

BYLAWS OF THE BOONSBORO AREA ATHLETIC ASSOCIATION

ARTICLE I. THE ASSOCIATION

SECTION 1. NAME

The name of this organization shall be the Boonsboro Area Athletic Association Inc., hereinafter referred to as "B.A.A.A." or the "Association."

SECTION 2. OFFICES

The principal office of the association shall be at P.O. Box 122. Boonsboro, Maryland 21713

SECTION 3. PURPOSE

The purpose of this nonprofit voluntary organization shall be to promote recreational activities for the benefit of the children of the Boonsboro school district and the surrounding areas. The Association shall also strive to promote sportsmanship, competition and good citizenship through the cooperative efforts and leadership of its coaches and advisors. The Association is organized and operated exclusively for the above-stated nonprofit purposes, and no part of any monies, property, assets or privileges shall be used to benefit any particular member.

Given that the historical nature and vision of the Association has always been bound to promoting youth football, if in any given year the Association is refused or otherwise fails to obtain Membership in a youth football league, then the Association will search out another youth football program. If at any time the football program has financial difficulties the other Association sponsored recreational activities will assist in board approved fundraisers.

ARTICLE II. MEMBERSHIP

SECTION 1. QUALIFICATIONS

- A. Membership shall be open to any person regardless of race, creed, color, religion, political affiliation, sex or national origin.
- B. Membership may be denied to any person or household that has failed to meet all their past obligations to the Association to include but not limited to the following examples;
 - i) Failure to return Association property including any athletic equipment.
 - ii) Failure to make good on any bad checks or debts of any kind owed to the Association.
 - iii) **Failure or refusal to participate in mandatory fundraisers or other endeavors requiring member's cooperative efforts.**
 - iv) Failure to honor and/or adhere to any of the Association's Code of Conduct.

SECTION 2. CLASSES OF MEMBERSHIP

A. Voting Membership

Each parent and/or legal guardian of a minor participant that has paid his or her household's annual Membership Dues shall become a Voting Member and be entitled to participate in the annual Board of Directors election process for a maximum of two votes per household.

B. Honorary Membership

After being nominated by a member of the Board, this class of Membership may be bestowed upon any person for outstanding contribution to the residents of the Boonsboro school district

and surrounding areas by a simple majority vote of the Board. Honorary Members shall have the same voting privileges as Voting Members.

C. Supporting Membership

Any person, organization, or business may become a Supporting Member by making a donation of no less than \$50.00 in any calendar year. Supporting Members do not have any voting privileges.

SECTION 3. DUES FOR MEMBERSHIP AND PARTICIPATION

- A.** No later than October's regularly scheduled Board Meeting, the dues for the next calendar year shall be set by the Board, all Membership Dues will be included for every player of every sport as a flat fee.
- B.** Irrespective of which Athletic Director collects a Member's annual dues, these dues are to be included in each Participants registration fee. All Membership Dues are collected for the use, and benefit of the entire Association and are not to consider as part of any particular Director's annual budget.
- C.** A parent and/or legal guardian of a minor participant or participants, such as the case may be, shall before any of his or her children are eligible to participate for any Association sponsored activity, fees for such team must be paid in full.
- D.** Annual Membership Dues entitle Voting Members to;
 - i)** Vote and/or otherwise participate in the annual Board of Directors election process.
 - ii)** Register their children for participation in Association sponsored activities
- E.** Along with the consent of the President, an Athletic Director may waive the Membership or Participation dues and participation fees for any individual or household on a case by case basis for reasons of hardship or in the case where a local school official requests the same in writing. In such a case, the Director is responsible to report his or her decision to the Board at the next regularly scheduled Board Meeting.
- F.** Without the consent of the President and the appropriate Athletic Director, no child may participate in Association activities nor be issued any sports equipment, until all his or her dues and participation fees have been paid in full.
- G.** Without the consent of the President and the appropriate Athletic Director, the Treasure shall not refund any Membership or Participation Dues.
- H.** All memberships expire one year from the start of the season the member has registered.

ARTICLE III. GOVERNING BODY

SECTION 1. BOARD OF DIRECTORS

The governing body of the Association shall be the Board of Directors, herein after referred to as the "Board", and shall be comprised of the following Members;

- A.** Four (4) Executive Officers;
 - i)** One (1) President
 - ii)** One (1) Vice President
 - iii)** One (1) Treasurer

- iv) One (1) Secretary

B. Ten (10) Athletic Directors;

- i) One (1) Football Director
- ii) One (1) Cheerleading Director
- iii) One (1) Lacrosse Director
- iv) One (1) Basketball Director
- v) One (1) Wrestling Director
- vi) One (1) Assistant Football Director
- vii) One (1) Assistant Cheerleading Director
- viii) One (1) Assistant Lacrosse Director
- ix) One (1) Assistant Basketball Director
- x) One (1) Assistant Wrestling Director

C. And no less than six (6) other Board Members.

SECTION 2. OATH OF OFFICE

A. The Association and its Board shall at all times observe all local, state and federal laws which apply to non-profit organizations as defined in TITLE 26 ARTICLE 50 l(c)3 of the United States Internal Revenue Code.

B. Each member of the Board shall familiarize themselves with these Bylaws and take the following Oath of Office;

I, **Board Member's name**, do solemnly and sincerely affirm that I will to the best of my abilities, faithfully perform my duties as a member of the Board of Directors for the Boonsboro Area Athletic Association. I accept the relationship of trust and confidence established between me, the children of the Boonsboro Community, and all the Members of the Association. Having reviewed these Bylaws and with the purpose of this organization in mind, I pledge to support the Membership and to work in a concerted effort with the other Board Members in furthering the best interests of the Association.

SECTION 3. BOARD MEETINGS

A. There shall be regular Board Meetings on the 3rd Thursday of every month.

B. All Officers, Board Members, Directors and Assistant Directors shall attend all Board of Directors Meetings, herein after referred to as “Board Meetings.”

C. It will be necessary to have a quorum present to vote. A quorum shall mean having no less than eight (8) members of the Board present.

