

The Rosewood Athletic Association
Constitution and By-Laws

Article 1 – Name

The legal name of this organization shall be Rosewood Athletic Association and is hereafter referred to as RAA. The organization will conduct its non-legal business as Rosewood Athletic Association.

Article 2 – Duration

The period of duration of the corporation shall be perpetual.

Article 3 – Purpose

Section 1: The Rosewood Athletic Association is a non-profit 501 (c) 3 volunteer organization dedicated to providing recreational facilities and sporting opportunities for the youth of the Rosewood community. RAA is a non-governmental agency and does not report to, nor is it part of any township agency.

Section 2: RAA will engage in fundraising activities to support meaningful endeavors impacting Rosewood youth sports activities to include, but not limited to, the upkeep and improvement of recreational facilities, provide sporting equipment, providing sporting opportunities for the youth, and the operation of concessions.

Section 3: The primary purpose of the organization shall be to develop, promote and execute a variety of sporting activities for individuals within the community boundaries. The overarching goal of the organization is to develop within our children leadership, good sportsmanship, loyalty, courage, honesty, and teamwork enabling them to become strong, confident, healthy, and happy citizens. To achieve this purpose, RAA will provide a yearly evaluation of its athletic program to be conducted during the summer off-season. If for any reason changes are to be made, it will be the Board of Directors' responsibility to ensure that this purpose is upheld to the highest standards. All officers and members shall bear in mind that the attainment of exceptional athletic skills and the winning of games are secondary, and the molding of future citizens is of prime importance.

Article 4 – Affiliation

Section 1: RAA will be affiliated with the following conferences and organizations:

- a. Tar Heel League Baseball
- b. Babe Ruth Baseball
- c. Babe Ruth Softball
- d. Neuse River Football League
- e. Johnston County Athletic Association to include volleyball & girls' basketball.
- f. Johnston County Youth Football League
- g. Family Y
- h. Goldsboro Parks and Recreational

Section 2: All conferences and/or affiliations that are not listed above, must be voted on by the organization Board of Directors at a regular scheduled meeting. The affiliation must receive a 2/3

majority vote to be amended in these by-laws and affiliated with this organization. All affiliations with this organization must meet and correspond with the purpose of RAA as stated above. If it becomes evident that the conferences and organizations no longer meet the purpose of the RAA organization, it will become the duty of the Board of Directors to protect the interest of the Rosewood Community.

Article 5 – Policies

Section 1: This organization shall be noncommercial, nonsectarian, and nonpartisan. RAA shall not endorse a commercial enterprise unless that commercial enterprise is a sponsor and provides goods and/or services benefiting RAA. The name of RAA and names of any Directors in their official capacities shall not be used in any connection with a commercial concern or with partisan interest, or for any purpose other than the regular work of RAA.

Section 2: RAA, because of its non-profit status, shall apply for a North Carolina State sales tax exemption annually.

Section 3: No officer or member shall use RAA for personal gain.

Section 4: Any individual involved in any capacity as a representative of RAA, whether as a coach, board member, officer or contractor hired for work to be done within or for RAA is subject to an investigative criminal background check.

Article 6 – Board of Directors

Section 1: RAA shall have an eleven (11) member board, hereafter referred to as “The Board” which shall consist of four (4) officer positions and seven (7) board member positions.

- a. Officer positions shall consist of: President, Vice-President, Secretary, and Treasurer.
- b. Officers are elected annually or per terms described within Article 9.
- c. To be eligible to hold an officer position, be a member of the board, or to cast a vote for an officer position or board member, one must have attended at least 40% of the regularly scheduled monthly RAA board meetings within the prior year (June to June). One must also be a coach, assistant coach, and/or sports director within the prior year (June to June), or has consistently volunteered with concessions, organization of sport programs, or fundraising activities.
- d. The Board shall consist of ten voting positions and a non-voting President, with the President casting the deciding vote in the event of a tie vote during a board meeting.

