

# BCYA Bloom-Carroll Youth Athletics

## Constitution and By-laws

### **Article I**

#### **Name**

The name of the organization shall be Bloom-Carroll Youth Athletics (BCYA). This organization is formed as a result of a merger between the Bloom Township Athletic Association (BTAA) and the Carroll Summer Youth Association (CSYA).

### **Article II**

#### **Objectives**

The objectives of this organization shall be to provide facilities, equipment, instructors and guidance, to the youth of Bloom-Carroll School District and surrounding communities, in a program of recreational baseball, softball, soccer or whatever other sport deemed practical by the Board or Directors.

### **Article III**

#### **Membership**

Membership is open to any youth in the Bloom-Carroll School District and surrounding communities that wishes to participate in the recreational sports provided and qualifies by fulfilling the age bracket and participation standards as set forth by the Board of Directors.

### **Article IV**

#### **Board or Directors**

- The Board of Directors of this organization shall consist of not more than thirty (30) directors. At the time this organization is formed, all current BTAA and CSYA directors will become BCYA board directors.
- New directors may be added to the Board when a vacancy exists due to resignations, death or removal by the remaining directors for just cause. New directors must

- submit a letter of interest, be interviewed by the current board and be approved by a majority vote of the Board of Directors present at the meeting the vote is taken.
- It shall be the duty of the Board of Directors, except as otherwise provided by this constitution and by-laws, articles of corporation, or required by law, to take general charge of the affairs of the association.
  - Action can be taken with approval of the majority of those directors present at any regularly scheduled meeting.

## **Article V**

### **Officers**

Elected officers of the association shall be: President, Vice-President, Secretary and Treasurer. At the first meeting after January 1<sup>st</sup>, 2005, all officers from the former BTAA and CSYA will relinquish their offices and new elections will be held for officers of the BCYA.

## **Article VI**

### **Elections**

- Officers shall be elected at the annual meeting in October to serve for a term of one year, or until their successor is elected. Officers elected in October will take office the following January.
- Any member of the Board of Directors is eligible to be elected to an office of the association.
- All officers will be elected by the directors at the annual meeting.

## **Article VII**

### **Duties of officers**

The president shall:

- Preside at all meetings of the association
- Solicit committee members for standing committees, subject to approval of the entire board
- Appoint coaches with the approval of the Board of Directors
- Sign with the treasurer, warrants for payments of money from the treasury.
- Sign bank signature card to enable him/her to sign checks and handle banking in case of emergency.
- Act as official liaison between BCYA, or other leagues or appoint someone to act in this position.

The Vice-President shall:

- Assume the duties of the president in his/her absence.

- In case of death or resignation of the president, automatically become president for the remainder of the unexpired term.
- Sign bank signature card to enable him/her to sign checks and handle banking in case of emergency.

The Secretary shall:

- Record the proceedings of all association meetings.
- Prepare an agenda of the items to be considered at meetings if the presiding officers so desire.
- Preside at the association meetings in the absence of the President and Vice President.
- If unable to attend a meeting, make certain a copy of the last meeting's minutes are available for the board meeting.
- Sign bank signature card to enable him/her to sign checks and handle banking in case of emergency.

The Treasurer shall:

- Collect all monies and care for the association funds.
- Keep accurate records with ledgers of receipts and payments so as to enable the board to determine exact funds. Said ledgers should be available at all regular scheduled meetings.
- Submit written financial reports with current bank statements attached at each meeting.
- Pay bills as warranted by the Board of Directors.
- File an income tax return with the IRS each year so as to keep current tax-exempt status.
- Post a copy of the October audit report at the spring sign-ups for public information.
- If unable to attend a meeting, make certain that the last available financial statement with bank statement attached is available for the board meeting.
- Ensure all checks are signed by no less than two officers.
- Sign bank signature card to enable him/her to sign checks and handle banking.

All officers shall perform the duties prescribed in this Constitution and By-laws. Failure of any officer to perform duties as described above shall result in his/her termination from said office. They shall deliver to their successors all materials pertaining to their office within 10 days after election or termination.

In the event of vacancy occurring in the office of Vice-President, Secretary or Treasurer, the President, will call for a meeting of the Board of Directors within sixty (60) days, who will then elect a replacement for the unexpired term.

## **Article VIII**

### **Meetings**

Other than the annual meetings, the Board of Directors shall meet at least monthly during the months of January, February, March, April, May, June, July, August, September, October and at the discretion of the President at other times.

Anything not covered in the by-laws will follow Robert's Rules of Order. By-law changes can only be made after a seven-day advance notice to all active directors, the actual proposed change communicated seven days prior, and must be passed by a  $\frac{3}{4}$  majority of present members at the announced meeting after the 2<sup>nd</sup> reading.

### **Committees**

Standing committees shall be: equipment, registration, scheduling, publicity/website, sponsorship/fund raising, concessions, baseball, soccer, softball, field maintenance, uniforms and audit committees.

### **Duties of Committees**

The auditing committee shall audit the treasurer's files annually. Each August a committee of three board members appointed by the President shall audit the treasurer's files. A final audit will be made by an accountant at the end of each year.

Special committees shall be appointed when deemed necessary.

### **Attendance of Board of Directors**

Any BCYA Board of Director to miss three (3) consecutive unexcused meetings may be dismissed from said board with majority vote.

### **Special Meetings**

Any director, with agreement of four (4) other directors, may call a special meeting with seven (7) day advance notice to all directors. Agreement may be communicated by e-mail, in person, or by telephone to an officer. The meeting must be held anywhere in Greenfield or Bloom Townships.

### **Records**

All books and records of BCYA may be inspected by any director/agent/ or attorney, for any proper purpose at any reasonable time.