D. Given the absence of one or more Athletic Directors, the President may, at his or her own discretion, postpone any vote motioned before the Board for a period of no more than thirty (30) days.

E. From time to time, the President, with three (3) days’ notice, may call a Special Meeting of the Board.

- F.** From time to time and with all the other Executive Officers' approval, the Board may move to motion for a vote outside a regularly scheduled Board Meeting. In such a case, the President may vote and ratify his or her motion via electronic communication given the following;
- i)** All Members of the Board of Directors are contacted in the same manner and at the same time.
 - ii)** The subject line shall contain the following words in all capital letters "BAAA MOTION ON" followed by a brief description of the subject matter of the vote itself.
 - iii)** All the Executive Officers are in agreement about the amount of discussion time being offered, if any, prior to the actual vote, and if a discussion is warranted;
 - a.** All discussions must follow the same email thread. In other words, please use the "Reply All" feature for all communications.
 - b.** Any subsequent motions or proposed amendments to the President's original motion must be approved by all the Executive Officers.
 - c.** We should first aim for consensus. If we cannot achieve consensus, then the Board votes immediately upon conclusion of the discussion period.
 - iv)** The initial electronic communication to the Board regarding the Board's motion must immediately and clearly state the following;
 - a.** The exact motion being proposed.
 - b.** The exact date and time for the beginning and ending of any discussion period.
 - c.** The exact date and time for the beginning and ending of the voting period.
 - v)** At least eight (8) votes must be electronically recorded in order to establish a quorum.
 - vi)** Only reply emails containing one of the following two phrases shall constitute a vote. "I VOTE YES" or "I VOTE NO". Those Members wishing to abstain may reply with the phrase "I ABSTAIN". However, their replies shall not go towards the prerequisite eight (8) vote minimum.
 - vii)** Upon conclusion of the voting period, the Secretary shall immediately tabulate the votes and disseminate to the results to the entire Board via email.
 - viii)** The Secretary shall report all written communication stemming from the Board's motion at the next Board Meeting.

ARTICLE IV. OFFICERS

SECTION 1. PRESIDENT

- A.** The President shall preside at all Board Meetings.
- B.** The President shall have no vote except in the case of a tie.
- C.** The President shall be the chief executive officer of the Association.
- D.** The President shall appoint a Chairperson for all the Committees with the consent of the Board and shall be an ex-officio member of all the Committees.
- E.** The President may establish additional Committees from time to time, as he or she deems appropriate.
- F.** The President shall see that all the books, reports and certificates as required by law are properly kept and/or filed.
- G.** In the absence of the Treasurer, the President may disperse funds up to five hundred dollars (\$500.00), but must report the same to the Board at the next regularly scheduled Board Meeting.

- H.** The President shall be responsible for the dissemination and collect of all the Association's keys, including but not limited to; all gate locks, equipment shed, concession stand, fry trailer and storage facilities. Only the President is authorized to make copies of any of the Association's keys.
- I.** The President shall insure that he or she is listed as the Resident Agent and primary point of contact with the Internal Revenue Service, the Comptroller for the State of Maryland and the Maryland Department of Assessment and Taxation
- J.** The President shall be listed as the second spokesperson following the director for each sport that the association is affiliated with. It will be the responsibility of the director of each sport to update their league with this information.

SECTION 2. VICE PRESIDENT

- A.** In the absence of the President, the Vice President shall preside at all Board Meetings.
- B.** The Vice President shall be an ex-officio member of all the Committees.
- C.** In the absence or inability of the President to fulfill the duties of his or her office, the Vice President shall become acting President of the Association with all the rights, privileges and powers as if he or she had been duly elected President.

SECTION 3. TREASURER

- A.** The Treasurer shall assume all bookkeeping and accounting functions for the Association and shall be responsible for the collection, custody, security and management of all Association funds.
- B.** No Association funds shall remain un-deposited for more than three (3) calendar days unless otherwise approved by the president for extenuating circumstances.
- C.** The Treasurer shall only use bank accounts approved by the Board and shall only utilize these accounts for Association related transactions.
- D.** The Treasurer shall maintain an itemized accounting of all the income and expenditures for the Association and present a report reflecting the same, complete with bank statements and any other necessary supporting documents, at every Board Meeting. Furthermore, the Treasurer shall work in concert with the Athletic Directors in order to produce monthly budget forecasts as needed.
- E.** The Treasurer shall afford all the Board Members reasonable access to all the Association's financial records.
- F.** The Treasurer shall require the Board's approval prior to dispersing or transferring any funds in excess of five hundred dollars (\$500.00) for unbudgeted expenditures.
- G.** The Treasurer shall be one of two (2) signatures required for all checks in excess of one hundred dollars (\$100.00). The second signature shall be that of another Executive Officer or one of the Athletic Directors. However, the second signatory may not be related to or living in

the same household as the Treasurer, nor related to or living in the same household as the payee of the check in question.

- H.** The Treasurer shall utilize and be accompanied by, at least one other Board Member during the collection, distribution and counting of any cash at all home games, fundraising events and/or any other Association sponsored activities where cash is being exchanged.
- I.** The Treasurer shall ensure that all the Association's financial records have been balanced and reconciled at the end of every calendar month.
- J.** At the last Board Meeting of a non-reelected Treasurer's term in office, he or she shall present a consolidated report covering his or her entire length of service. The outgoing Treasurer shall promptly provide any and all records to the new Treasurer and cooperate with him or her in facilitating a smooth transition of responsibilities.
- K.** The Treasurer shall be responsible for filing all annual and quarterly tax returns, making quarterly tax payments and reporting the same to the Board.
- L.** Every year during the month of January, the Treasurer shall transfer money from the general fund balance into the emergency/building fund account. The Board shall determine the exact percentage or amount that the Treasurer will transfer.
- M.** The Treasurer will ensure that no withdraws, for any purpose, shall be made out of the emergency/building fund account without the approval of the president and the executive board and at least two directors.
- N.** The Treasurer shall be responsible to ensure that only the current President and Treasurer's signatures are on file at the bank.
- O.** The Treasurer shall work in concert with the Athletic Directors in the collection of unpaid dues and any other monies owed to the Association.
- P.** Reimbursement requests should be made in a timely manner. The Treasurer must obtain the Board's approval to reimburse any out-of-pocket expenses that are not documented and requested within forty-five (45) days of when the expense was incurred.
- Q.** The treasurer shall work in concert with the Football and Cheerleading Directors to insure that the thirty (30) year old tradition of presenting 8th graders with achievement awards is properly budgeted and carried out in the following manner;
 - i)** 8th Graders with 4-6 consecutive years of participation in BAAA Cheer/Football shall receive a BAAA approved and customized spirit wear item.
 - ii)** 8th Graders with 7 or more consecutive years of participation in BAAA Cheer/Football shall receive a either a Sailor-back Jacket for the girls or a leather sleeve lettermen's jacket for the boys or an alternative award chosen by the director and mutually agreed on by the participant.