Section 2: The duties of the officers shall consist of the following:

- a. President:
 - i. Preside over all meetings of the organization.
 - ii. Shall be the organization’s delegate and representative at all legal proceedings.
 - iii. Assist the Treasurer in preparation of the yearly budget.
 - iv. Appoint Sport Director/Assistant Director for each sport category and oversee them and their duties when deemed appropriate.
 1. Baseball/Softball/T-Ball Director and Assistant Director
 2. Basketball Director and Assistant Director

3. Cheerleading Director and Assistant Director
 4. Football Director and Assistant Director
 5. Soccer Director and Assistant Director
 6. Volleyball Director and Assistant Director
- v. In a tie vote during a board meeting, shall cast the deciding vote.
- b. Vice-President:
- i. Act as an aide to the President.
 - ii. Perform the duties of the President in his/her absence.
- c. Secretary:
- i. Keep a record of all meetings of the organization.
 - ii. Keep attendance records.
 - iii. Assist Treasurer as needed.
 - iv. Send out meeting minutes and meeting agendas to those deemed appropriate.
 - v. Amend/update the Constitution/By-Laws as needed and provide updated copies to board members, coaches, and parents of players as deemed appropriate.
 - vi. Keep a record of all signed forms and agreements of coaches and board members.
 - vii. Keep a record of all Facility Use Agreements.
- d. Treasurer:
- i. Assist the organization's professional accountant when deemed appropriate.
 - ii. Prepare and keep a record of all yearly proposed budgets to be presented to the board for approval.
 - iii. Receive all necessary funds and monies of the organization.
 - iv. Collect fees and keep an accurate record of the receipts and expenses and have those records available at each monthly meeting.
 - v. May approve any routine, emergency, or critical expenditures of less than \$100.00.
 - vi. Provide a treasurer report at each monthly meeting.
 - vii. Must be able to provide reports and all records of reports at any given time to any board member or any other outside person requesting to see reports due to the non-profit status of the organization.

Section 3: Any person twenty-one (21) years old or older interested in the purposes of this organization and willing to uphold its policies and bylaws may apply for a board position as deemed eligible as referred to in Article 6, Section 1. Family members can hold a board position, however, no more than two members of the same family at a time and cannot be husband/wife/significant other combination. Two family members cannot serve in officer positions at the same time but can serve as a board member and/or an officer at the same time.

- A. Any officer or member failing to uphold the RAA purposes, policies, or its bylaws may have his/her position revoked by a full majority vote of the remaining current members of the Board of Directors and its officers.
- B. Any officer, member, or coach that has been charged with a criminal offense, consisting of a misdemeanor offense or higher is to be immediately suspended from the duties assigned by RAA

until a judgement is entered by the courts. After judgement is entered by the courts a return status is pending following a decision to be made by the Board of Directors.

- C. Any officer, member, coach, or any other party associated with RAA that has committed a criminal act in any way, shape, or form against RAA or on the organization's property is to be prosecuted by the local district attorney's office.
- D. All board members and officers are required to sign and agree to RAA Board Member Responsibilities and Code of Conduct form.
- E. Upon the retirement or request to no longer remain on the Board of Directors, all keys and other RAA property are to be turned over to the organization's Treasurer. Any board member may resign at any time by giving written notice to the President or the Secretary of the organization. Unless otherwise specified in the notice, the resignation shall take effect upon receipt of notice.

Article 7 – Board Meetings

Section 1: A regular meeting of the organization shall be held each month on the first Sunday of the month. All meetings will be held publicly as determined by the Board of Directors and will be announced at least one week in advance. Any officer, when enough notice has been given, may call special meetings of the officers, board members, or coaches. Meetings may be re-scheduled at the option of the officers due to special circumstances. All meetings shall be open to the public with the public allowed to participate and offer comments, however, voting is limited to the eleven members of the board as identified above. There shall not be less than three (3) officers and four (4) members which shall constitute a quorum for the transaction of business at a meeting. The Board meeting structure shall be as follows, however is subject to change:

- a. Call meeting to order
- b. Prayer
- c. Roll call
- d. Welcome
- e. Approval of Agenda
- f. Approval of Previous Meeting Minutes
- g. Treasurer's Report
- h. Director's Reports
- i. Old Business
- j. New Business
- k. Public Comment Period
- l. Adjournment

Section 2: The order of business may be suspended or changed at any meeting by a majority vote.

Section 3: Budget proposals shall be prepared by the President and Treasurer and adopted by the Board of Directors in time to set registration fees for the upcoming season. Ideally yearly budgets would be prepared during the summer off-season along with any fundraising events planned for the upcoming year.

