

# **BYLAWS OF BRENT YOUTH SPORTS ASSOCIATION, INC.**

## ARTICLE I – NAME AND LOCATION

### **Section 1 - Name**

The name of this organization shall be Brent Youth Sports Association, Inc. hereafter shown as BYSA and referred to as the Association herein.

### **Section 2 - Location**

There shall be a Post Office Box 6027, Pensacola, FL 32503, at the main Post Office in Pensacola, Florida for all official correspondence.

The Executive Board of BYSA shall have full power and authority to select and change the principal office location of BYSA from one location to another so long as said principal office remains within the community of Pensacola, County of Escambia, and State of Florida.

## ARTICLE II – GOALS

### **Section 1 - Specific Goals**

The purpose of BYSA is to foster and advance youth sports for boys and girls within its territory under its jurisdiction and to guard the interest of its participants. The program shall promote academics, discipline, leadership and good sportsmanship through youth sport programs. Another purpose of BYSA is to encourage good sportsmanship towards the officials, the opposing team members, and out of town visitors' at all athletic events.

### **Section 2 - Non-Profit Status**

This organization is organized exclusively for the charitable, scientific, literary, or education purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code or corresponding section of any future federal tax code.

## ARTICLE III – BASIC POLICIES

The following are the basic policies of BYSA:

- a. The Association shall be comprised of anyone that resides within Escambia County Florida and pays annual membership fee. Anyone residing outside of this boundary will be considered on a case by case basis and subject to the approval of the Executive Board.
- b. No part of the earnings of BYSA shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons.
- c. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organizations, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes and which has established its tax-exempted status under Section 501(c)(3) of the Internal Revenue Code. Preference shall be given to such organization(s) whose work specifically supports the activities of Escambia County Florida School District and its students.

## ARTICLE IV – PARTICIPANTS

### **Section 1 - Eligibility**

Participants of BYSA will be defined as parents, guardians, players, coaches and board members that have an interest in and sympathy with the purpose of the Association.

## ARTICLE V – MEETINGS

### **Section 1 - Monthly Meetings**

The BYSA will meet no less than once per month at a location and time designated by the Executive Board. Notice of these meetings will be posted on BYSA'S website at least 7days prior to the meeting. All monthly meetings are open to the public.

### **Section 2 - Special Meetings**

Special meetings can be called at the request of the President of BYSA. These meetings may or may not be open to the public.

### **Section 3 - Annual Election Meeting**

The annual election meeting shall be held in January in conjunction with the regular meeting of that month and shall be open to the public.

### **Section 4 - Participation**

a. The privilege of making motions and voting shall be limited to paid memberships who are present.

b. Any paid member of BYSA, present at the meeting, shall be allowed to address the Executive Board on any matter identified on the meeting agenda. However, the presiding officer, or designee shall be allowed to limit the length of time allotted for discussion on a topic.

c. Membership dues are due on November 30<sup>th</sup>. Membership shall commence on February 1<sup>st</sup> of the following year (**Amended July 26, 2010**).

### **Section 5 - Quorum for General Meetings**

a. At general meetings, all Board Members may vote by voice as directed by the presiding President.

b. A majority of board members shall constitute a quorum for board meetings. A simple majority is required for an issue to pass or fail.

### **Section 6 - Special Action**

For situations requiring board action that occur where there is not time to hold a special meeting, the President may call for a vote via email on an issue. In this instance, a majority of The Board must vote affirmatively for the action to be declared passed.

## ARTICLE VI– EXECUTIVE BOARD MEMBERS AND THEIR ELECTION

### **Section 1 - Executive Board Members**

Executive Board Members of BYSA shall be a president, vice president, secretary, treasurer, athletic director and the commissioners.

## **Section 2 - Nomination and Election**

a. Only those persons who are eligible and who have signified their consent to serve, if elected, shall be nominated for or elected to office.

b. Notification of willingness to serve must be presented in writing to the Executive Board during the monthly meeting in November. All candidates must also submit to a background check. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of BYSA.

c. Election for Executive Board Members will take place at the annual election meeting in January. The Executive Board shall be elected by simple majority vote of all paid membership. All paid membership may choose to vote electronically via e-mail or in person at the election meeting. For an electronic vote to be valid, the voting member must inform a member of the current Executive Board of their intent to submit an electronic vote at least 48 hours prior to the scheduled election. In addition, the ballot will only be valid if (a) received by 2 pm central standard time on the date of the election and (b) the ballot must be submitted directly to at least two of the current Executive Board Members (**Amended January 20, 2011**).

## **Section 3 - Term of Office**

a. Executive Board shall be elected to serve for a term of two (2) years.

b. Terms shall commence on February 1<sup>st</sup> and end on January 31<sup>st</sup> according to their elected years as defined in Article VI, Section 3C below.

c. Terms shall expire as follows:

Odd Numbered Years: President, Secretary, Athletic Director, and Blue Commissioner

Even Numbered Years: Vice President, Treasurer and White Commissioner

d. No one person may hold more than one elected Executive Board office.

e. A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by a simple majority vote of the Executive Board of BYSA.

## **ARTICLE VII – DUTIES OF EXECUTIVE BOARD MEMBERS**

### **Section 1 - President**

The president shall:

a. The chief executive charged with the overall administrative functions of BYSA.

b. Be responsible for scheduling meetings.

c. Investigate the circumstances involved in the removal of a member that has displayed improper conduct from a game or practice as described by the constitution of BYSA or its affiliated governing bodies.

d. Develop and maintain sponsor relations for BYSA.

e. Provide resources and support for all other areas of BYSA.

f. Sign all written contracts approved by the Executive Board of BYSA on behalf of BYSA.

g. Coordinate the work of the Executive Board Members and committee members in order that the purposes of the organization may be promoted.

h. Perform such duties as assigned by the Executive Board of BYSA as implied by the BYLAWS on behalf of BYSA.

i. Serve as, or delegate to a member of the Executive Board, the liaison role

between BYSA and the County of Escambia, Escambia County School District, and any other municipal entity as needed.

j. Oversee in conjunction with the appropriate Sports Directors the process of obtaining background checks on all prospective BYSA Board members, Committee Members and Coaching Candidates.

k. Take prudent and reasonable action in circumstances not covered.

l. Perform any other duties as assigned by the Board.

