

# **Brentwood Youth Activities, *Incorporated***

BYA, Inc.

## **By-Laws**

*Adopted January 17, 1985*

*Amended July 12, 1996*

*Amended August 31, 1996*

*Amended December 5, 2008*

**“BYA PRIDE: Fun, Fundamentals, and Friendships”**

**By-Law/Amendment Ratification Page**

These By Laws were amended on December 5, 2008 and ratified by the general membership of the Brentwood Youth Activities, Inc. on \_\_\_\_\_ (date), and are to be made effective immediately upon such ratification. The newly-formed offices, e.g., financial secretary, are to be effective immediately upon ratification; therefore, competent and qualified individuals shall be sought to fulfill these roles.

\_\_\_\_\_  
President's Printed Name

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recording Secretary's Printed Name

\_\_\_\_\_  
Recording Secretary's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corresponding Secretary's Printed Name

\_\_\_\_\_  
Corresponding Secretary's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer's Printed Name

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Printed Name

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

## **HISTORY**

### ***List of (known) BYA Presidents***

John Curio	1963
Robert Mitchell	1981-1982
Peggy Russo	1983-1984
Donald McAfee	1985
Robert Ehrlich	
Joseph McLaughlin	
Rose Kruger	1991-1992
Edythe Figueroa	1993-1995
Andrew Como	1995-1997
Anthony Fleischman	1998
Thomas Monaco	1999
Kevin Stafford	2000
Lynn Gonzalez	2001
Howard Herbst	2002-2003
Carmine Santagata	2004
Carolyn Hicks-Torres *	2005-2006
Lisa Spence @*	2006
Julio Acosta @	2006
Michael Jahkhah	2007
Inez Smith-Napier	2008
David Otero	2009

*"Do your best today, but better tomorrow"*

\* resigned  
@ acting

## Article I: Name

**Section 1.** The name of the organization shall be called the Brentwood Youth Activities, Inc. Hereinafter referred to as "BYA" or "the BYA."

**Section 2.** The name of the organization shall not be used without the express written permission of the Board of Directors.

## Article II: Organization

**Section 1.** The Brentwood Youth Activities, Inc. was founded in 1957; incorporated on November 4, 1963 in New York State defined by section 803(a)(3) of the not-for-profit Corporation Law with an amendment to it on October 11, 1985; certified as a tax-exempt organization under the Internal Revenue Code 501(c)(3) on April 9, 1985; adopted By-Laws on January 17, 1985 with amendments on July 12, 1996, August 31, 1996, and December 5, 2008.

**Section 2.** The By-Laws shall present a basic format of the organization, whereas, the Policies and Procedures shall manage the activity operations for the organization. The policy shall state a desired objective while the procedure shall describe the manner in which to implement the policy, and shall be maintained in a manual. The PAP Manual shall be an on-going process with the operation of the organization.

**Section 3.** The official primary colors of the organization shall be dartmouth green and white, and the tertiary color shall be gold.

## Article III: Purpose

**Section 1.** The purpose (or mission statement) of the organization shall be to provide a safe outlet of healthy activities and training with supervision in an atmosphere of community participation. This shall be accomplished by teaching the fundamentals of teamwork, fair play, and striving always to do their best; and by implanting firmly in the youth of Brentwood and its neighboring towns the ideals of good sportsmanship, citizenship, and confidence so that they may be finer, stronger, and happier persons. These concepts shall foster professionalism and respect for oneself, teammates, opponents, coaches, officials, spectators, and others. This is a life lesson BYA strives to impart to all of its participants.

**Section 2.** This purpose shall be achieved through various organized and supervised programs bearing in mind that the content of character is primary and the winning of games is secondary, and the molding of future citizens is of prime importance.

**Section 3.** The organization shall encourage all interested youth and adults in the area to participate in instructional academics, organized athletics, and related activities.

**Section 4.** The organization shall develop an appreciation for educational learning, physical fitness, good sportsmanship, and competitive spirit.

**Section 5.** The BYA shall operate as a non-profit, non-commercial, non-sectarian, and non-partisan organization.

## Article IV: Finances

**Section 1.** The Board of Directors shall decide all matters pertaining to the finances of the organization and it shall place each activity's income in respective accounts.

**Section 2.** All disbursement of funds shall occur only for the conduct of the organization.

**Section 3.** The BYA shall not be operated for profit, and all earnings of the organization shall be used exclusively for organizational purposes, and no part of the net income, net earnings or assets of the organization shall inure to the benefit of any member or officer of the organization or any private individual, firm, corporation, or association (except that reasonable compensation may be paid for services rendered to or for the corporation/organization).

**Section 4.** The fiscal year of the organization shall be October 1 to September 30.

**Section 5.** Any member, at any time, shall have the right to view the financial records of the entire organization. The member is to make the request in writing to the treasurer and the president, and the Board must comply immediately.

**Section 6.** All budgets shall be approved by the Board of Directors by a two-thirds vote.

#### Article V: Membership

**Section 1.** The organizational structure shall be composed of board of directors (executives, commissioners, and officers), standing and ad-hoc committees, support staff (coaches, etc.), members (parents), and participants (players: youth and adult).

**Section 2.** Membership shall be open to families who sincerely desire to further BYA's purpose and pledge to uphold its By-Laws and Policies and Procedures.

**Section 3.** Any parent/guardian who has a child/ward that is registered for a BYA activity or a person who participates in a BYA activity like coaching or officiating is a member of the organization.

**Section 4.** Any person who may sponsor a team shall be considered for membership.

**Section 5.** The duration of membership shall last for one year from the date of the last of the last registration form.

**Section 6.** The rights of membership shall include: (a) voting at organizational elections and general membership meetings, (b) holding a Board position, and (c) serving on committees and support staffs.

**Section 7.** All persons qualifying for membership, in accordance with Sections 2 and 3 above, shall have one vote per family member/person of 18 years of age or older with a maximum of two votes per family/household at all elections.

**Section 8.** All members shall be required to sign the Code of Conduct Policy.

**Section 9.** Any membership may be revoked for just cause by two-thirds vote of the Board of Directors when the conduct of such person is considered detrimental to the best interests of the organization. The member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges. However, the member must leave the room when deliberation and voting is conducted.

