

CONSTITUTION OF BRENTWOOD YOUTH ACTIVITIES INC.

Revised August 1996

ARTICLE 1 - NAME

This organization shall be known as the Brentwood Youth Activities, Inc.

ARTICLE 2 - OBJECTIVES

To provide an outlet of healthy activities and training under leadership in an atmosphere of community participation. The purpose being to teach the youth the fundamentals of teamwork, fair play and striving always to do their best.

ARTICLE 3 - FISCAL YEAR

The fiscal year of BYA will be from October - September. All equipment, books, etc, will be turned over to the new board 15 days after the election. The old and new board will work together for a smooth transition.

ARTICLE 4 - THE MEMBERSHIP REQUIREMENT - MEMBER IN GOOD STANDING.

BYA is strictly a voluntary organization. General members, the board and or officers, shall not receive any % of the sponsor donation monies.

All fees shall be determined by the board of directors.

A parent or guardian who registers a child for an activity and pays the fee, must actively participate as indicated on the registration form.

All BYA activities shall be paid for by cash, certified check, personal check or money order.

Members caught soliciting BYA players for an outside team will be considered a member not in good standing and will not be permitted to coach, manage, etc. a team for BYA for 2 years. This member also loses their right to vote for 2 years.

To maintain the integrity of the organization, fliers, letters and negative literature and propoganda will not be allowed at any function. This will also constitute a member not in good standing.

Any general member or board of director choosing to use obscenities in the clubhouse or on the fields, etc. Shall be considered a member not in good standing.

If the above requirements are not adhered to, the member will no longer be considered a member in good standing. A detailed description of participation will be provided at our general meetings.

ARTICLE 5 - OFFICERS

The officers of the Brentwood youth activities shall consist of: president, vice president, recording secretary, corresponding secretary, treasurer and player agent.

Officers of the BYA will be elected for a one year term and are eligible for a re-election the following year if nominated.

Nominations will be held in the 1st week of October and elections will be held in the 4th week of October.

ARTICLE 6 - BOARD OF DIRECTORS

The board of directors shall consist of 11 member, the 6 officers and 5 additional members of BYA. Each of whom shall have one vote and be elected for a term of one year.

In the best interest of the organization, no member of the board of directors will be permitted to manager a team or run for commissioner while in office.

If any position on the board is vacated, the remaining board members shall fill the vacancy by a majority vote of the board of directors. The vacancy must be filled within one month.

The appointed member shall serve the remainder of the term with all the rights and responsibilities of a regular elected board of director.

ARTICLE 7 - MEMBERSHIP AND BOARD OF DIRECTORS MEETINGS

The organization shall hold a minimum of 4 general membership meetings annually. Board of directors meetings will be held monthly, dates and places will be determined by the board.

ARTICLE 8 - FINANCIAL POLICY

The board of directors shall decide all matters pertaining to the finances of the organization and it shall place all income in a common treasury. Directing the expenditure of the same in such a manner as will give no single activity an advantage over the others. All earnings shall exclusively be used for organizational purposes and not be a part of net income, net earnings or assets of the organization shall insure to benefit or profit of any private individual, firm corporation or association. This organization shall not be operated for profit. Upon dissolution of the organization, the board of directors shall after paying or making provision for the payment of all liabilities of the organization, dispose of all the assets exclusively for charitable and educational purposes, as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the internal revenue code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law) as the board of directors shall determine and as approved by a justice of supreme court, and of such assets not so disposed of, shall be disposed of by the court having jurisdiction thereof in the county in which the organization located, exclusively for such purposes or to such organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 9 - POLICY

The Brentwood Youth Activities, Inc. shall abide by all rules and regulations set forth by the national headquarters of Little League Baseball and of any organization duly constituted in which the Brentwood Youth Activities Inc. Participates.

ARTICLE 10 - LEGISLATIVE CLAUSE

Nothing contained in the enabling documents shall authorize the organization to carry on propoganda or otherwise attempt to influence legislation, or to participate in, or intervene in (including the publishing or distribution of statements) a political campaign on behalf of any candidate for public office.