SECTION 4. SECRETARY

- A.** The Secretary shall record the minutes of all the Meetings of the Voting Membership and of the Board. Within one week of every regularly schedules Board Meeting, the Secretary will type up and email the minutes to the entire Board.

- B.** At the beginning of the next Board Meeting, the Secretary will ask if there are any changes to the prior meeting's minutes, changes will be made as necessary and a motion will be made to accept the minutes into the permanent record.
- C.** The Secretary shall assume the responsibility for the safe keeping of the minutes from all Meetings, and shall bring copies of past minutes to every Meeting for reference as necessary.
- D.** The Secretary shall assume the Presidency if the President and Vice President are not able to fulfill their duties.
- E.** The Secretary shall notify all Board Members of any and all upcoming Board Meetings.
- F.** In December of every year, the Secretary shall compile a list of all the Association's personal property and real assets. This list should include but not be limited to, concession stand equipment and appliances, sporting equipment, athletic field preparation supplies and electronics. The Secretary should rely on every available resource in the proper and thorough collection of this information. At the January Board meeting, each Board Member shall be provided a written copy of both the previous year's inventory and Secretary's most recent findings. The Secretary should endeavor to explain any discrepancies and/or the disposition of any missing assets.

ARTICLE V. ATHLETIC DIRECTORS

SECTION 1. FOOTBALL DIRECTOR

- A.** The Football Director shall have complete control of the entire coaching staff and of all aspects of on-the-field activities including practices, scrimmages, league sanctioned games, field preparation, scheduling, equipment allocation, crowd/spectator control, Youth Football League rules, interactions with game officials and any disciplinary actions.
- B.** By April's regularly scheduled Board Meeting, the Football Director shall present an annual budget for the Board's approval.
 - i)** The Director shall only propose an annual balanced operating budget that does not include the use of any Membership Dues collected on behalf of the Association.
 - ii)** The Director may incorporate mandatory fundraising participation within the registration process.
- C.** The Football Director shall be accountable to the Membership at each Board Meeting by way of a progress report. This report shall include information and updates regarding the following areas of interest;
 - i)** Individual team/division progress reports
 - ii)** Youth Football League news including any rules or bylaws changes
 - iii)** Calendar and Scheduling Updates
 - iv)** Any relevant parent and or player issues
 - v)** Budgetary matters
- D.** The Football Director and/or a representative of his or her choosing shall attend all Youth Football League meetings and be responsible to update the Board and all the head coaches on the league's bylaws, rules, schedules and any other pertinent information.
- E.** The Football Director shall be responsible for all aspects of football pre-registration and registration and shall be responsible for turning over all registration monies to the Treasurer within seven (7) calendar days.

- F.** The Football Director shall work in concert with the Treasurer in the collection of unpaid dues and any other monies owed to the Association.
- G.** The Football Director shall at all times maintain updated rosters.
- H.** The Football Director shall be responsible for soliciting and collecting applications for coaching positions.
- I.** The Football Director shall preside over and be responsible for the formation of the Coaches Selection Panel.
- J.** At any time, the Football Director may temporarily relieve any coach of his or her duties for a period of up to two (2) weeks. However, any lengthier suspension or permanent dismissal of a head coach must be done with the executive Board's approval.
- K.** From time to time, the Football Director may conduct coaches meetings. These meetings shall be mandatory for all head coaches.
- L.** The Football Director shall be responsible for all aspects of home game field preparation and clean-up referable to the athletic field itself, the spectator stands, scoreboard, sound system, crowd control devices and first aid supplies.
- M.** The Football Director may appoint a Field Operations Manager who shall work under the direction of the Football Director and the Assistant Football Director.
- N.** The Football Director may appoint a Flag Football Coordinator who shall work under the direction of the Football Director and the Assistant Football Director.
- O.** The Football Director shall inventory all the football equipment and ensure the security and maintenance of the property. The Football Director, Assistant Football Director, Field Operation Manager, and the head coaches are the only individuals allowed access to the football equipment shed. All others must be present with one of the following aforementioned individuals.
- P.** The Football Director shall maintain a set of keys to all the gate locks, equipment shed and storage facilities.
- Q.** The Football Director may hold a coaching position, so long as the Football Director or the Assistant Football Director is always available for league issues during games, to that end, the Football Director and the Assistant Football Director may not hold any coaching positions on the same team or division.
- R.** The Football Director may plan and conduct a pre-season Football Conditioning Camp, so long as it is in accordance with Youth Football League rules. All the net proceeds from the Camp will be utilized exclusively for football related expenses and at the sole discretion of the Football Director.
- S.** The Football Director shall archive rosters and registration information for future use.
- T.** At the last Board Meeting of a non-reelected Football Director's term in office, he or she shall promptly provide any and all records to the new Director and cooperate with him or her in facilitating a smooth transition of responsibilities.
- U.** If there is a dispute between two players on the same team wanting the same football number, then the Director will determine which player has more seniority in the football program and will offer the number to that player.