Section 4: All board members are encouraged to attend monthly regular meetings. After a third consecutive missed meeting the Secretary is responsible for contacting the members in writing, requesting explanation of absences and if the member wishes to remain on the board. If a fourth

consecutive absence occurs, it is to be brought before the board and voted upon whether the member is to remain on the board. All board members are encouraged to assist with any sports, concession duty, fundraising, and all other duties as necessary for the function of RAA. If majority of the board believes that a member is neglecting their duties, the board members may request that the President call a special board meeting to listen, be objective, and to come to a conclusion with said board member. If all parties agree that it is in the best interest of the board if said member resigns, the resignation will become effective immediately. At the next public meeting nominations will be taken to fill the vacancy.

Article 8 – Amending the Constitution

This Constitution and its bylaws may be amended, altered, or repealed by a majority vote of the total Board members present. Any proposals or motions to amend or change the constitution/bylaws must be presented at one meeting with voting on such deferred until the next meeting.

Article 9 – Officer Elections

Section 1: The privilege of holding office shall be limited to the Board of Directors.

- a. Officers shall be elected bi-annually by a majority vote during the June Board meeting of the second term year.
- b. Officers shall assume their duties within 1 week of the bi-annual vote in the month of June and shall serve a term of 2 years or until their successors are elected.
- c. The President and Vice-President shall serve a two-year term and can be re-elected for a second two-year term with a max limit of four consecutive years served.
- d. President and Vice-President can continue to serve annually after the max limit of four consecutive years if no new nominations are accepted and/or voted upon.
- e. The Secretary and Treasurer shall serve a two-year term and may be re-elected for a second two-year term with no max limit served.

Section 2: Nominations.

- a. The Secretary shall accept the names of nominations bi-annually during the regular May meeting. Those nominations must affirm a willingness to serve. If the nomination is not present, the nominee must affirm prior to voting during the June meeting.
- b. Show of hands during the June meeting shall be the method of electing officers, if there is but one nominee for any one officer. Voting for any contested positions shall be by secret ballot of those in attendance.
- c. If voting by method of secret ballot is necessary, the Secretary and Treasurer are to tally the votes and determine the winner via indication of name. Final tally results are not to be announced.
- d. Each officer's position is to be done separately, therefore, allowing the losing nominee to be nominated again for another position.
- e. Elections are done in the following order: President, Vice-President, Secretary and Treasurer.
- f. All nominations must receive a second to be considered for election.

Section 3: In the event of a vacancy in any office, it shall be filled by nomination from the Board of Directors and a show of hands at a regularly scheduled meeting.

Article 10 – Committees

The Board of Directors may select individuals to form committees to accomplish tasks and goals of the organization when necessary. Committees will report to the Board of Directors and provide reports as necessary during regular scheduled meetings.

Article 11 - Complaints

Any complaints shall be directed to the officers of the Rosewood Athletic Association. It is then the responsibility of the officers to formulate a recommendation to the Board of Directors. The Board should then discuss a recommendation and necessary action in the matter at the next scheduled meeting.

Article 12 – Misconduct, Offenses, and Penalties

Section 1: As soon as the RAA Board of Directors has been notified of an act or acts of misconduct or offense, the act or acts must be discussed at the next meeting. The Secretary shall send a letter to the charged party, noting date, time, and location of the next meeting. Present or not, the RAA Board of Directors shall proceed to hear and determine the case. All decisions made are final and may not be appealed.

Section 2: Immediate decisions to be made by any two Board members regarding the following offenses or misconduct shall consist of the following:

- a. Weapons brought onto any RAA property. A person will be escorted off the property immediately with further instructions not to return.
- b. Alcohol is not allowed or any intoxicated person on RAA property. A person will be escorted off the property immediately.
- c. Illegal drugs are not allowed on RAA property. If this occurs, Board members will call local law enforcement to handle the situation.
- d. Dressed in offensive clothing or dressed in a manner that is considered indecent. A person will be escorted off the property immediately.
- e. Abusive language or acts on RAA property. A person will be escorted off the property immediately.

Article 13 – Dissolution of Organization

The organization may be dissolved when membership falls below three Board of Directors positions, and the majority decides upon dissolution. In such case, the funds and or property acquired by the Organization shall be divided equally among the Rosewood Elementary, Middle and High Schools.

Article 14 – Official Colors/Logos/Seals

Section 1: The official colors of the organization shall be purple and gold. Alternate colors for uniform selection are allowed upon approval of the board. For inter-league play within RAA, official colors are preferred but other colors can be used at the Board of Director's discretion.