#### Article VI: Board of Directors/Officers

**Section 1.** The officers on the Board of Directors (also referred to as the BOD or the Board) shall consist of: president, vice president, commissioners, treasurer, financial secretary, corresponding secretary, recording secretary, player agent, and administrative assistants. The number of administrative assistants shall be tantamount to the number of commissioners. Ideally, the total number of Board members shall be an odd/un-even quantity for voting purposes. Every Board of Director shall have a specific function (see Article VIII Section 1).

**Section 2.** The officers shall be elected by membership ballot on the first Saturday in September every two years to serve a term of two years. An officer may be re-elected to serve additional terms. The commissioners of the concession stand and sporting activities are the only Board members who are not elected because they are ratified by two-thirds of the other Board members (see Article IX Section 4).

**Section 3.** A board member cannot hold more than one position.

**Section 4.** The Board shall be responsible for the conduct and management of the Brentwood Youth Activities (BYA), and is authorized to conduct all business of the BYA with the exception of making changes to the By-Laws (see Article XVIII: Amendments). Each Board member shall be a fiduciary (trustee) and act for the good of the organization, and not any individual.

**Section 5.** The BOD shall govern the organization, which means to adhere to the By-Laws, establish policies and procedures, plan long and short term goals, develop objectives, approve budgets and expenditures, solicit contributions, formulate timetables, enlist support staff, etc. These responsibilities are year-round and not only when one's child's sport is in-season.

**Section 6.** The Board shall decide all matters by a majority vote at a duly constituted meeting with each member possessing only one vote, and the president shall vote last to break any possible ties after discussion and deliberation.

**Section 7.** Due to circumstances (time, accessibility, etc.) the president can make an [non-absolute, immediate] executive decision but must inform the entire BOD within 24 hours of such action for post-consultation and/or revocation.

**Section 8.** Each Board member shall receive a \$325 waiver registration fee allotment per year for their child(ren) to participate in BYA activities. This pertains to all children and not each child. This is compensation for the time and efforts exerted on behalf of the organization, and serves as an incentive to have community members volunteer their time and services to manage the organization. If the entire fee is not used, then the balance cannot be rolled-over for the following year.

**Section 9.** Spouses shall not simultaneously serve as members of the Board to avoid the possibility of any intentional or unintentional nepotism or conflicts of interest.

**Section 10.** The BOD shall be insured and indemnified against any action, suit, claim, issue, or proceeding in which the official was a party as the result of serving as an official of the organization and any expenses incurred in connection therewith.

## Article VII: Election of Officers

**Section 1.** An election committee shall be established biannually on August 1 of individuals who shall not be candidates for office.

**Section 2.** An announcement shall be published which lists the description of each office.

**Section 3.** Any member of BYA shall be a candidate for office on the Board of Directors.

**Section 4.** Candidates seeking office shall be nominated at a special meeting held during the first week in August of the same year prior to the September elections. One can nominate oneself or have another do such.

**Section 5.** No member shall nominate more than one candidate per office.

**Section 6.** If a nominee is not present at the nominations, then the Nomination & Election Committee shall contact the nominee to ascertain if one shall accept the nomination. This shall be done at least two-weeks before the election.

**Section 7.** Candidates should submit to the Nomination & Election Committee a written composition or list of qualifications for why one should be elected.

**Section 8.** Candidates seeking the office of president shall be a member and have been either, currently or formerly – prior to the election: (a) a member on a Board, or (b) a commissioner of an activity, or (c) a chair of a committee, or (d) a member on a committee for a minimum of one year.

**Section 9.** If there are no candidates for an elected office, the last occupant of good standing of that office shall be asked to re-occupy the position.

**Section 10.** Voters shall be present at the elections. There shall be one vote per member and not more than two votes per registered family.

**Section 11.** Officers shall be elected by ballot every two years on the first Saturday in September. An elected officer shall serve a term of two years. An officer may be re-elected to serve additional terms, if nominated for another term, and there shall be no limit to the number of terms served.

**Section 12.** At the close of the election the Nomination & Election Committee shall count the votes and announce the new officers before the adjournment of the December general meeting.

**Section 13.** The officer-elects shall assume office October 1, but are urged to meet immediately and as often as possible before the turn of the new calendar year.

**Section 14.** The transition period from after the election to October 1 shall be the time that the outgoing BOD shall update the incoming BOD on any organizational business. All records and property of the organization shall be turned over to the newly elected board during this transition period.

**Section 15.** A financial report shall be presented to the newly-elected Board by September 20.

## Article VIII: Duties of the Board Officers

**Section 1.** A description of each officer's duties, tasks, and assignments are:

*(a) President:*

The president shall be the chief executive officer and principal spokesperson, and one's duties shall include but not be limited to: preside at meetings; address the state-of-the-organization; represent BYA at public events; prepare agendas for meetings; form ad-hoc committees as needed; be an ex-officio member on all committees although attendance at such meetings is not required; co-sign all checks along with the treasurer; investigate complaints that may still exist after the activity director has addressed the concern and submit a report thereupon to the Board as circumstances warrant; vote last to break any possible ties after discussion and deliberation; make [non-absolute] immediate executive decisions due to circumstances (see Article V Section 7); exercise general supervision of the affairs and activities of the organization; and any other duties, tasks, and responsibilities germane to being the president as well as being an official of the organization. Additionally, the president of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis.

*(b) Vice President:*

The vice president shall be the primary-chief operating/administrative officer and one's duties shall include but not be limited to: counsel and assist the president in the performance of his/her duties, tasks, and responsibilities; be an ex-officio member on all committees although attendance at such meetings is not required; act as parliamentarian in the absence of one; assume and perform the role of president in the absence and/or inability of him/her; and any other duties, tasks, and responsibilities germane to being the vice president as well as being an official of the organization. Additionally, the vice president of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis.

*(c) Commissioner(s):*

See Article IX.