SECTION 2. ASSISTANT FOOTBALL DIRECTOR

- A.** The Assistant Football Director shall serve under the direction of the Football Director.
- B.** In the absence or inability of the Football Director to fulfill the duties of his or her office, the Assistant Football Director shall become the acting Football Director with all the rights, privileges and powers as if he or she had been duly elected the Football Director.
- C.** The Assistant Football Director may hold a coaching position, so long as the Football Director or the Assistant Football Director is always available for league issues during games, to that end, the Football Director and the Assistant Football Director may not hold any coaching positions on the same team or division.
- D.** The Assistant Football Director shall maintain a set of keys to all the gate locks, equipment shed and storage facilities.

SECTION 3. CHEERLEADING DIRECTOR

- A.** The Cheerleading Director shall have complete control of the coaching staff and of all aspects of on-the-field activities including practices, events, league sanctioned competitions, field preparation, scheduling, equipment allocation and any disciplinary actions.
- B.** The Cheerleading Director shall be accountable to the Membership at each Board Meeting by way of a progress report. This report shall include information and updates regarding the following areas of interest;
 - i)** Individual squad/division progress reports
 - ii)** Calendar and Scheduling Updates
 - iii)** Any relevant parent and or cheerleader issues
 - iv)** Budgetary matters
- C.** By March's regularly scheduled Board Meeting, the Cheerleading Director shall present an annual balanced budget for the Board's approval.
 - i)** The Director shall only propose an annual balanced operating budget that does not include the use of any membership dues collected on behalf of the Association.
 - ii)** The Director may incorporate mandatory fundraising participation within the registration process.
- D.** The Cheerleading Director shall be responsible for all aspects of home game facilities preparation and clean-up referable to all the tents, tables, decorations, sponsorship signs, spirit wear sales area, concession stands and all other common areas within the gated facility.
- E.** The Cheerleading Director shall be responsible for pre-registration and registration for cheerleading, and shall be responsible for turning over all registration monies to the Treasurer within seven (7) calendar days.
- F.** The Cheerleading Director shall be responsible for soliciting and collecting applications for coaching positions. The Cheerleading Director shall preside over and be responsible for the formation of the Cheerleading Coaches' Selection Panel.
- G.** The Cheerleading Director shall oversee the selection of judges.

- H.** The Cheerleading Director shall oversee the assignment of all the Participants to each cheerleading squad.
- I.** The Cheerleading Director shall not preclude any child from participating based on the child's skill level alone.
- J.** The Cheerleading Director shall at all times maintain updated rosters.
- K.** The Cheerleading Director may plan and conduct a pre-season cheerleading camp. So long as it is in accordance with league rules. All the net proceeds from the camp will be utilized exclusively for cheerleading related expenses and at the discretion of the cheerleading Director.
- L.** The Cheerleading Director shall maintain a set of keys to the concession stand and storage facilities.
- M.** The Cheerleading Director shall work in concert with the Treasurer in the collection of unpaid dues and any other monies owed to the Association.
- N.** The Cheerleading Director shall archive rosters and registration information for future use.
- O.** At the last Board Meeting of a non-reelected Cheerleading Director's term in office, he or she shall promptly provide any and all records to the new Director and cooperate with him or her in facilitating a smooth transition of responsibilities.

SECTION 4. ASSISTANT CHEERLEADING DIRECTOR

- A.** The Assistant Cheerleading Director shall serve under the direction of the Cheerleading Director.
- B.** In the event of the absence or inability of the Cheerleading Director to fulfill the duties of his or her office, the Assistant Cheerleading Director shall become acting Cheerleading Director of the Association with all the rights, privileges and powers as if he or she had been duly elected the Cheerleading Director.
- C.** The Assistant Cheerleading Director shall maintain a set of keys to concession stand and storage facilities.

SECTION 5. LACROSSE DIRECTOR

- A.** The Lacrosse Director shall have complete control of both girls and boys lacrosse teams without distinction. The entire coaching staff and of all aspects of on-the-field activities including practices, scrimmages, league sanctioned games, field preparation, scheduling, equipment allocation, crowd/spectator control, Youth Lacrosse Conference rules, Youth Lacrosse League, interactions with game officials and any disciplinary actions.
- B.** By January's regularly scheduled Board Meeting, the Lacrosse Director shall present an annual balanced budget for the Board's approval.
 - i)** The Director shall only propose an annual balanced operating budget that does not include the use of any membership dues collected on behalf of the Association.

- ii) The Director may incorporate mandatory fundraising participation within the registration process.
- C. The Lacrosse Director shall be accountable to the Membership at each Board Meeting by way of a progress report. This report shall include information and updates regarding the following areas of interest;
 - i) Individual team/division progress reports
 - ii) Youth Lacrosse League news including any rules or bylaws changes
 - iii) Calendar and Scheduling Updates
 - iv) Any relevant parent and or player issues
 - v) Budgetary matters
- D. The Lacrosse Director and/or a representative of his or her choosing shall attend all Youth Lacrosse League meetings and be responsible to update the Board and all the head coaches on the league's bylaws, rules, schedules and any other pertinent information.
- E. The Lacrosse Director shall be responsible for all aspects of Lacrosse pre-registration and registration, and shall be responsible for turning over all registration monies to the Treasurer within seven (7) calendar days.
- F. The Lacrosse Director shall work in concert with the Treasurer in the collection of unpaid dues and any other monies owed to the Association.
- G. The Lacrosse Director shall at all times maintain updated rosters.
- H. The Lacrosse Director shall be responsible for soliciting and collecting applications for coaching positions. The Lacrosse Director shall preside over and be responsible for the formation of the Coaches Selection Panel.
- I. At any time, the Lacrosse Director may temporarily relieve any coach of his or her duties for a period of up to two (2) weeks. However, any lengthier suspension or permanent dismissal of a head coach must be done with the Board's approval.
- J. From time to time, the Lacrosse Director may conduct coaches meetings. These meetings shall be mandatory for all head coaches.
- K. The Lacrosse Director shall be responsible for all aspects of home game field preparation and clean-up referable to the athletic field itself, spectator areas, scoring table, sound system, crowd control devices and first aid supplies.
- L. The Lacrosse Director may appoint a Field Operations Manager who shall work under the direction of the Lacrosse Director and the Assistant Lacrosse Director.
- M. The Lacrosse Director shall inventory all the Lacrosse equipment and ensure the security and maintenance of the property.
- N. The Lacrosse Director shall maintain a set of keys to all the gate locks, equipment shed, concession stand and storage facilities.
- O. The Lacrosse Director may plan and conduct a pre-season Lacrosse conditioning camp, so long as it is in accordance with Youth Lacrosse League rules. All the net proceeds from the camp

will be utilized exclusively for Lacrosse related expenses and at the discretion of the Lacrosse Director.