Section 2: The official logo and seal of the organization shall be created, designed and approved by the Board of Director's prior to usage.

Article 15 – Use of RAA Property

Section 1: Property of RAA is available for use to non-profit organizations, such as civic clubs, churches, and others free of charge. Interested organizations shall contact any RAA Board member and the request shall be voted on at a regularly scheduled meeting. If a request is granted, the requesting organization will sign a Facility Use and Release of Liability Agreement. This form will remain on file with the Secretary.

Section 2: Property of RAA is available for use to for-profit organizations for a fee to be determined by the Board. Interested organizations shall contact any RAA Board member and the request shall be voted on at a regularly scheduled meeting. If a request is granted, a fee will be determined for the lease of the facilities and monies will be collected prior to the agreed-upon event. Any charges that are incurred in addition to the lease fee will be collected after the event is completed. The Treasurer will be responsible for collecting fees. The requesting organization will sign a Facility Use and Release of Liability Agreement. This form will remain on file with the Secretary.

Section 3: The RAA Board of Directors reserves the right to refuse requests from any organization for usage of the facilities. Under no circumstances are facilities to be used by any organization other than RAA during games, practices, or RAA events.

Section 4: No RAA sporting event shall occur before noon or after 6pm on Sundays. It is encouraged not to have sporting events on Wednesday nights due to church or religious related activities. However, by agreeing to participate in sporting affiliations, it may result in RAA not having control over schedules. Also, due to the sharing of facilities such as the Rosewood Middle School Gym, there will be times that practices may occur on Wednesday nights as the Middle School has priority use of the gym.

Article 16 - Coaches

Coaches shall always conduct themselves in a sportsmanlike manner and maintain discipline on their team(s). It is to be understood that RAA will strictly enforce a zero-tolerance policy towards inappropriate behavior. The following guidelines, set by the Board of Directors, shall apply to all coaches:

- a. Coaches are encouraged to attend RAA board meetings.
- b. Any team discipline problem should be reported to the Board of Directors immediately or the Sport Director relative to the team sport.
- c. Coaches shall play all their players as much as possible or as determined prior to the sport season as directed by the affiliated organization rules for participation.
- d. Coaches will follow the league rules and policies for each league in which their team is involved. RAA will honor and support any organized league By-laws accordingly and will support any legitimate decisions made by said league against any RAA Coach.
- e. RAA reserves the right to request criminal background investigation prior to allowing an individual coach or work with youth enrolled in RAA programs if deemed necessary. Refusing to submit a requested background investigation removes the individual from coaching consideration.
- f. RAA reserves the right to enforce disciplinary actions that will result in a dismissal, suspension, or one-year probationary status if deemed necessary.

- g. Coaches are to sign the RAA Coach's Roles & Responsibilities Form and will receive a copy of Article 16 of these by-laws. This will serve as acknowledgement of the coaching policies of RAA. The signed copy will remain on file with the Secretary.
- h. Status of a Coach's position is determined on a year-to-year basis.
- i. Coaches are required to be supporters of RAA fundraisers.
- j. All property assigned to a coach's team by RAA is the coaches' responsibility and to be returned to the organization at the end of each season.
- k. Disputes and grievances will be handled through appropriate channels and will be noted, reviewed by the Board of Directors, with a formal response given. There will be a zero-tolerance policy regarding defamation of character through any social media directed at RAA, its members, its coaches, its players, or parents.

Article 17 – Responsibilities and Code of Conduct

Sport Directors (as appointed by the President), Coaches (as approved by the Board of Directors), Parents, and Players are required to review and sign Responsibilities and Code of Conduct Forms. Forms will remain on file with the Secretary.

AMENDED BY:

DATE: August 11, 2024

President: Michael B. Jones
Print


Signature

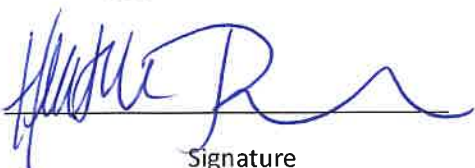
V. President: _____
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Signature

Secretary: Jennifer Collins
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Signature

Treasurer: Heather Phillips
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Signature

ROSEWOOD ATHLETIC ASSOCIATION

SPORT DIRECTOR'S RESPONSIBILITIES AND CODE OF CONDUCT

The primary purpose of the organization shall be to develop, promote, and execute a variety of sporting and recreational activities for individuals within the community boundaries. The overarching goal of the organization is to develop within our children the following: leadership, good sportsmanship, loyalty, courage, honesty, and teamwork. The goal is to enable the children to become strong, confident, healthy, and to develop a sense of teamwork.

