

# Constitution and By-laws

## THE GARDEN CITY YOUTH ATHLETIC ASSOCIATION

Revised on April 18th, 2023

### ARTICLE I – NAME

Section I The name of the organization will be THE GARDEN CITY YOUTH ATHLETIC ASSOCIATION (a.k.a. GCYAA).

### ARTICLE II – OBJECTIVE/MISSION STATEMENT

Section I The objective of THE GARDEN CITY YOUTH ATHLETIC ASSOCIATION will be to implant firmly in the youth of the community, the ideals of good sportsmanship, honesty, courage, loyalty and reverence so that they may be finer, stronger and happier children and young adults who will grow to be good, involved, active and healthy members of their community.

Section II This objective will be achieved by providing adult supervised competitive athletic events. The supervisors will bear in mind that the attainment of exceptional skill or winning of games is secondary and that the molding of future citizens is of prime importance.

Section III This organization is organized exclusively for charitable, education, and athletic purpose, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section IV No part of the net earnings of the organization shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause thereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the document the organization shall not carry on any other provision of the document the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (C)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under section 170 (C)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### ARTICLE III – MEMBERSHIP

Section I Any person of good character who has reached their 18th birthday shall be eligible to become an active member as prescribed herein the By-laws upon receipt of the annual dues.

Section II Membership may be revoked for cause, on the recommendation of the Board of Directors or membership. Reasons for revoking membership can be, but are not limited to, the following: publicly speaking against the Association, not abiding by the Constitution and By-laws of the Association, or conduct unbecoming of any member of the Association. Reinstatement of suspended members must be approved by a 2/3 vote of the Board of Directors and recommended to the membership for approval.

Section III A person must be a member in good standing for one month before being eligible to vote or participate in the General Membership meeting.

- Section IV Dues collected will active the membership at that time through the January membership meeting of the following year. All new members will receive a membership card to show proof of membership.
- Section V Lifetime membership may be bestowed upon any former or active member deemed worthy of such honor by a 2/3 vote of approval of the Board of Directors. Dues for lifetime members shall be waived. Lifetime members who have previous Board of Director experience may attend board meetings in an advisory role.
- Section VI Each member shall be limited to one vote regardless of positions held.
- Section VII No member, group of members, or non-members will conduct or incur obligations in the name of the Organization, nor will this Organization be liable for any engagements or purchases except as authorized by the Board of Directors. Violation(s) will be cause for a member to be disallowed to manage, coach or assistant coach for 1 year. Any non-member violating this Section will be turned into the proper authorities.

#### **ARTICLE IV – OFFICERS**

- Section I The Elected Officers will be the President, Vice-President, Secretary, and Treasurer.
- Section II The President shall:
- A: provide direction for the organization as a whole and keep the goals and vision of the organization focused on the success of the organization in the present and the future.
  - B: support, train, and work with elected board members, commissioners, and committees to ensure the success of the organization.
  - C: continuously be developing ideas for fundraising, community outreach and relationship building with community leaders.
  - D: be a representative for the organization in the community including attending quarterly president meetings held by the GCP&R department and other meetings that affect the organization.
  - E: preside at all board, regular and special meetings of the organization.
  - F: attend all special and sponsored events.
  - G: fulfill the responsibilities of vacant offices.
- Section III The Vice-President shall:
- A: work closely with the President to carry out the goals and vision of the organization.
  - B: assist the President in developing ideas for fundraising, community outreach and relationship building with the community.
  - C: attend all board, regular and special meetings of the organization.
  - D: preside at all board, regular and special meetings of the organization in the absence of the President.
  - E: oversee the Concessions Committee.
- Section IV The Secretary shall:
- A. Attend all board, regular and special meetings of the organization.
  - B. Record the minutes of all board, regular and special meetings in a special book and furnish copies of the minutes to the Board of Directors and members.
  - C. Attend to all correspondence for the organization.
  - D. Maintain a complete file of minutes, attendance records, correspondence, participation records, and current files on committee activities.
  - E. Maintain a list of members and their standing if the Membership Committee Chairperson is not currently appointed.
- Section V The Treasurer shall:
- A. Attend all board, regular and special meetings of the organization.
  - B. Be responsible for the organization’s finances and budget.
  - C. Be responsible for making monthly written finance reports to the board and general membership.
  - D. Be responsible for paying all bills and expenses of the organization.
  - E. Obtain all mail from the PO Box in a timely fashion.

- F. Assist in all tax matters including preparing reports requested by an accountant for filing.
- G. Be responsible for setting the check writing schedule.