- P.** The Lacrosse Director may hold a coaching position, so long as the Lacrosse Director or the Assistant Lacrosse Director is always available for league issues during games, to that end, the Lacrosse Director and the Assistant Lacrosse Director may not hold any coaching positions on the same team or division.
- Q.** Aside from the regular Youth Lacrosse League Spring Lacrosse season, the Lacrosse Director may plan, conduct and participate in additional Lacrosse seasons, so long as it functions in such a way as to be consistent with all other Association and Youth Lacrosse League bylaws and policies.
- R.** The Lacrosse Director shall archive rosters and registration information for future use.
- S.** At the last Board Meeting of a non-reelected Lacrosse Director's term in office, he or she shall promptly provide any and all records to the new Director and cooperate with him or her in facilitating a smooth transition of responsibilities.
- T.** The Lacrosse Director will work in concert with the Elections Chairperson to ensure that an appropriate nominations and election process is observed prior to the conclusion of the regular season or any subsequent awards ceremony such as the case may be. The Director must be duly elected and made known to the Board in order to ensure the continuation of the program.
- U.** If there is a dispute between two players on the same team wanting the same number, then the Director will determine which player has more seniority in the program and will offer the number to that player.

SECTION 6. ASSISTANT LACROSSE DIRECTOR

- A.** The Assistant Lacrosse Director shall serve under the direction of the Lacrosse Director.
- B.** In the absence or inability of the Lacrosse Director to fulfill the duties of his or her office, the Assistant Lacrosse Director shall become the acting Lacrosse Director of the Association with all the rights, privileges and powers as if he or she had been duly elected Lacrosse Director.
- C.** The Assistant Lacrosse Director shall maintain a set of keys to all the gate locks, equipment shed, concession stand, and storage facilities.
- D.** The Assistant Lacrosse Director may hold a coaching position, so long as the Lacrosse Director or the Assistant Lacrosse Director is always available for league issues during games, to that end, the Lacrosse Director and the Assistant Lacrosse Director may not hold any coaching positions on the same team or division.

SECTION 7. BOYS BASKETBALL DIRECTOR

- A.** The Basketball Director shall have complete control of the boys basketball teams without distinction. The entire coaching staff and of all aspects of in-the-gymnasium activities including practices, scrimmages, games, scheduling court time, equipment allocation, uniforms, crowd/spectator control, league rules, and coordination with game officials.

- B.** By October's regularly scheduled Board Meeting, the Basketball Director shall present an annual balanced budget for the Board's approval.
- i)** The Director shall only propose an annual balanced operating budget that does not include the use of any membership dues collected on behalf of the Association.
 - ii)** The Director may incorporate mandatory fundraising participation within the registration process.
- C.** The Basketball Director shall be accountable to the Membership at each Board Meeting by way of a progress report. This report shall include information and updates regarding the following areas of interest;
- i)** Individual team/division progress reports
 - ii)** Calendar and Scheduling Updates
 - iii)** Any relevant parent and or player issues
 - iv)** Budgetary matters
- D.** The Basketball Director shall be responsible for all aspects of basketball pre-registration and registration, and shall be responsible for turning over all registration monies to the Treasurer within seven (7) calendar days.
- E.** The Basketball Director shall work in concert with the Treasurer in the collection of unpaid dues and any other monies owed to the Association.
- F.** The Basketball Director shall at all times maintain updated rosters.
- G.** The Basketball Director shall be responsible for soliciting and collecting applications for coaching positions. The Basketball Director shall preside over and be responsible for the formation of the Coaches Selection Panel.
- H.** At any time, the Basketball Director may temporarily relieve any coach of his or her duties for a period of up to two (2) weeks. However, any lengthier suspension or permanent dismissal of a head coach must be done with the Board's approval.
- I.** From time to time, the Basketball Director may conduct coaches meetings. These meetings shall be mandatory for all head coaches.
- J.** The Basketball Director shall be responsible for all aspects of facilities usage, to include but not limited to scoring tables, sound system, crowd control devices, first aid supplies, concessions and clean-up of the gymnasium.
- K.** The Basketball Director shall inventory all the basketball equipment and ensure the security and maintenance of the property.
- L.** The Basketball Director shall maintain a set of keys to the Association's storage facilities.
- M.** The Basketball Director may plan and conduct a pre-season basketball clinic / conditioning camp. All the net proceeds from the clinic/camp will be utilized exclusively for basketball related expenses and at the discretion of the Basketball Director.
- N.** The Basketball Director may hold a coaching position, so long as the Basketball Director or the Assistant Basketball Director is always available for league issues during games, to that end, the Basketball Director and the Assistant Basketball Director may not hold any coaching positions on the same team or division.

- O.** The Basketball Director shall archive rosters and registration information for future use.
- P.** At the last Board Meeting of a non-reelected Basketball Director's term in office, he or she shall promptly provide any and all records to the new Director and cooperate with him or her in facilitating a smooth transition of responsibilities.
- Q.** The Basketball Director will work in concert with the Elections Chairperson to ensure that an appropriate nominations and election process is observed prior to the conclusion of the regular season or any subsequent awards ceremony such as the case may be. The Director must be duly elected and made known to the Board in order to ensure the continuation of the program.
- R.** If there is a dispute between two players on the same team wanting the same number, then the Director will determine which player has more seniority in the program and will offer the number to that player.