*(d) Treasurer:*

The treasurer shall be the primary-chief financial officer and the custodian of all funds and other property of the organization, and one's duties shall include but not be limited to: collect, deposit, and expend funds for the organization; prepare a full and accurate monthly account of books, ledgers, journals, and reports of all financial transactions; submit a written financial report at every BOD and general meeting with available copies upon request; ensure all documentation for income and disbursements are kept in order; disburse all funds by check only; co-sign all checks with the President; balance all accounts on a monthly basis; present written and oral reports at every Board and general meeting; establish on-line banking; file all forms as required by the IRS and state agencies; order an audit of bank transactions, statements, cancelled checks to invoices, etc. completed for the December annual evaluation/general meeting; oversee the concession sales; withdraw and/or disperse monies only after having it deposited first; administer all fund-raising activities; be an ex-officio member on all fund-raising and financial committees although attendance at such meetings is not required; and any other duties, tasks, and responsibilities germane to being the treasurer as well as being an official of the organization. The treasurer shall be bonded. Additionally, the treasurer of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis.

*(e) Financial Secretary:*

The financial secretary shall be the secondary financial officer and one's duties shall include but not be limited to: audit the monthly financial transactions performed by the treasurer; present fiscal activity reports (monthly) to the Board of Directors, (quarterly) to the general membership, and (annually) for the yearly report; be an ex-officio member on all fund-raising and financial committees although attendance at such meetings is not required; assume and perform the role of treasurer in the absence and/or inability of him/her; and any other duties, tasks, and responsibilities germane to being the financial secretary as well as being an official of the organization. Additionally, the financial secretary of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis

*(f) Corresponding Secretary:*

The corresponding secretary shall be the chief communications officer and one's duties shall include but not be limited to: establish a mailing/membership list; draft documents; supervise the website and the newsletter; notify parties of upcoming meetings and events; coordinate public relations; promote the organization; have custody of the corporate seal and see that it is affixed to all documents to be executed on behalf of the organization under its seal; be an ex-officio member on the newsletter and website committees although attendance at such meetings is not required; assume and perform the role of the recording secretary in the absence and/or inability of him/her; and any other duties, tasks, and responsibilities germane to being the corresponding secretary

as well as being an official of the organization. Additionally, the corresponding secretary of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis

*(g) Recording Secretary:*

The recording secretary shall be the chief records officer and the custodian of all files (agendas, minutes, reports, etc), and one's duties shall include but not be limited to: take written attendance at all meetings; record minutes of every meeting and immediately forward them to the BOD within three days of the meeting that was just held [See Appendix D-1]; read the minutes of the prior meeting at the current meeting for official approval/ratification; distribute the minutes upon ratification or after the corrected changes have been reflected in the minutes; maintain a book of minutes, reports, records, etc. pertaining to the organization; establish a data bank/manifest of all members; assume and perform the role of the corresponding secretary in the absence and/or inability of him/her; and any other duties, tasks, and responsibilities germane to being the recording secretary as well as being an official of the organization. Additionally, the recording secretary of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis

*(h) Player Agent:*

The player agent shall be the chief youth officer, who shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis, and one's duties shall include but not be limited to: represent the interest of the players (children); file insurance papers; attend registration sign-ups; safeguard registration copies; produce draft sheets; witness the selection process; determine player eligibility; compose spreadsheets by division and team; collect signed code of conduct policy forms; conduct background checks on all volunteers; organize safety training (CPR, First-Aid, etc.); be an ex-officio member on (all) the competition committees in the role of secretary; and any other duties, tasks, and responsibilities germane to being the player agent as well as being an official of the organization.

*(i) Administrative Assistant(s):*

The administrative assistant(s) shall perform a variety of administrative, clerical, non-administrative, and non-clerical duties necessary for the organization to operate efficiently and effectively, e.g., aiding activity directors/commissioners, registration clerk, special events producer, concession operator, fund-raising organizer, groundskeeping landscaper, maintenance custodian, etc.; and any other duties, tasks, and responsibilities germane to being an administrative assistant as well as being an official of the organization. Additionally, the administrative assistant(s) of the organization shall not be a coach of any team to avoid the possibility of any intentional or unintentional nepotism, cronyism, or conflicts of interest; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis. *Note:* The number of administrative assistants shall be tantamount to the number of commissioners.

**Section 2.** All board officers described above shall maintain records for inspection on a quarterly (90 day) basis. Failure to maintain and provide records may result in the board officer's removal as provided by the rules herein.

## Article IX: Commissioners

**Section 1.** The commissioner is a member of the Board of Directors (since important dialogue about the sport/activity can occur at anytime of the year and to delay the issue to coordinate a scheduling for the commissioner's appearance could be crucial time lost).

**Section 2.** The commissioner of concessions shall manage a staff of individuals who act as servers, cashiers, etc. during the baseball/softball and football/cheerleading seasons and during any other events occurring at the BYA facility. The concession staff shall demonstrate an entrepreneurship in operating the retail store for refreshments and souvenirs by devising plans to improve the economics of the activity and organization. The concession commissioner is also responsible for paying the game officials their stipends after working their games.

**Section 3.** The commissioner of a sport shall not coach in the sport in which one supervises; however, if necessity, not personal preference, dictates that a temporary exception needs to be made to this coaching restriction, e.g., having a shortage of coaches, then the BOD shall vote on each case on a one-by-one basis, and one's assignment shall include but not be limited to: discuss with the Board all aspects of the program; direct the operation of the activity; chair the competition committee; enforce all policies and procedures; appoint and dismiss coaches and other personnel; immediately notify the board of any appointment or dismissal; promote enrollment; coordinate registration; suggest fee amounts; consider waivers and refunds; supervise draft/tryouts and player

distribution of non-competitive divisions, e.g., the 5-6's; order uniforms; sponsor clinics; devise schedules; publish standings; organize trophy presentation; inspect equipment safety; submit an inventory; calculate a budget; assess prior season status and present a proposal for the next season; resolve disputes; represent BYA in meetings regarding the sport; abide by the rules of any affiliated league; and any other duties, tasks, and responsibilities germane to being the commissioner as well as being an official of the organization.

**Section 4.** Each commissioner shall serve an indefinite term to foster continuity and stability within the programs between newly-elected Boards. The appointment and dismissal of the commissioner is made by two-thirds vote of the other Board members.

**Section 5.** Each commissioner shall directly confer with one's fellow members of the BOD before and after one's season about budget, operation, etc.

**Section 6.** Each commissioner shall be insured and indemnified against any action, suit, claim, issue, or proceeding in which the official was a party as the result of servicing the organization as an official of the organization and any expenses incurred in connection therewith.