As a Sport Director...

1. I understand that it is my responsibility to ensure that the purpose of RAA is upheld to the highest standards.
2. I understand that the attainment of exceptional athletic skills and the winning of games are secondary while the molding of future citizens is of prime importance.
3. I understand that I will oversee all aspects of my sport to include all assistants.
4. I will ensure that teams are selected in a fair and equitable way, create and implement game schedules and are responsible for ensuring league rules are adhered to.
5. I will coordinate and oversee post-season tournaments as appropriate.
6. Oversight and responsibility will also include upkeep, distribution, and collection of equipment and uniforms; driving sponsorships/fundraising; coordination of team pictures; awards/trophies; maintenance of fields/facilities/ and scheduling umpires/refs.
7. I understand that I will make sure that coaches under my direction have volunteers to help with concessions during the season.
8. I will support all fund-raising activities.
9. I understand that no RAA sporting event shall occur before noon on Sunday or on Wednesday and Sunday nights due to church or religious related activities. It is strongly discouraged, but if such an event should occur it must meet special board approval.
10. I understand that there is zero tolerance policy regarding defamation of character through any social media directed at RAA, its members, its coaches, its players, or parents.
11. By signing this agreement, I acknowledge that I have read and understand the coaching policies of RAA. This signed copy will be obtained by the RAA Board and filed by the organization Secretary. This form will stay on file until completion of duty with RAA.

Director's Signature

Date

RAA President/Vice President Signature

Date

**ROSEWOOD ATHLETIC ASSOCIATION
COACHES RESPONSIBILITIES AND CODE OF CONDUCT**

Article 16 of the RAA By-Laws: The primary purpose of the organization shall be to develop, promote, and execute a variety of sporting and recreational activities for individuals within the community boundaries. The overarching goal of the organization is to develop within our children the following: leadership, good sportsmanship, loyalty, courage, honesty, and teamwork. The goal is to enable the children to become strong, confident, healthy, and to develop a sense of teamwork.

As a Coach...

1. I will always conduct myself in a sportsmanlike manner.
2. I will do my best to attend RAA Board meetings unless otherwise engaged in practices or games.
3. I will play all team members as much as possible.
4. I will know and follow the league rules and policies for each league in which my team is involved.
5. I understand that no RAA sporting event shall occur before noon on Sunday or on Wednesday and Sunday nights after 6:00pm due to church or religious related activities. It is strongly discouraged, but if such an event should occur it must get prior board approval.
6. I will agree, if asked, to submit to a criminal background check prior to being allowed to coach or work with youth enrolled in RAA programs. I understand that refusing to submit to a criminal background check removes me from any consideration for coaching any RAA team.
7. I understand that as a coach, if I am charged with a criminal offense, consisting of a misdemeanor offense or higher, I will be immediately suspended from the duties assigned by RAA until a judgement is entered by the courts. After judgement is entered by the courts a return status is pending following a decision made by the Board Members of RAA. Upon notification of suspension, all access keys to any buildings are to be taken away.
8. I will strictly enforce a zero-tolerance policy towards any inappropriate behavior. Inappropriate behavior can be considered, but not limited to, verbal or physical abuse of a child, another coach, parents, or officials.
9. I understand that a coach's position is determined on a year-to-year basis. Coaching a team the previous year does not give me priority the following year.
10. As a coach, I will be a supporter of this organization with its fundraisers.
11. I understand that all properties assigned to me as a coach by RAA is my responsibility. All property is to be returned to the organization at the end of each season.
12. I understand that there is a zero-tolerance policy regarding defamation of character through any social media directed at RAA, its members, its coaches, its players, or parents.
13. I understand that as a coach with RAA, if I commit a criminal act in any way, shape or form against RAA or on the organization's property, I will be prosecuted by the local district attorney's office.
14. By signing this agreement, I acknowledge that I have read and understand the coaching policies of RAA. This signed copy will be obtained by the RAA Board and filed by the organization Secretary. This form will stay on file until I no longer volunteer in the coaching capacity with RAA.