ARTICLE 11 - BYLAWS

There shall be bylaws to this constitution to provide for the implementation of the body of this constitution.

ARTICLE 12 - AMENDMENTS

An amendment of this constitution must be introduced by a written petition of at least 25% of the members and be presented to the secretary who in turn shall present it to the board of directors for action. The board of directors with recommendations shall present it at the next meeting of the general membership.

ARTICLE 1 - MEMBERSHIP MEETINGS AND BOARD MEETINGS

The time and place of the general membership meetings will be established by the board of directors and mailed at least 10 days prior to the meeting.

The annual meeting shall be held in the month of September, and shall include a detailed financial report in writing, copies of which shall be available to the membership at the time of meeting.

At the March meeting there shall be a report of the financial condition and the status of all activities.

Two meetings in October shall be for the purpose of nominations and elections of officer and directors.

At any time 25% of the members may petition in writing to the secretary for a special meeting. The petition must contain the purpose of the meeting. The president will schedule a meeting within one month of the presentation of the petition.

25 members constitute a quorum at a general meeting.

Notice of the general membership meetings will be mailed by the secretary, containing the purpose of the meeting.

The president may appoint a parliamentarian at a general meeting.

Board of directors will be given a 5 day notice of board meetings by the secretary. There will be a monthly meeting of the board every month. Two thirds vote of the members of the board of directors will constitute a quorum at a board of directors meeting.

Any member may request time on the agenda of a board of directors meeting as long as they state their reason in writing to the secretary at least 10 days prior to the meeting.

Robert's Rules shall govern the proceedings of all meetings.

Agenda for all meetings must be presented
Reading of minutes
Treasurer's report and approval
Reports of commissioners, and all committees
Unfinished business
New business
Open forum

Article 2 - NOMINATIONS AND ELECTIONS

A general meeting in the first week of October will be held for nominations of the board of directors and in the fourth week of October a general meeting will be held for election.

The duties of the officers shall be read by the secretary prior to the nominations.

Any member seeking the office of president must either have served as a board of director elected by the membership prior to nominations or present a written petition with the signature of fifty members to the recording secretary at least five days prior to nominations.

Any member in good standing may be nominated for an office and may have voting privileges. There will be one vote per general member, not to exceed 2 votes per family registered.

If a member is not present at the nomination meeting they may be nominated as long as a letter of acceptance is had at said meeting.

Alphabetical ballots will be used at the election meeting.

ARTICLE 3 - DUTIES OF THE OFFICERS

(President) - Presides at all meetings. Be a member Ex-Officio of all committees and shall represent BYA before the general public.

The president has the authority to act on matters of policy in emergencies, if sufficient time is not available to bring the matter to the board.

Coordinate the works of the board in order that the objects may be promoted.

(Vice President) - Act as an aide to the president.

Perform the duties of the president in the absence or inability of the officer to act.

(Treasurer) - To receive and bank all funds due the BYA.

Keep an accurate and full account of receipts and expenditures. Prepare a written financial report to be given at every BYA meeting (copies to be made available to members at specified general meetings) To give each board of directors a copy of the report 5 days prior to monthly meetings.

Disperse monies as the board of directors may direct.

Have an audit done for the September annual meeting.

Have a two signature BYA checking account. Make sure all money is given out only through checks. File all forms required by the IRS and states agencies to the accountant.

Treasurer must be bonded.

(Recording Secretary) - Record all minutes of all meetings and read said minutes at the next meeting.

Maintain a permanent file of the minutes, committee reports, membership lists and records pertaining to the bya.

Distribute copies of the previous minutes to the board of directors 5 days before a meeting.

Receive all petitions and complaints in writing and forward them to the president so a meeting may be schedules one month from the date it is received.

(Corresponding Secretary) - Conduct the correspondence of the BYA under the direction of the president.

Must notify all members of a general meeting by mail at least 10 days prior to a meeting and to also notify the board of directors, 5 days before their monthly meeting of said date.

(Player agent) - Supervise all registrations. Maintain all waiting lists. Supervise try-outs and placement of players.