**Section 7.** A list of the commissioners includes but is not limited to:

(a) *Baseball & Softball Commissioner:*

The baseball and softball commissioner shall, but not be limited to, govern the operation of the in-house/local Little League season, keep track of any equipment used for in-house and travel ball as necessary, and monitor the use of the BYA Fields for the Williamsport Tournament and travel baseball & softball games.

(b) *Basketball Commissioner:*

The basketball commissioner shall, but not be limited to, manage the in-house program, keep track of any equipment used for in-house and travel ball as necessary, and coordinate gymnasium time and equipment use for the travel and tournament participation.

(c) *Bowling Commissioner:*

The bowling commissioner shall, but not be limited to, coordinate the affairs of the season.

(d) *Concessions Commissioner:*

The concession stand commissioner shall, but not be limited to, operation of the retail store for refreshments and souvenirs during the baseball/softball and football/cheerleading season and any other events in session at the BYA facility.

(e) *Education Commissioner:*

The education commissioner shall, but not be limited to, guide the instruction provided for the academic lessons for the students coming during weeknights and/or weekends.

(f) *Football & Cheerleading Commissioner:*

The football and cheerleading commissioner shall, but not be limited to, organize the outdoor campaign (NSFL, PAL, etc), and keep track of any equipment used for the indoor/arena football.

(g) *Lacrosse Commissioner:*

The lacrosse commissioner shall, but not be limited to, oversee the process of running the activity with affiliation of SCYLL.

(h) *Soccer Commissioner:*

The soccer commissioner shall, but not be limited to, direct the management of the sport.

(i) *Volleyball Commissioner:*

The volleyball commissioner shall, but not be limited to, supervise the participation of the tournament in conjunction with the NSVL.

(j) *Wrestling Commissioner:*

The wrestling commissioner shall, but not be limited to, coordinate the affairs of the season.

## Article X: Committees

**Section 1.** All committee chairpersons are to be appointed by the president, who shall define the scope of the committee.

**Section 2.** Members of the committees shall be appointed from the general membership by the committee chairperson.

**Section 3.** Chairs of all committees shall submit a written report to the Board regarding event planning three weeks prior to the event and two weeks after the event for post-assessment.

**Section 4.** All committee correspondence going outside of the BYA shall go through the corresponding secretary, and all fiscal matters shall be approved by the treasurer.

**Section 5.** The standing committees include but are not limited to:

(a) *Education Committee:* shall be comprised of the education commissioner (chair) and other individuals who can provide instruction for an academic after-school tutoring program.

(b) *Fund-raising/Events Committee:* shall be comprised of an organizer (chair) and other individuals coordinating efforts to raise monies for the organization, all programs, team sponsorships, etc. The committee shall determine how much funding is required, and how soon it is needed. The committee shall also take-up authorized collections at games and other events and immediately turns over said collections to the treasurer. The treasurer and financial secretary shall be ex-officio members on the committee although attendance at such meetings is not required.

(c) *Maintenance Committee:* shall be comprised of the custodian (chair) and other individuals who research and recommend available and suitable sites and plans for development; supervise the performance of approved projects; be responsible for repairs and structure-improvement other than normal maintenance and landscaping such as the care of the playing fields, buildings, and grounds. The parliamentarian shall be an ex-officio member on the committee although attendance at such meetings is not required.

(d) *Newsletter Committee:* shall be comprised of an editor (chair) and other individuals who edit and publish submissions for a periodical publication. The corresponding secretary shall be an ex-officio member on the committee.

(e) *Nomination & Election Committee:* shall be composed every two-years of an election supervisor (chair) and other individuals who are not candidates for office to monitor the nomination process, the candidate qualifications, the voting procedure, the tallying of votes, the transition period, and anything else pertaining the election proceedings.

(f) *Sport Competition Committees:* shall examine the game and make recommendations associated with, but not be limited to: competition, officiating, rules interpretation, equipment regulations, scheduling, start times, etc. The competition committee shall be comprised of the commissioner (chair), the player agent (secretary), a monitor for each age/gender group (division coordinators), and the supervising game official (umpire, referee, etc) in addition to any other individuals that may be pertinent to the program, e.g., deputy commissioner or head groundskeeper. For most sports the 5-6 age grouping is usually co-ed, whereas, the older divisions are gender-separated and basically a two-year grouping: 7-8, 9-10, etc. The girls and older boys occasionally are a three-year grouping, if necessary, e.g., 7-9, 10-12, or 13-15.

- Baseball & Softball Committee
- Basketball Committee
- Bowling Committee
- Football & Cheerleading Committee
- Lacrosse Committee
- Soccer Committee
- Volleyball Committee
- Wrestling Committee

(h) *Website Committee:* shall be comprised of a webmaster (chair) and other individuals who have the technology and skill to manage the URL. The corresponding secretary shall be an ex-officio member on the committee.

## **Article XI: Meetings**

**Section 1.** All meetings shall be conducted on four principles: (a) courtesy and justice to all, (b) consider one thing at a time, (c) the minority must be heard, and (d) the majority must prevail.

**Section 2.** The General Membership shall meet quarterly in March, June, and September, and December of every year. There shall be minimum of four General Membership meetings annually.

**Section 3.** The Board shall meet at least once a month and at any other times deemed necessary.

**Section 4.** The annual organizational meeting shall be every September general membership meeting, in which annual reports are submitted by officers, commissioners, committee chairs, and others. The treasurer shall submit a written financial report at the annual meeting.

**Section 5.** Alternating years (i.e., on bi-annual election years) during the second week of August shall be scheduled for nominations and elections.

**Section 6.** Special meetings (general and Board) shall be called within five days of the announcement by the president or vice president, or three other Board members, or seven individuals of the general membership upon written notice to the Board. Such special meetings shall transact only such business as specified in the written notice.

**Section 7.** Any member may request to be heard at a Board meeting as long as one states the reason(s) in writing to the corresponding secretary and the president at least five days prior to the Board meeting.

**Section 8.** At anytime 20% of the membership may petition in writing to BOTH the corresponding and recording secretaries. The petition shall address the concern, and the BOD shall immediately schedule a special (Board and/or general) meeting to address the concern within 10 days.