Coach's Signature

Date

Director's Signature

Date

RAA President/Vice President Signature

Date

ROSEWOOD ATHLETIC ASSOCIATION
PARENTS RESPONSIBILITIES AND CODE OF CONDUCT

The primary purpose of the organization shall be to develop, promote, and execute a variety of sporting and recreational activities for individuals within the community boundaries. The overarching goal of the organization is to develop within our children the following: leadership, good sportsmanship, loyalty, courage, honesty, and teamwork. The goal is to enable the children to become strong, confident, healthy, and to develop a sense of teamwork.

As a Parent...

1. I will not force my child to participate in sports.
2. I will inform the coach of any physical disabilities or ailments that may affect the safety of my child or the safety of others.
3. I will encourage sportsmanship by showing respect and courtesy for all players, coaches, officials, and spectators at every game, practice, or sporting event.
4. I will do my best to make this program fun for my child.
5. I will not ridicule or yell at my child or other participants for making a mistake or losing a competition.
6. I will respect the officials and coaches as well as their authority during games.
7. I will not question, discuss, or confront coaches on or at the game field/court. If I have any grievances towards a coach or official, I will contact the Director of the sport or an RAA Board Member.
8. I will refrain from coaching my child or other players during games and practices, unless I am asked to help, or I am one of the official coaches of the team.
9. I will strive to be a good role model for my child and other players/children in the program. I will encourage my child to learn the sport, to have fun, to lose with dignity, and to win with grace.
10. I understand that I am ultimately responsible for all gear that my child may have on loan from RAA. If I cannot produce this equipment at the end of the season or upon dismissal from the team, I will have to pay a monetary value for the equipment.
11. I understand that there is a zero-tolerance policy regarding defamation of character through any social media directed at RAA, its members, its coaches, its players, or parents.
12. I understand that as a parent, if I commit a criminal act in any way, shape or form against RAA or on the organization's property, I will be prosecuted by the local district attorney's office.
13. I understand that no RAA sporting event shall occur before noon on Sunday or on Wednesday and Sunday nights due to church or religious related activities. It is strongly discouraged, but if such an event should occur it must meet prior approval by RAA Board.
14. By signing this agreement, I acknowledge that I have read and understand the parents responsibilities and code of conduct of RAA. This signed copy will be obtained by the RAA Board and filed by the organization Secretary. This form will stay on file until I no longer volunteer in the coaching capacity with RAA.

ROSEWOOD ATHLETIC ASSOCIATION
PLAYER'S RESPONSIBILITIES AND CODE OF CONDUCT

The primary purpose of the organization shall be to develop, promote, and execute a variety of sporting and recreational activities for individuals within the community boundaries. The overarching goal of the organization is to develop within our children the following: leadership, good sportsmanship, loyalty, courage, honesty, and teamwork. The goal is to enable the children to become strong, confident, healthy, and to develop a sense of teamwork.

As a Player...

1. **Have FUN!!**
2. I will work hard in school.
3. I will respect and obey my parents/guardians.
4. I will be a good sport – win or lose.
5. I will be honest and fair and show good sportsmanship to all coaches, players, and officials.
6. I will refrain from unsportsmanlike gestures and language, to include racial slurs and/or profanity.
7. I will not taunt or tease players on any team.
8. I will show respect towards game officials/umpires and their decisions.
9. I will not argue any call or judgement and understand that only the Coach should question any calls and judgements.
10. I will treat all equipment, fields, courts, and facilities with respect and adhere to all rules.
11. I will shake hands with the other team at the conclusion of games.
12. I understand that if I am ejected from a game, I will serve a one-week suspension from participating in all practices and games.
13. I understand that if I am suspended from school that I will serve a one-week suspension from participating in all practices and games.
14. I understand that if I am involved in a fight with any teammate, I will serve a one-week suspension from participating in all practices and games.
15. I understand that no RAA sporting event shall occur before noon on Sunday or on Wednesday and Sunday nights due to church or religious related activities. It is strongly discouraged, but if such as event should occur it must get Board approval.
16. By signing this agreement, I acknowledge that I have read and understand the coaching policies of RAA. This signed copy will be obtained by the RAA Board and filed by the organization Secretary. This form will stay on file until I no longer volunteer in the coaching capacity with RAA.