expressed in the steps below.

Step 1. A member approaches the Head Coach and expresses the issue, concern, or problem. Coaches shall not be confronted on the playing field and not in front of players and other parents/members. If the issue is not resolved, then the member advances to Step 2.

Step 2. The member brings the issue to the attention of the respective Sports Director. If the Director is unable to resolve the issue, the member advances to Step 3.

Step 3. The member brings the issue to the attention of the Athletic Director. If the issue is not resolved, the member advances to Step 4.

Step 4. The member submits in writing the grievance to the ~~Vice President~~Secretary. The ~~Vice President~~Secretary shall contact the Complainant, Coach, Sports Director, ~~and~~ Athletic Director, ~~and~~ Member at Large to discuss the issue. The Grievance Committee shall issue a written decision within 14 days of receipt of the grievance in writing. If the Complainant is not satisfied with the decision of the Committee, a written appeal shall be delivered to the Secretary within 7 days.

Upon appeal, the Committee will present the matter to the full Board at the next scheduled Board meeting. The Complainant and Coach shall attend the Board meeting and will have a limited amount of time to answer questions, if any, from the Board. The Board will make

a final decision on the grievance at that Board meeting.

~~The Vice President responds in writing within 10 days after receipt of the written grievance. The response shall inform the grieving member that the matter will be presented to the Board at the next regularly scheduled meeting and to be present so the Board may hear the grievance. The response will inform the member of the place, date, and time of the Board meeting and inform the member of anticipated questions that will be asked by the Board.~~

~~Step 5. The Vice President, Athletic Director, respective Sports Director, and Coach will be present at the Board meeting. The Vice President will present the grievance to the Board. The Board will ask questions of all parties, consider the grievance, and make a decision on the grievance.~~

## ARTICLE IX COACHES

The Coaches shall be responsible for uniforms and equipment being returned to the Sports Director. Coaches that fail to comply will not qualify to coach, participate, or vote in Association activities until uniforms/equipment are returned. Players that do not return uniforms will not be qualified to participate in Association activities until the uniforms are returned. Coaches shall remind players and parents to follow the Code of Conduct, as set forth by the Association. These requirements overrule any league playing requirements.

## ARTICLE X CODE OF ETHICS

All Parents, Coaches, and Players are required to follow the Code of Conduct.

1. Display good sportsmanship at all times.
2. No tobacco or alcohol on or near fields or playing areas.
3. No usage of foul or abusive language towards officials, directors, parents, coaches, and especially players.
4. Provide all players fun and safe experience at all times.
5. Provide fair playing opportunities to all players.
6. Keep all parents informed of and ask for their assistance concerning a player before corrective action is necessary.
7. No fighting.

Repercussions:

1. Verbal warning
2. Written warning
3. Suspension
4. Termination

## ARTICLE XI PARENTS CREED

1. I will always encourage my child to have fun.
2. I will always compliment my child for something they have done well before I gently

- point out some areas that they could improve on through hard work.
3. I will never say anything negative or criticize another member of the team in any child's presence.
  4. I will never say anything negative or criticize a coach in any child's presence.
  5. If I have any misgivings about any part of the team, I will find a time convenient to approach the coach and calmly and thoughtfully discuss my feelings. Additionally, I will not spread my negative thoughts or opinions to other team parents until I have had the opportunity to speak with the coach.
  6. While watching practices or games, I will not offer any instructional help to my child from the sidelines. I will at all times cheer for my child and team for all the good things they do and I will let the coaches take care of performance opportunities.
  7. I will show respect for the property and facilities while present at practices and games and will see that my family does as well.
  8. I will conduct myself in a professional, sportsman like manner, will behave as a member in good standing in the community, and will not use foul language or gestures.

## ARTICLE XII MANAGEMENT OF PROPERTY

The Board of Directors shall manage, direct, and control all property of the Association.

## ARTICLE XIII THE FISCAL YEAR

The Association's fiscal year shall begin with the first day of July.

## ARTICLE XIV MEETINGS

SECTION 1 A regular meeting of the Association will be held two times a year at a place designated by the Board of Directors. Notice shall be served to the membership at least fifteen (15) days prior to such meetings.

SECTION 2 The Board of Directors shall meet once a month, at a time and place designated by the Board at a previous meeting. These meetings are open to attendance by the general membership. General members may not participate in the meeting unless permitted by the Board upon motion from a Director. Meeting dates for each Board of Director's meeting shall be published at least 10 days in advance of the meeting.

SECTION 3 The President shall call special meetings of the full membership of the Association as the need arises, subject to the prior approval of the Board of Directors. Notice of special meetings shall be published to all members ten (10) days prior to the meeting.

SECTION 4 Members can demand a special meeting upon written request signed by a quorum of members and submitted to the Member at Large. Such written request shall explain the reason for the special meeting. No other business shall be heard at the special meeting other than what was in the written request.

ARTICLE XV  
VOTING RULES

A majority of the Board of Directors must be present to vote on business.

ARTICLE XVI  
RESTRICTIONS

This Association shall be non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation *of* endorsement for public office.

ARTICLE XVII  
LIQUIDATION AND DISTRIBUTION

In case of dissolution of the association and the liquidation of its affairs, any money, equipment or other assets remaining after payment of all obligations shall be given to the Spring Run Elementary School PTA, if it is in existence and operating as an IRS recognized tax exempt, non-profit organization at that time; and if not, than to another organization organized and operated exclusively *for* purposes which qualify it as an exempt organization under IRS Section 501(c)(3).

ARTICLE XVIII  
RULE OF ORDER

The rules contained in “Roberts' Rules of Order” shall govern the Association on all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Association.

ARTICLE XIX  
AMENDMENTS

Proposed amendments to the By-Laws of the Association should be prepared in writing by a By-Laws Committee and presented at a membership meeting. A majority vote of the membership present shall be required to adopt or change a particular Article or Section.

*Adopted by the Association General Membership on May 12, 2000.*

*Revised by the Association General Membership on October 2, 2000.*

*Revised by the Association General Membership on April 8, 2002.*

*Revised by the Association General Membership on May 24, 2004.*

*Revised by the Association General Membership on April 26, 2015.*

*Revised by the Association General Membership on May XX, 2026.*