SECTION 8. ASSISTANT BOYS BASKETBALL DIRECTOR

- A.** The Assistant Basketball Director shall serve under the direction of the Basketball Director.
- B.** In the absence or inability of the Basketball Director to fulfill the duties of his or her office, the Assistant Basketball Director shall become the acting Basketball Director of the Association with all the rights, privileges and powers as if he or she had been duly elected Basketball Director.
- C.** The Assistant Basketball Director shall maintain a set of keys to the Association's storage facilities.
- D.** The Assistant Basketball Director may hold a coaching position, so long as the Basketball Director or the Assistant Basketball Director is always available for league issues during games, to that end, the Basketball Director and the Assistant Basketball Director may not hold any coaching positions on the same team or division.

SECTION 9. WRESTLING DIRECTOR

- A.** The Wrestling Director shall have complete control of both girls and boys wrestling teams without distinction. The entire coaching staff and of all aspects of in-the-gymnasium activities including practices, meets, tournaments, scheduling mat time, equipment allocation, uniforms, crowd/spectator control, league rules, and coordination with game officials.
- B.** By October's regularly scheduled Board Meeting, the Wrestling Director shall present an annual balanced budget for the Board's approval.
 - i)** Director shall only propose an annual balanced operating budget that does not include the use of any membership dues collected on behalf of the Association.
 - ii)** The Director may incorporate mandatory fundraising participation within the registration process.
- C.** The Wrestling Director shall be accountable to the Membership at each Board Meeting by way of a progress report. This report shall include information and updates regarding the following areas of interest;
 - i)** Individual team/division progress reports
 - ii)** League news including any rules or bylaws changes
 - iii)** Calendar and Scheduling Updates

- iv) Any relevant parent and or player issues
 - v) Budgetary matters
- D. The Wrestling Director shall be responsible for all aspects of Wrestling pre-registration and registration, and shall be responsible for turning over all registration monies to the Treasurer within seven (7) calendar days.
- E. The Wrestling Director shall work in concert with the Treasurer in the collection of unpaid dues and any other monies owed to the Association.
- F. The Wrestling Director shall at all times maintain updated rosters.
- G. The Wrestling Director shall be responsible for soliciting and collecting applications for coaching positions. The Wrestling Director shall preside over and be responsible for the formation of the Coaches Selection Panel.
- H. At any time, the Wrestling Director may temporarily relieve any coach of his or her duties for a period of up to two (2) weeks. However, any lengthier suspension or permanent dismissal of a head coach must be done with the Board's approval.
- I. From time to time, the Wrestling Director may conduct coaches meetings. These meetings shall be mandatory for all head coaches.
- J. The Wrestling Director shall be responsible for all aspects of facilities usage, to include but not limited to, matts, digital scales, scoring tables, sound system, crowd control devices, first aid supplies, concessions and clean-up of the gymnasium.
- K. The Wrestling Director shall inventory all the wrestling equipment and ensure the security and maintenance of the property.
- L. The Wrestling Director shall maintain a set of keys to the Association's storage facilities.
- M. The Wrestling Director may plan and conduct a pre-season Wrestling conditioning camp, so long as it is in accordance with League rules. All the net proceeds from the camp will be utilized exclusively for wrestling related expenses and at the discretion of the Wrestling Director.
- N. The Wrestling Director may hold a coaching position, so long as the Wrestling Director or the Assistant Wrestling Director is always available for league issues during meets.
- O. The Wrestling Director shall archive rosters and registration information for future use.
- P. At the last Board Meeting of a non-reelected Wrestling Director's term in office, he or she shall promptly provide any and all records to the new Director and cooperate with him or her in facilitating a smooth transition of responsibilities.
- Q. The Wrestling Director will work in concert with the Elections Chairperson to ensure that an appropriate nominations and election process is observed prior to the conclusion of the regular season or any subsequent awards ceremony such as the case may be. The Director must be duly elected and made known to the Board in order to ensure the continuation of the program.

SECTION 10. ASSISTANT WRESTLING DIRECTOR

- A. The Assistant Wrestling Director shall serve under the direction of the Wrestling Director.
- B. In the absence or inability of the Wrestling Director to fulfill the duties of his or her office, the Assistant Wrestling Director shall become the acting Wrestling Director of the Association with all the rights, privileges and powers as if he or she had been duly elected Wrestling Director.
- C. The Assistant Wrestling Director shall maintain a set of keys to the Association's storage facilities.
- D. The Wrestling Director may hold a coaching position, so long as the Wrestling Director or the Assistant Wrestling Director is always available for league issues during meets.

ARTICLE VI. BOARD MEMBERS

- A. All Board Members shall attend all the Board Meetings.
- B. All Board Members shall assume responsibilities as assigned to them by the Board.
- C. All Board Members shall belong to one or more Committees.
- D. No more than two (2) Board Meetings can be missed without the approval of the President.
- E. The President may excuse a Board Member's absence from any number of Board Meetings. By way of a simple majority vote, the Board may remove from office any Board Member who has had two (2) or more un-excused absences from Board Meetings within a twelve (12) month period.
- F. All outgoing and newly elected officers shall attend the January Board Meeting. At that time, all outgoing officers shall turn over all books, records, forms and other pertinent items to their successor.

ARTICLE VII. COMMITTEES

SECTION 1. THE COMMITTEES

- A. The following Committees shall be formed;
 - i) Leon Springs Player Safety & Code of Conduct ("Grievance")
 - ii) Sponsorship / Fundraising
 - iii) Concession Facilities and Maintenance
 - iv) Public Relations
- B. Each Committee shall be comprised of a Chairperson, appointed by the President, and at least two (2) other Board Members.
- C. Each Chairperson shall be accountable to the Membership at each Board Meeting by way of a progress report.
- D. Each Chairperson shall submit project budgets and expenditure requests for the Board's approval.

- E.** Each Chairperson shall conduct and preside over Committee meetings outside of the regularly scheduled Board Meetings and report their finding, conclusions and decision to the Board on an as needed basis.
- F.** Each Chairperson is responsible to maintain accurate inventory and sales reconciliation records for the items and expenditures they have requested from the Board and report the same to the Board at each meeting.
- G.** Each Chairperson is responsible for turning over all monies to the Treasurer within seven (7) calendar days.
- H.** Each Chairperson is responsible for developing guidelines, maintaining records and compiling any other pertinent information for and to the benefit of the Chairperson's future successor.
- I.** Each Chairperson shall maintain a set of keys to the appropriate areas in which they are required to maintain.