- Section VI Newly elected Officers will be installed and assume office at the Installation meeting which will be held the following January. At the January meeting, records and permanent files will be turned over to the new officers.
- Section VII Officers will serve for a period of two (2) years or until their successors are elected.
- Section VIII In the event the office of President becomes vacant, the Vice President will immediately assume the duties of the President. All other vacancies will be filled by a special election at the next regular meeting.
- Section IX No two persons of the same family will serve in elected Offices simultaneously.
- Section X Elections will be held in even numbered years for President and Secretary. Elections will be held in odd numbered years for Vice-President and Treasurer.
- Section XI At the September meeting, a Nominating Committee of three members will be formed, one of whom will be designated chairperson. The President will decide on the method of choosing members of this committee.
- Section XII Any member of the Nominating Committee will be eligible for nomination to any office upon resigning from the Committee.
- Section XIII The election of the organization will be held during the November meeting.
- Section XIV At the election meeting, nominations for Officers will be open to the floor to members in good standing as confirmed by the Secretary and/or Membership Chairperson.
- Section XV The Organization's Officers will be nominated in the order in which they are named in Article IV Section 1 of the Constitution. Elections will be held in the order in which they are named in Article IV Section 1 of the Constitution unless all those nominated agree to voting simultaneously.
- Section XVI The ballot will be a written ballot and a simple majority vote of the votes cast will be necessary to elect. Absentee ballots will be available to members eligible to vote in the election, one week prior to the election, and returned to the election committee chairperson 48 hours prior to the election. All absentee ballots will be sealed and signed.
- Section XVII The Nominating Committee will tabulate the election results, report the winners, and make complete ballot results available for 30 days.
- Section XVIII Only members in good standing who have attended at least three (3) membership meetings in the current election year will be eligible for nomination for offices and to vote in elections. A member will not be eligible to run for an elected office or be eligible for any Board appointed position until their 21st birthday.
- Section XIX In order to be eligible to be nominated for the office of President, one must have served on the Board of Directors for at least one year prior to the election.

#### **ARTICLE V – MEETINGS**

- Section I The regular meeting of the organization will be held on the third Tuesday of each month at 7:00pm except for December which will be held on the second Tuesday of the month.
- Section II Special meetings may be called by the President, or by 20% of the membership in good standing via petition with a minimum of 24hr notice.
- Section III At any regular meeting or special meeting of the organization, eight (8) members in good standing, including at least 50% of the board members, will constitute a quorum.

Section IV The monthly membership meeting for June, July and August may be canceled at the discretion of the President due to a lack of member attendance if brought before the Membership and approved at the May general membership meeting.

## **ARTICLE VI – BOARD OF DIRECTORS**

Section I The government of the organization will be vested in the Board of Directors. The Board will be comprised of the Elected Officers, Sports Commissioners, and Standing Committee Chairs.

Section II Sports Commissioners may appoint an assistant commissioner with the approval of the Board of Directors. The Assistant Sports Commissioners may offer proxy votes on behalf of the Sports Commissioners at Board of Directors meetings.

Section III All Board members will be bonded.

Section IV Sports Commissioners, Parliamentarian, and Standing Committee Chairs will serve for two (2) years or until their successors are appointed. Appointments made at other times will be for the duration of the current term.

Section V To appoint Sports Commissioners, Parliamentarian, and Standing Committee Chairs a special committee will be formed consisting of the President-Elect, Vice President, Secretary-Elect, and Treasurer. The President-Elect will put forth a name for consideration and the Vice President, Secretary-Elect, and Treasurer will vote for approval of that name. In the case of appointments during the term, the current elected officers will comprise the committee.

Section VI Board of Directors, Commissioners and League Directors will constitute the chain of command.

Section VII The Past President shall advise the Board of Directors as to the commitments from the previous term, use their knowledge from the previous term in helping the current Board of Directors in making decisions, and at the Presidents discretion be designated Chairman of the Board. The Past President will have no additional voting rights.

Section VIII At the President's discretion he or she shall appoint advisors to the Board of Directors. The Advisors will have no vote.

Section IX No member will hold more than one elected office or an elected office and be appointed a Sport Commissioner simultaneously unless in the event of an Emergency situation.

Section X All Board of Directors will serve without pay.

Section XI Meetings of the Board of Directors will be held on the third Tuesday of each month at 6:00p.m except for December which will be held on the second Tuesday of the month.

Section XII No less than 50% of the Board members will constitute a quorum at a Board Meeting. A simple majority of those members present is required to approve motions.

Section XIII The Parliamentarian shall:  
A. Attend all board, regular and special meetings.  
B. Draft and interpret by laws and rules of order.  
C. Assist and monitor the planning and conduct of meetings.  
D. Work with legal counsel when required to ensure the bylaws are legislatively compliant.

Section XIV Commissioners shall:  
A. Be appointed by the President.  
B. Appoint league directors within their sport.  
C. Be responsible to fill all coaching positions within their sport.

- D. Be responsible for planning and preparing all practice and game locations and schedules within their sport when not governed by an outside body.
- E. Be responsible for the training of coaches within their sport.
- F. Be responsible for preparing, maintaining, and reporting of the sport's budget including all equipment needed.
- G. Be responsible for overseeing any issues brought to them within their sport.
- H: Be responsible for ensuring house rules do not conflict with rules from other organizations the sport is participating in such as leagues, other cities, or competition sites.