**Section 9.** The corresponding secretary shall notify all concerned parties of any meetings at least three days prior.

**Section 10.** Written notices of meetings shall be sent via regular mail or electronic means, including but not limited to e-mail and text messages, and shall have the same force and effect of written notices if sent according to the rules for written notices.

**Section 11.** Committees shall meet as often as deemed necessary.

#### Articles XII: Quorums

**Section 1.** Quorums shall be for the purposes of transacting business, and the tallying of possible votes on agenda items, although meetings for general discussion can still be conducted with fewer than the quorum so as to not have absenteeism impede the progress of the organization.

**Section 2.** One-half of the Board shall constitute a quorum for the Board meetings.

**Section 3.** A quorum of the BOD and 25 members shall constitute a quorum for the general meetings.

**Section 4.** A simple-majority shall constitute a quorum for the committee meetings.

#### Article XIII: Order of Business

**Section 1.** The order of business at all meetings shall be as follows:

- a) president's call to order
- b) roll call/circulation of attendance sheet
- c) secretary's reading, and board's approval, of the previous meeting's minutes
- d) treasurer's report and approval
- e) *if needed*, reports from: commissioners, committee chairs, and others
- f) unfinished business
- g) new business
- h) announcements
- i) adjournment

**Section 2.** The president, or presiding officer, shall have the right to modify the order of business at any meeting to the extent necessary to accomplish the purposes thereof.

#### Article XIV: Activities

**Section 1.** The basic activities shall be baseball, basketball, bowling, cheerleading, football, lacrosse, soccer, softball, volleyball, and wrestling (athletics), concessions (economics), and educational tutoring (academics).

**Section 2.** Each activity shall have a commissioner. Some activities shall have the same commissioner to generate cohesiveness and unification, e.g., baseball and softball / football and cheerleading could be separate.

**Section 3.** All activity purchases shall be made only with the approval of the Board.

**Section 4.** Each activity registration shall be paid by check or money order payable to BYA. Cash will not be accepted. The memo section of the check or money order shall include the full name of the child(ren)/player(s) being registered and a home phone number. There will be an additional \$30 fee for any checks that are returned for insufficient funds. Re-payment for a check that does not clear must be made in the form of a money order and must include the additional \$30 fee before the child will be allowed to participate in any practices or games.

**Section 5.** There shall be no full refunds returned once the regular season of games has started. However, there can be prorated refunds prior to the regular season of games. A full refund can be returned until/before uniforms are ordered (due to personal sizes: once the withdrawn child's uniform is ordered there is no certainty that another child will be able to fit it), but thereafter, only 25% of the registration fee can be refunded even if the regular season of games has not started.

#### Article XV: Removal

**Section 1.** Any member of the Board shall be removed for just cause by two-thirds vote of the Board when the conduct of such person is considered detrimental to the best interests of the organization.

**Section 2.** A Board member may be removed for conduct unbecoming an official of the organization as well as, but not limited to, neglect of one's duties, e.g., poor attendance at meetings.

**Section 3.** The Board member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

**Section 4.** The Board member must leave the room when deliberation and voting is conducted only after one has had the opportunity to refute any and all charges.

#### Article XVI: Resignation

**Section 1.** Any member of the Board may resign by submitting a written notice to the Board. Such resignation shall be effective two weeks thereafter.

**Section 2.** During the two-week period the departing official shall update the in-coming official on all matters.

**Section 3.** The BOD shall immediately canvas candidates to fill the vacant post.

**Section 4.** The erstwhile commissioner, or other Board member, shall suggest to the BOD one's thoughts as to who may be a viable successor.

**Section 5.** Any member of a committee may resign by informing the chair of the committee by written or verbal notice. Such resignation shall be effective five days thereafter.

#### Article XVII: Vacancies

**Section 1.** If a vacancy is caused by death, resignation, removal, disqualification, inability to perform, or any other reason that should occur, at a time of more than four months prior to the expiration of the term of office, then a special election shall be held at the earliest possible date to elect a successor. Until a successor is elected, the President shall have authorization to make a temporary appointment to fill the vacancy.

**Section 2.** If a vacancy should occur at a time of less than four months prior to the expiration of the term of office, then the President shall have authorization to make a temporary appointment to fill the vacancy. Such appointment shall serve until the next biannual election.

**Section 3.** If a vacancy exists for the office of president, then the vice president shall assume and perform the role of president without the need of a special election for the presidency.

**Section 4.** If a vacancy exist for any of the following offices: vice president, treasurer, financial secretary, corresponding secretary, recording secretary, player agent, and administrative assistant(s), then a special election shall be held as they exist.

**Section 5.** There shall be no special election for the president since the vice president automatically acts in the aforementioned's absence, unless the vice president declines the role of president at which time a special election for the office of president shall be held.

**Section 6.** There shall be no special election for the offices of commissioner(s) by the general membership in order to foster continuity and stability within the programs between newly-elected boards every two years. A special election for any commissioner shall be conducted by two-thirds vote of the other Board members.

**Section 7.** If, at the time of nominations and elections, there are no candidates elected to an office, then the newly-elected president shall appoint a member to fill the vacancy for a full two-year term.

#### Article XVIII: Amendments

**Section 1.** Any proposed amendments to these By-Laws shall be submitted in writing by a member at, or before a general meeting.

**Section 2.** The proposed amendment shall include the "current" Article and/or Section in question as well as the "revised" version, and shall state all the reasons why the proposed amendment should be ratified.

**Section 3.** Such amendment must be signed by three members before being submitted to the general membership, and shall be read at the meeting by the Recording Secretary who shall send a copy of the proposed amendment to all members at least 20 days before the next general meeting. After such notice, it shall be discussed and voted upon by the members present at the meeting.

**Section 4.** The By-Laws shall not be amended, altered, or repealed unless adopted by two-thirds vote of the members present at the meeting.

#### Article XIX: Dissolution

**Section 1.** The organization shall be dissolved with a petition signed by two-thirds of all registered members in good financial standing.

**Section 2.** Notice of a vote to dissolve the organization shall be given to the general membership on less than six months before the vote is taken.