SECTION 2. OTHER COMMITTEES

The President may establish additional temporary Committees from time to time, as he or she may deem appropriate.

ARTICLE VIII. ELECTION OF BOARD OF DIRECTORS

SECTION 1. NOMINATIONS

- A.** Any Voting Member may nominate any Member, including their self, for any one (1) position.
- B.** Every member nominated for an executive board position must fill out a background investigation form prior to the acceptance to the ballot. The results of the investigation will determine if they can run for that position.
- C.** A nomination email notice should be sent twice in the month of September for the executive, general board, director of football and director of cheer.
- D.** Prior to October's regularly scheduled monthly board meeting, a nomination form and second reminder notice shall be electronically emailed to every member with voting privileges.
- E.** Prior to November's regularly scheduled monthly board meeting , an election ballot listing all the nominees that accepted the nomination and vacant positions shall be electronically emailed to every member with voting privileges.

SECTION 2. ELECTIONS

- A.** The election of the Executive Officers, Football and Cheer Directors and other General Board Members shall be held online for 7 days following the November meeting. Other Athletic Directors must follow the same time frame to be nominated and elected during their respective
- B.** The newly elected Executive Board Members, Football and Cheer Directors shall assume their office on January 1st and for a term of one (1) year. Other Athletic Directors terms shall begin one month after the conclusion of the last game played for a term of one year.

- C. The President-elect shall become an ex-officio member of the Board until he or she assumes office at the January meeting.

SECTION 3. VOTING

- A. Voting shall be online via google forms or other board approved trusted method.
- B. After election is closed, the President, Secretary and Treasurer shall view the final results of the election process. Results will be announced, added to website and at the December's regularly scheduled monthly board meeting will be included as part of the minutes.
- C. A copy of the final tally shall be retained by the Secretary until the next voting year. This record will be available for viewing upon request by any member.

SECTION 4. VACANCIES

- A. Upon the vacancy in the office of the President, the Vice President shall assume the Presidency.
- B. Upon the vacancy of both the President and Vice President and if the Secretary is unable to fulfill his or her duties, then a special meeting shall be called and a new President and Vice President shall be nominated and voted into office by the remainder of the Board.
- C. After the conclusion of the annual Board of Directors election process, if any of the requisite Board positions remain vacant, the elected Board Members may appoint Board Members to otherwise vacant positions. Appointed Board Members, irrespective of the position to which they have been appointed, shall have all the same rights, privileges and powers as if they had been duly elected by the Voting Members.

ARTICLE IX. APPOINTMENT OF COACHES

SECTION 1. COACHING TERM

Every year, coaches shall be selected for each team. Coaches may reapply and/or coach in an unlimited number of consecutive years.

SECTION 2. APPLICATION

No later than one (1) week prior to the beginning of each season, any individual interested in serving as a head coach must submit a letter of interest emails are acceptable, to the appropriate Athletic Director.

SECTION 3. COACHES SELECTION PANELS

- A. Unless a former head coach is the only applicant, all candidates for head coaching positions, including past head coaches, will be interviewed by the appropriate Coaches Selection Panel. The Athletic Directors shall announce the Coaches Selection Panel's decisions no later than three (3) months prior to the beginning of each season. There shall be separate Coaches Selection Panels for each sport.
- B. The Athletic Directors shall be responsible for the formation of their respective Coaches Selection Panels. Each Coaches Selection Panel shall be comprised of the following members;
 - i) The Athletic Director
 - ii) The Assistant Athletic Director
 - iii) Two (2) other Board Members that are not related to any candidates
 - iv) The President, who will participate, but only vote in the event of a tie.

- C. Members of the Coaches Selection Panel cannot be related to any head coaching candidate or have served as an assistant coach to the candidate.

SECTION 4. COACHES SELECTION CRITERIA

- A. All the following items shall be consider valid criteria for the Coaches Selection Panel's consideration;
- i) Candidate's knowledge and practical experience
 - ii) Candidate's prior youth coaching experience
 - iii) Candidate's demeanor and/or temperament.
 - iv) Candidate's willingness and ability to dedicate sufficient time, on and off the field to his or her team.
 - v) Coaches selection panel interview evaluations.
- B. Any coaching candidate may be subjected to a criminal background check.
- C. The Directors and Assistant Directors have the right to deny any application with just cause. In writing to the board.

ARTICLE X. CONDUCT

SECTION 1. CODE OF CONDUCT

The Preamble

Our Association exists to promote recreational activities for the benefit of the children of the Boonsboro School District and the surrounding areas. All the activities in which our children participate are designed to be safe, fun and to use team sports as a back drop to the good character building experiences and life lessons which will help our children to mature into responsible young adults. The adults involved, whether as volunteers, parents, spectators or coaches, play a critical role in assuring that these experiences are positive and appropriate for our children. Children's sports are supposed to be fun – for the children. Unfortunately, many parents, players, spectators and coaches don't realize that their actions, whether verbal or nonverbal, can have a lasting emotional effect on children. Too many children leave sports activities because the fun is unfairly taken away by those engaging in poor conduct. That - in addition to promoting ethics, safety, sportsmanship, and citizenship - is why the Boonsboro Area Athletic Association has adopted the following Code of Conduct for all its board members, voting members, coaches, parents, volunteers, spectators, players and cheerleaders. Violations of this Code of Conduct will result in disciplinary action against any offender.

All Board Members, Coaches, Parents, Volunteers, Spectators, Players and Cheerleaders will;

- A) Never engage in any kind of unsportsmanlike conduct. Unsportsmanlike conduct includes the following: fighting, verbal abuse, dissent toward an official or coach, refusing to shake hands, racial or ethnic slurs of any kind, profanity, obscene gestures, flagrant fouls, taunting, "trash talk", baiting, cheating, throwing or abusing equipment and/or any inappropriate comment or action that may be construed as sexual harassment.