Make sure there is enough teams for all that want to play any activity, travel or otherwise. Maintain permanent membership records and have them available as needed.

ARTICLE 4 - DUTIES OF THE BOARD OF DIRECTORS

Each board of directors will be appointed too aide and assist a commissioner.

They will also schedule time each week that they will be at the clubhouse with the president.

Must attend every meeting of the BYA. Three absences will result in a removal of the office they hold.

A board of director that resigns from a position may not hold another position for 2 years. Also all work pertaining to that position, supplies, etc. Must be returned to BYA immediately.

Must attend all special meetings being called by the president.

All matters concerning the policies of the BYA shall be decided by a vote of the board, by a majority vote. The board of directors shall have the power by a two thirds vote of those present at any regular or special meeting, to discipline, suspend or remove any board of director or member of the Brentwood Youth Activities, Inc. Whose conduct is considered detrimental to the best interest of the organization.

ARTICLE 5 - SPORTING ACTIVITIES

The present activities are baseball, basketball, lacrosse , cheerleading, girls softball and football.

The board of directors can add or subtract from this list by a majority vote.

Each activity shall have a commissioner who shall serve from the time of appointment until the end of their activity.

There will also be an appointed board of director to aide the commissioner.

ARTICLE 6 - DUTIES OF THE COMMISSIONER

A commissioner of a sport shall be responsible for the operation of their activity. They will implement all applicable policies as determined by the board and under supervision of the president, and a board member will assist them.

A commissioner may not coach or manage in the sport they are a commissioner in, with the exception of any non-competitive sports. They must determine the size, number and composition of all teams and the schedule of competition.

Must stay within their budget. Present a written opening and closing inventory to the board 5 days prior to the board meetings. A budget must be presented prior to beginning of season for registration fees. No purchases may be made without the approval of the board. All must be done in writing.

Any problems arising with a parent/guardian and or child the commissioner must notify the board, a special meeting will be held with all involved within 5 days of incident.

A written inventory, final accounting, standings, roster sheets etc, must be handed in at the next board of directors meeting after their season has ended.

ARTICLE 7 - RESPONSIBILITY OF EQUIPMENT AND UNIFORMS

All managers and or coaches must make sure and return all BYA equipment at the last game of their season.

All non-purchased uniforms not paid for by registration fees must be returned 5 days from the last game.

ARTICLE 8 - REFUND POLICY

A full refund will be given to any member up to 10 days from the registration date only.

ARTICLE 9 - BYA COMMITTEES

The present committees are refreshment stand, fund raising, building and grounds, and hardship.

Each committee will have a commissioner who shall be appointed at the board of directors meeting November and shall serve for one year.

Each committee will have a board of director to aide them.

Must submit all monies to the treasurer.

Must give a written report at each board meeting and attend board meetings.

REFRESHMENT STAND COMMISSIONER - Manage and operate stand attend all board meetings and give monthly inventory and financial report. Turn all money over to the treasurer for deposit. Must have 2 people count money and tape.

Maintain records of all who help and volunteer. Anyone working the stand shall receive a free hotdog and soda. Report closing inventory after baseball, and after every other sport.

FUND RAISING COMMISSIONER - To operate and manage all fund raising. Present all forms of fund raising to the board for approval. Present a written financial report at each board of director meetings. Have all monies counted by 2 people and money then given to treasurer for deposit.

BUILDING AND GROUNDS COMMISSIONER— Maintain all grounds and building. Maintain inventory of the equipment used. Present a monthly report at the board of director meetings. Must submit requests for any single purchase to the board for their approval. Maintain attendance and participation records of parents who volunteer.

HARDSHIP COMMITTEE - The committee will be appointed at the November board meeting, and will consist of 3 members of the board. This is to help the less unfortunate, who have special need and problems.

AMENDMENTS TO BYLAWS

These bylaws may be amended by a written petition of at least 25% of the members to the secretary, who will in turn present it to the board of directors for their study and that copies be available at the clubhouse one week in advance of the meeting for the said purpose.

ORGANIZATIONAL COLORS

The official colors of the Brentwood Youth Activities, Inc. Shall be Dartmouth Green and White.