**Section 3.** Upon the dissolution of the organization, after paying or making provisions for payment of all liabilities and expenses, dispose of all the assets in a manner appropriate to that purpose and/or to such organization(s) deemed devoted to the same purpose (as stated in Article II) of the Brentwood Youth Activities, Incorporated in such a manner as in the judgment of a Justice of the Supreme Court of the State of New York.

## BYA Administrative Calendar

### **JANUARY**

*Week 1:* - Board meeting

*Week 2:* - Baseball registration opens/raffle  
- BYA Basketball (In-House) season starts

*Week 3:* - newsletter published & website updated  
- Board meeting

*Week 4:* - Football trophy dinner

### **FEBRUARY**

*Week 1:* - Board meeting  
- Baseball draft (first week)

*Week 2:* - B-ball photo day  
- apply permits for Baseball practices

*Week 3:* - Board meeting  
- place baseball order

*Week 4:* - newsletter published & website updated

### **MARCH**

*Week 1:* - Board meeting

*Week 2:* - Baseball practices  
- B-ball All-Star Games

*Week 3:* - General Membership meeting  
- B-ball Champ Sat / trophies / Coaches Game

*Week 4:* - newsletter published & website updated

— baseball clean up of fields

—

### **APRIL**

*Week 1:* - Board meeting  
- Co-ed Spring B-Ball registration opens

*Week 2:* - BYA Baseball (Little League) starts

*Week 3:* - newsletter published & website updated  
- Board meeting

*Week 4:* - Co-ed Spring B-Ball starts

### **MAY**

*Week 1:* - Board meeting  
- Baseball photo day

*Week 2:* - Spring Flea Market/Garage Sale

*Week 3:* - newsletter published & website updated  
- Board meeting

*Week 4:* - Spring Dinner Dance

### **JUNE**

*Week 1:* - Board meeting

*Week 2:* - Football registration opens/raffle  
- newsletter published & website updated

*Week 3:* - General Membership meeting  
- Baseball Championship Saturday

*Week 4:* - Baseball All-Star Games/Festivities  
& Trophy presentations

***dates needed for Volleyball, Bowling, Lacrosse, Soccer, and Wrestling***

### **JULY**

*Week 1:* - Board meeting

*Week 2:*

*Week 3:* - newsletter published & website updated  
- Board meeting

*Week 4:* - place football order

### **AUGUST**

*Week 1:* - Nominations/Special mtg (ev 2 yrs)  
- Football practices

*Week 2:*

*Week 3:* - Board meeting  
- newsletter published & website updated

*Week 4:*

### **SEPTEMBER**

*Week 1:* - Board meeting  
- BYA Football (NSFL) season starts

*Week 2:* - Ann. Eval / (ev 2 yr Elections)

*Week 3:* - Gen Mtg  
- newsletter published & website updated

*Week 4:*

### **OCTOBER**

*Week 1:* - New Board takes office (ev 2 yrs)  
- obtain school permits for B-ball

*Week 2:* - Football photo day & - Fall Flea Market  
- Rec Ctr annual rental is due

*Week 3:* - Bd mtg / newsletter / Haunted House  
- Parents vs. Coaches Game

*Week 4:* - Basketball registration opens/raffle  
- Election Committee formed (ev 2 yrs)

### **NOVEMBER**

*Week 1:* - Board meeting & prepare f-ball award dinner  
- Turkey Bowl

*Week 2:* - Fall Dinner Dance

*Week 3:* - Bd mtg / newsletter pub & website upd  
- football championships

*Week 4:* - Basketball draft

### **DECEMBER**

*Week 1:* - Board meeting

*Week 2:* - Gen mtg  
- Basketball practices & place b-ball order

*Week 3:* - newsletter published & website updated

*Week 4:*

# BYA Administration

35 Third Avenue . PO Box 189 . Brentwood NY 11717 . tel 631 273 4667 . fax 631 273 4227 . www.goby.org

## Board of Directors

<u>Name</u>	<u>Office</u>	<u>E-mail</u>	<u>Tel</u>
Michael Jahkhah	President	<a href="mailto:mjahkhah@pcrichard.com">mjahkhah@pcrichard.com</a>	631 872 9470
David Cannon	Vice President	<a href="mailto:cannon_dk@hotmail.com">cannon_dk@hotmail.com</a>	516 382 7046
Keith Allison	Commissioner of Basketball	<a href="mailto:ucyimd1@optonline.net">ucyimd1@optonline.net</a>	631 445 3042
Muhammad Small	Commissioner of Baseball	<a href="mailto:msmall@courts.state.ny.us">msmall@courts.state.ny.us</a>	917 821 8514
Michael Perci	Commissioner of Concessions	n/a	631 987 3618
Frank Pecoraro	Commissioner of Football	<a href="mailto:fpecorar@travelers.com">fpecorar@travelers.com</a>	516 987 5901
David Otero	Commissioner of Volleyball	<a href="mailto:oteromeister@optonline.net">oteromeister@optonline.net</a>	631 220 8576
James Petrone	Commissioner of Wrestling	n/a	631 433 9997
Gary Monge	Treasurer	<a href="mailto:defsquadgary@aim.com">defsquadgary@aim.com</a>	631 747 5945
Edeliz Sotomayor	Financial Secretary	<a href="mailto:nys1love@aol.com">nys1love@aol.com</a>	631 645 1126
Annette Bernard	Corresponding Secretary	<a href="mailto:annette@cccinfo.org">annette@cccinfo.org</a>	917 418 7170
Michael Reuter	Recording Secretary	<a href="mailto:michelleinheaven@aol.com">michelleinheaven@aol.com</a>	631 724 7878
D. Tim Parker	Player Agent	<a href="mailto:dwparker@optonline.net">dwparker@optonline.net</a>	631 355 6216
Xavier Haynes	Administrative Assistant	<a href="mailto:24xman@optonline.net">24xman@optonline.net</a>	631 974 5554
Tina Palone	Administrative Assistant	<a href="mailto:pyt143@optonline.net">pyt143@optonline.net</a>	631 220 0490
Eric Perdomo	Administrative Assistant	<a href="mailto:prestigeac@verizon.net">prestigeac@verizon.net</a>	631 839 5409