Remember; demonstrate self-control, accept decisions of coaches and referees with class and dignity, be gracious when you lose, and generous when you win.

- B) Treat every official, coach, parent, spectator, opponent, teammate, player and cheerleader with respect.

- C)** Never behave in any manner that is detrimental to yourself, your team or our organization or in a way that brings our community, organization or team into disrepute.
- D)** Remember, the reputation of our organization and community is formed by the behavior of all of its representatives.
- E)** Never disobey or attempt to circumvent any of the League Bylaws that our programs are members of, BAAA Bylaws, or Board of Education Policies or the intent thereof.
- F)** Play by the rules and never cheat. Remember, the spirit of the game and its laws are not negotiable.
- G)** Maintain a safe environment that is free from drugs, tobacco, and alcohol and refrain from their use at all Association and League sponsored events, games and/or practices when children are present.
- H)** Never engage in nor encourage any behaviors that would endanger the health and well-being of any individual.
- I)** Never steal. Remember, this is a non-profit organization for the benefit of children.
- J)** Resolve conflicts without resorting to hostility or violence.
- K)** Always respect the officials, directors, coaches and their authority during games and never voice any complaints or objections toward coaches, referees, umpires, or league officials in front of the children.
- L)** Only provide positive support for all players, coaches, and officials during games and practices.
- M)** As a matter of safety and respect, never attempt to intercede, disrupt or otherwise distract any player while he or she is actively playing, practicing or receiving instruction from his or her coaches.
- N)** Make every reasonable effort to get to games, practices and other events on time, properly dressed and ready to play.

Remember, your child's ability to meet his or her commitment to self and team depends on you.

- O)** Never abuse, neglect or otherwise deprive the Association of the future use of the equipment that it lends to each player.
- P)** Make every reasonable effort to fulfill any volunteer duties, financial obligations and/or any other commitments made to the Association and by extension to the children of our community.
- Q)** Remember that, even when we are at home games, we are merely guests, and as such, must endeavor to leave every facility that we have the pleasure of using, at least as good as we found it.

SECTION 2. VIOLATIONS OF THE CODE OF CONDUCT

Any Board Member, coach, Association Member and/or parent/legal guardian of a participating minor is aggrieved by any action or inaction by any other Association Member, coach and/or minor

participant, he or she shall first address the issue with their head coach. If the matter remains unresolved, the appropriate Athletic Director or Assistant Athletic Director shall mediate and/or otherwise attempt to restore equality in the situation. If the conflicted or otherwise aggrieved parties continue to be disagreeable and no mutually satisfactory remedy is found, the Grievance Committee and the Executive Board will serve as the aggrieved party's final recourse, and any decision made by this group shall be final. The grievance committee will be comprised of 3 board members. The Grievance Committee will gather the information from all parties involved, and then vote on the final outcome of the grievance. The simple majority vote from the Grievance Committee will become their recommendation to the Executive Board. This recommendation from the Grievance Committee will count as one vote towards the final recourse. The executive board will then place their vote. Again, the simple majority will determine the outcome of the grievance. If the person who the grievance is filed against is found guilty, then the executive board and the grievance committee will work together to decide on an appropriate consequence. Each executive board member will have a vote, and the grievance committee will have a vote to finalize the consequence. Again, the simple majority will determine the decision, and this decision will be final.

SECTION 3. OTHER BOARD MEMBER VIOLATIONS

- A.** Any Board Member accused of violating his or her oath of office will be brought before a closed session of the Board. After sufficient and careful deliberation, the Board shall make a determination if the accused should be removed from office.
- B.** Any perceived violations of the Code of Conduct should be brought to the attention of the appropriate Athletic Director and/or Assistant Athletic Director.
- C.** Any Board Member or coach under indictment for a felonious crime shall be immediately suspended and have all his or her privileges and authorities revoked.

ARTICLE XI. MISCELLANEOUS

SECTION 1. AMENDMENTS

These bylaws may be amended at any time by the Board by a simple majority vote. The Board shall determine when any changes go into effect.

SECTION 2. POLITICAL INVOLVEMENT

The Association shall not take a position of support or opposition to any political candidate. All statements with respect to any policy or position of the Association shall only be made by the President and with the Board's approval.

SECTION 3. ACTIVITIES

- A.** All Association sponsored functions or activities must have at least one (1) Board Member and/or one (1) head coach present at all times.
- B.** A parent or legal guardian must sign a waiver of liability, photo permission, code of code, and anything required by the league the team will be participating before their player/minor can participate in any Association sponsored function or activity.
- C.** Code of conduct will be followed no matter what or where the event is held.

SECTION 4. PARLIAMENTARY RULES

Roberts Rules of Order shall govern Association meetings in all cases, except in the event of a direct conflict with our bylaws, in which case our bylaws shall prevail, but only to the extent of the conflict. The President shall rule on all parliamentary questions. Unless specifically stated otherwise, a simple majority vote shall constitute an official affirmative action and/or approval by the Board.

SECTION 5. INSIGNIAS AND SEAL

The Board of Directors may adopt insignia, colors, badges, and flags for the Association, as it deems desirable.

SECTION 6. PLAYER PARTICIPATION

A participant in any given sport, except Football, may not simultaneously compete on any other non-BAAA team in the same league a BAAA team is participating in. Example: A player may play on two BAAA teams for roster reasons but not any other team participating in the same league. A player may play on a BAAA team and “travel” team in a different league at the same time but the BAAA head coach must be aware of the situation prior to the start of the season. BAAA Football players may not simultaneously compete in any other league or non BAAA team involving contact football during the active BAAA football season.

SECTION 7. FIELD OR SCHOOL USE REQUESTS

All forms required by schools for use of their fields or facilities must be completed by the appropriate Athletic Director or Assistant Athletic Director then submitted to the President for signature before final submission to the school.

SECTION 8. DISSOLUTION CLAUSE

Upon the dissolution of the corporation, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Washington County Court of competent jurisdiction exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The Executive Board shall be responsible for all proper, complete and timely filing of required federal, state and local statements, returns, applications and notices.