## **ARTICLE VII – COMMITTEES**

- Section I All committees as deemed necessary will be appointed by the President.
- Section II The Membership Committee Chair shall:
  - A. Attend all regular and special meetings.
  - B. Attend all sports registrations.
  - C. Keep a record of all members and their standing including Lifetime Members, coaches, directors, commissioners.
  - D. Be Responsible for ensuring dues are collected from all members required.
- Section III The Buildings and Grounds Committee Chair shall:
  - A. Attend all regular and special meetings.
  - B. Be Responsible for the maintenance and basic upkeep of buildings and grounds used by GCYAA events in conjunction with city personnel.
- Section IV The Concession Committee Chair shall:
  - A. Attend all regular and special meetings.
  - B. Provide oversight of all concessions activity.
  - C. Be responsible for reporting of the revenues and operating expenses associated with concessions activity.

## **ARTICLE VIII – DIRECTORS, COACHES, PLAYERS, AND SPECTATORS**

- Section I League Directors shall:
  - A. Assist commissioner in activities regarding their appointed sport.
  - B. Have jurisdiction over all managers, coaches, and players in their leagues.
- Section II Managers and/or Head Coaches shall
  - A. Be members of the G.C.Y.A.A.
  - B. Have complete control over their coaches and players under the direction of the league director.
  - C. Be responsible for all equipment and uniforms issued to them by the organization.
  - D. Conduct themselves in a sportsmanlike manner and be responsible for the conduct of their coaches and players, parents and spectators.
  - E. Abide by the rules of the Association.
  - F. Select their Coaches to be approved by the Board of Directors.
  - G. Be removed from further participation in any practices or games until the Commissioner has contacted the President and the problem has been resolved upon any misconduct.
  - H. Any manager or coach that does not turn in equipment or uniforms will not be granted a team in any sport.
  - I. Travel Team Managers are to turn in a financial statement with receipts to the Commissioner or Treasurer of the Association for the purposes of filing with the IRS.
  - J. No manager, coach, or assistant coach will be guaranteed a team regardless of how long they have been a member of the Association.
- Section III Assistant Coaches shall:

- A. Be members of the G.C.Y.A.A.
- B. Conduct themselves in a sportsmanlike manner and be responsible for the conduct of other coaches and players, parents and spectators.
- C. Abide by the rules of the Association.
- D. If a Head Coach is not present, Assistant Coach will assume all responsibilities of Section III.
- E. Be removed from further participation in any practices or games until the Commissioner has contacted the President and the problem has been resolved upon any misconduct.

Section IV Any youth of league age residing in the city of Garden City or the surrounding communities upon written application, and furnishing legal proof of age, shall be eligible to participate. The Board of Directors may approve youths that do not meet these criteria at their discretion. All youths must abide by the rules governing players' conduct as set forth by the Board of Directors. Trophies and awards will comply with the Amateur standings.

Section V Spectators shall:

- A. Conduct themselves in a sportsmanlike manner.
- B. Be removed from further attendance of any practices or games until the Commissioner has contacted the President and the problem has been resolved upon any misconduct.

#### **ARTICLE IX – PARLIMENTARY AUTHORITY**

Section I The rules contained in the 11th edition of Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

#### **ARTICLE X – FINANCES**

Section I All monies collected are to be turned into the Treasurer. Funds collected shall not be used for expenses and substituted with a receipt to be turned in.

Section II Checks will only be written upon request or approval of the commissioner of the sport the expense is related to.

Section III Expenses not related to a sport shall be approved by simple majority during a Board Meeting or a general membership meeting.

Section IV All sports will submit a budget to the Treasurer no later than the general membership meeting prior to the beginning of registration.

Section V Each sport shall contribute to the general fund a portion of its income as determined by the Board of the Directors at the conclusion of each season.

Section VI Team Funds

- A. All sport team fundraisers must be approved by the Commissioner prior to being advertised, who must then submit a report to the Board of Directors.
- B. No checks will be issued to any team unless that team has turned in the funds to cover that check.
- C. A written report must be submitted by the team manager to the Treasurer for purposes of filing with the IRS.
- D. Any sports team that does not abide by Article X will not receive funds for tournaments.

#### **ARTICLE XI – DISOLUTION**

Section I Upon the dissolution of the organization assets shall be distributed for one or more exempt purpose within the meaning of section 501 (C)(3) of the Internal Revenue Code, or correspond section of any federal tax

code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or such organization or organizations, as said Court shall determine, which are organized and operate exclusively for such purposes.

Section II In case of the dissolution of the organization, all properties will go into the Receivership of the City of Garden City Recreation Department, acting as agent for the City of Garden City, Michigan in accordance with Article XI Section I.

#### **ARTICLE XII – AMENDMENTS**

Section I Notice of a proposed amendment to the Constitution and By-laws shall be presented at a regular or special meeting of the organization and will be submitted to a vote at the next scheduled meeting at least 30 days after notice is given.

Section II A two-thirds vote of the members present and in good standing is required to amend the Constitution and By-laws.