## Competition Committees

### Basketball

Keith Allison, *chair*  
 Karen Milliner, *deputy*  
 John Reyes, *referees*  
 Penny Maybanks, *dribbler*  
 Joan Maybanks, *jr varsity*  
 Claude Ellis, *arsity*  
 Sydney Barrington, *ncaa*  
 Andre Smith, *nba*  
 Donzel Cleare, *olympian*  
 Paula Jones, *w-ncaa*  
 John Reub, *w-nba*  
 James Gilliard, *w-olympian*  
 Kenny Jordan, *adult b-ball*  
 n/a

**officials**  
**5-6 kids**  
**7-8 boys**  
**9-10 boys**  
**11-12 boys**  
**13-14 boys**  
**15-16 boys**  
**7-9 girls**  
**10-12 girls**  
**13-16 girls**  
**adults**  
**courts**

### Hoop Hours

Registration: Oct-Nov  
 Draft: Dec  
 Practices: Dec  
 BYA Season: Jan-Mar  
 [Travel: All Year]

### Baseball & Softball

Muhammad Small, *chair*  
 Shani Iodice, *deputy*  
 Ramon Martinez, *umpires*  
 Ricardo Melendez, *tee-ball*  
 Carmelo Gonzalez, *bb rookie*  
 Michael Neal, *bb minor*  
 Jerry Morales, *bb major*  
 Kail McLean, *bb junior*  
 Rich Gonzalez, *bb senior*  
 Joseph Otero, *sb minor*  
 Janette Zayas-Casas, *sb major*  
 Brenda Rivera, *sb junior*  
 George Felix, *adult sb*  
 DJ DeJesus, *groundskpg*

**officials**  
**5-6 kids**  
**7-8 boys**  
**9-10 boys**  
**11-12 boys**  
**13-14 boys**  
**15-16 boys**  
**7-9 girls**  
**10-12 girls**  
**13-16 girls**  
**adults**  
**fields**

### Diamond Dates

Registration: Jan-Feb  
 Draft: Feb  
 Spring Training: Mar  
 LL Season: Apr-Jun  
 [W'port & Travel: Jul-Nov]

### Football & Cheerleading

Frank Pecoraro, *chair*  
 David Alicea, *deputy*  
 Willie Crespo, *rules*  
 Larry Clark, *peanut*  
 Rich Gleason, *pee wee*  
 Brian Sherrard, *midget*  
 Chris Mooney, *pony*  
 Kirk Newsome, *senior*  
 n/a  
 Juliette Hackett, *boosters*  
 Antoinette Smith, *twirlers*  
 Alexis Rodgers, *cheerleaders*  
 Jerome Brooks II, *pvc game*  
 Jerome Brooks I, *equipment*

### Pigskin Periods

Registration: Jun-Jul  
 Mini-Camp: Aug  
 Scrimmages: Aug  
 NSFL Season: Sep-Nov  
 [Arena Season: Dec-Jan]

## Support Staff

<u>Name</u>	<u>Chairperson</u>	<u>E-mail</u>	<u>Tel</u>
Artese Davis	Fund-raising Organizer	<a href="mailto:gorgeousnblu@yahoo.com">gorgeousnblu@yahoo.com</a>	631 664 2439
Joseph Feliccia	URL Webmaster	<a href="mailto:bya@goby.org">bya@goby.org</a>	631 645 8941
Gus T. Wrighton	Newsletter Editor	<a href="mailto:gustwrighton@yahoo.com">gustwrighton@yahoo.com</a>	347 251 7792
Darren Hayes	Education Tutor	<a href="mailto:sgarden@hotmail.com">sgarden@hotmail.com</a>	917 437 1373
Victoria DeJesus	Election Supervisor	<a href="mailto:devickey@optonline.net">devickey@optonline.net</a>	631 291 8394

## AGENDA

BYA Board or General Meeting  
35 Third Avenue, Brentwood NY 11717  
Sunday, January 1, 3000 at 5:00am

- I. Call to Order & Opening Address .....(by President : 10 min)  
Attendance Sheet Circulation / Roll Call (1 min)
- II. Reading & approval of previous meeting's minutes .....(by Recording Secretary : 7 min)
- III. Financial Report .....(by Treasurer : 7 min)
  - A. Operating Expenses
    - 1. Expenditures since last meeting
  - B. Baseball & Softball account
    - 1. Expenditures since last meeting
- IV. Committee / Activity Reports .....(by Chairpersons / Commissioners : 25 min TOTAL)
  - A. Fund-raising
  - B. Education
  - C. Football & Cheerleading
- V. Unfinished Business (20 min)
- VI. New Business (15 min)
- VII. Announcements (7 min)
- VIII. Adjournment (1 min)

## MOVING THE AGENDA

**Call to Order:** "The meeting will please come to order."

**Introduction of Visitors:** (if applicable) . . . "I will now introduce our visitors."

**Roll Call:** "Will the secretary please take the roll?" Secretary either audibly calls the roll or simply checks roll from a sign-in attendance sheet.

**President's Address:** The presiding officer delivers some opening statements.

**Call for Minutes:** "The secretary will now read the minutes of the last meeting."  
Secretary reads minutes.

**Approval of Minutes:** "Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read." If corrections are verbally submitted, the secretary makes note of it/them, and the presiding officer says: "The minutes stand approved – as corrected."

**Financial Report:** "We will now have the financial report. Will the treasurer/financial secretary please report?"

**Committee Reports:** "We will now have the committee reports. Will the chairperson of the \_\_\_\_\_ committee please report?" (Pause for report, then request other reports.)

**Old Business:** "Is there any old business that needs to be discussed?" (Recognize members who have business to discuss and guide meeting in discussing and making a decision.)  
"Is there any further old business?"

**New Business:** "Is there any new business to be discussed?" (Allow time for discussion and voting if necessary.)  
"Is there any further new business?"

**Announcements:** "Are there any announcements?" (Members may have announcements.)

**Close Meeting:** Our next meeting will be [date] at [place].  
"Is there a motion that we adjourn?" (Handle motion: made & seconded.) "The meeting is adjourned."

## FORMAT of MINUTES

Reading of the minutes (**highlights**) of the previous meeting by the Recording Secretary.

Minutes should contain what is "DONE" and not what is "SAID" – except for the highlights of the opening address by the presiding officer.

Personal opinions of praise or criticism should not be recorded.

Minutes should be written in the third person; and in formal language – the use of surnames w/ given names the first time an individual is mentioned and only the surname anytime thereafter.

The minutes should be signed the recording secretary:  
"Respectfully submitted" with signature and date

Copy is submitted for file for any member of the organization to view.

*The **heading** of the minutes should include:*

Name of organization,  
Type of meeting  
Day, date, time, and place of meeting

*The **introduction** of the minutes should include:*

All who were scheduled to appear and present  
All who were scheduled to appear yet absent  
All invited guests from within the organization  
All invited guests from outside the organization

*The **body** of the minutes should include:*

The call to order and **actual** start time  
The reading of the previous meetings minutes and if they were approved, or approved as corrected, or if the reading was dispensed with  
The highlights of all reports and who submitted the reports  
The highlights of all old/unfinished business, new business, and announcements

*The **closing** of the minutes should include:*

The day, date, time, and place of the NEXT meeting  
The **actual** time the meeting concluded.

The language of the minutes should include:

All main motions, whether adopted or lost  
Names of movant (person making the motion), the name of the seconder need not be recorded  
When a count has been ordered, or where the vote is by ballot or roll call or division of the room, the number of votes on each side should be recorded: "yea" or "aye", "nay", and "abstain"

## MINUTES

BYA Board or General Meeting  
35 Third Avenue, Brentwood NY 11717

**Sunday, January 1, 3000 at 5:00am**

*recorded by Jane Hancock, Recording Secretary*

**Present:** *(names & titles)*

John Q. Public, President  
John Adams, Vice President  
Alexander Hamilton, Treasurer

Jane Hancock, Recording Secretary  
Oprah Winfrey, Financial Secretary  
Microsoft Word, Corresponding Sec'y

Gary Bateman, Hockey Commissioner  
Donald T. Regan, Administrative Asst  
Preterit Past, Historian

**Absent:** *(names & titles)*

Alfred Pennyworth, Admin Asst

Scott Boras, Player Agent

**Domestic Guests:** *(names & titles)*

Spider-Man, Internet Webmaster

Mr. & Mrs. Smith

Bob Everyday

**Invited Guests:** *(names & titles)*

Athletic Director of Local High

Town of Islip Supervisor

Provost of State U

*(some or all of the below items can be temporarily waived so as not to discuss in front of any guests to whom should not be privy to the discussions. Then after the guest's departure the reports can be given)*

- I. The meeting was **called to order** at (actual start time) by (president); and conveyed in the **opening address** (the highlights).
- II. The **reading of the minutes** from Dec 15, 2999 Board / General Meeting were read and approved ... or approved as corrected ... or the reading was dispensed with.
- III. **Financial Report** was submitted by (treasurer / financial sec'y)
  - A. General Operating Expenses account after stated expenditures since last mtg...
  - B. Basketball account after stated expenditures since last mtg...
  - C. Football account after stated expenditures since last mtg....
  - D. Baseball account after stated expenditures since last mtg...
  - E. Petty cash after stated expenditures since last mtg...

*(The current balance of each account, all recent itemized expenditures and to whom, and the amounts of all outstanding bills should be given in reports.)*

- IV. **Committee / Activity Reports**
  - A. Fund-raising was submitted by Money Maker, chairperson, ...
  - B. Website was submitted by Spider-Man, webmaster, ... or ... Microsoft Word, corresponding sec'y...
  - C. Football was submitted by Roger Goodell, commissioner, ...
- V. **Unfinished Business**  
*.....(from previous meeting of the same type: Board or General)*
- VI. **New Business**  
James W. Educator, the Provost of State U, ...
- VII. **Announcements**  
John Doe relates that ...
- VII. **Adjournment**  
Date set for next meeting. Meeting called to a close at (actual end time) by (president).

X \_\_\_\_\_  
Recording Secretary



## MAKING A MOTION

*There are several steps in making and carrying a motion:*

1. The member addresses the president. "Mister (or Madame) President."
2. The president recognizes the member. "Yes, (member's name)."
3. The member makes the motion. "I move that we ..."
4. The motion is seconded by another member. "I second the motion."
5. The president states the motion. "The motion has been made and seconded that ..."
6. The president calls for discussion. "Is there any discussion?"
7. The president takes a vote on the motion. "After discussion (or no discussion), all those in favor of..." "all those opposed ..." "all those who abstain ..." or the president tables the motion (postponing it) during step 6 and before step 7.
8. The president announces the result of the vote. "The motion to \_\_\_\_\_ passed/carried (or failed/lost).

## AMENDING A MOTION

A motion may be amended if someone sees a change or addition that will make the proposal better for the organization. You will think of changes that need to be made as the organization discusses the motion.

Make amendments after motions have been made and seconded and the discussion has shown changes that need to be made. *Follow these five steps:*

1. Rise and address the president.
2. The president recognizes the member by name.
3. The member states the proposed amendment by saying, "I move to amend the motion by adding \_\_\_\_\_." (Your motion might be to amend by striking out and adding or by substituting a word or sentence in a motion.)
4. Second the motion to amend.
5. The president calls for discussion by saying, "It has been moved and seconded that the words \_\_\_\_\_ be added to the motion. Is there any discussion on the proposed amendment?"

If the amendment carries, the president shall state the motion as it is amended, and the organization proceeds to discuss and vote on that motion.

If the amendment does not carry, the president takes up the original motion, completes the discussion, and takes the vote. A motion may be amended only one time.

## TERMINOLOGIES

**Motion** - an official statement or proposal for members to vote on.

**Second** - another person wants the organization to vote on the motion. Motions die if they do not get a second.

**Amend** - an adjustment in the wording of a motion.

**Un-debatable** - no discussion is allowed.

**Majority Vote** - one person more than half of the members present. Eleven is a majority in a club of 20 members.

**Two-Thirds Vote** - two-thirds or more of the members' vote. If there are 30 members, then 20 must agree for the motion to pass.

**The Floor** - the membership

**Obtains the Floor** - gets permission from the president to speak.

**Nomination** - the official suggestion of a specific person for an office.

**Acclamation** - only one person is nominated for a specific office. The organization votes to accept that person as the officer.