## **Section 2 - Vice President**

The vice president shall:

a. Responsible for registration of all participants.

b. Recommend any changes to this constitution or bylaws.

c. Perform any other duties as assigned by the President or the Board.

d. Act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to act.

e. Have such other powers and perform such other duties from time to time as may be prescribed by the president or by The Executive Board.

## **Section 3 - Secretary**

The secretary shall:

a. Keep an accurate record of the proceedings of all meetings of The Executive Board.

b. Record all voting of expenditures in the minutes.

c. Prepare and disseminate minutes of the meetings to appropriate administrative staff, athletic director and board members at the following meeting of the Executive Board.

d. Prepare an agenda for all meetings of BYSA.

e. Shall keep a current copy of the Bylaws.

f. Be responsible for the preparation and counting of any necessary ballots.

g. Shall send correspondence deemed necessary by the president and The Executive Board.

h. Perform such other duties as may be delegated to the secretary.

i. Check the post office box in Pensacola, FL on a weekly basis.

j. Publicize through whatever means possible the activities of the BYSA.

## **Section 4 - Treasurer**

The treasurer shall:

a. Receive monies of BYSA, keeping an accurate record thereof and shall deposit them in the name of BYSA in a bank(s) or credit union(s) approved by The Executive Board.

b. Pay all bills as authorized by The Board.

c. Maintain the signing authority of all BYSA accounts. The Treasurer and President will be the individually authorized signors on all accounts.

d. Keep an accurate record of all receipts and disbursements which is a permanent record of BYSA. All other financial records must be retained for seven years, including the current year.

e. Present a statement of accounting at every meeting of BYSA and when otherwise requested by a board member.

f. Make an annual financial report in December to The Executive Board

which includes gross receipts and disbursements for the previous year.

g. File or cause to be filed such annual reports with the IRS, the State of Florida and local agencies as required by law.

h. Perform any other duties as assigned by the Executive Board.

### **Section 5 – Athletic Director**

The athletic director shall:

a. Be responsible for the overall management of sport coaches, commissioners, coordinators, directors, grounds up keep, equipment management operations and player registration for all sporting events.

b. Be responsible for resolving coaching, parent and/or fan disputes.

c. Work with individual sports directors and commissioners and coaches on scheduling practices and scrimmages.

c. Be responsible for managing weight scale.

d. Submit an equipment report to BYSA at the monthly meetings.

### **Section 6 - Commissioners**

The Commissioners shall:

a. Create a budget per season by collecting competitive bids from quality vendors and accounting for all expected expenses (i.e. Officials, field fees, insurance, association fees, etc.) All bids should be jointly worked on with the Equipment Manager.

b. Scheduling dates, times, locations and gathering materials for registration. All school flyers and registration forms have to be approved by the Executive Board and Escambia County School District prior to printing and distribution to individual schools.

c. Each commissioner will be responsible for the distribution of equipment/uniforms to their respective sport specific coaches. An inventory of all equipment must be taken at distribution and a log must be kept showing what the commissioner received.

d. Attend pre-season rules and code of conduct meeting run by your individual sport.

e. Each commissioner will be responsible for holding their sport specific coaches accountable for their duties.

f. Each commissioner will communicate frequently and honestly with their sport specific coaches on all business affairs related to their sport.

g. Create all game schedules (if applicable) and oversee practice schedules. Coordinate schedules with other participating associations.

h. Uphold all BYSA bylaws, policies and procedures. Commissioner should always lead by example.

i. Assist Treasurer with maintaining budget, collecting and completing all records and receipts involving your sport.

j. Attend monthly board meetings for both the Executive Board and individual sport meetings. Prepare to give a report on your sport as to any issues, praises, progress, etc.

k. Support the goals of BYSA by your actions, attitude and service.

l. Form a discipline committee when necessary and report findings, suggestions, etc. to The Executive Board for review.

### **Section 8 - Failure to Attend Meetings**

If an Executive Board Member fails to attend three (3) meetings without adequate excuse he/she may be relieved of his/her duties with a majority vote of The Board.

**Section 9 - Expiration of Term, Resignation or Termination**

a. Each officer, upon expiration of his or her term of office or in case of resignation or termination, shall turn over to the president, and/or successor, without delay, all records, books, or other materials pertaining to the office and shall return to the treasurer, without delay, all funds belonging to BYSA.

b. In the event that a board member fails to perform the prescribed duties of the office, or, if deemed to be in the best interest of BYSA, The Board, by majority vote, may declare the office vacant and appoint a replacement to finish out the elected term.

ARTICLE VIII– BOARD OF DIRECTORS MEMBERS AND THEIR ELECTION

**Section 1 - Board of Directors Members**

Board of Directors Members of BYSA shall be a chaplain, equipment manager, assistant equipment manager, groundskeeper, concessions manger, assistant concessions manager, basketball director, head coaches (football & cheerleading), cheerleading coordinator, fundraising director and public relations director

**Section 2 - Nomination and Election**

a. Only those persons who are eligible and who have signified their consent to serve, if elected, shall be nominated for or elected to office.

b. Notification of willingness to serve must be presented in writing to the Executive Board during the monthly meeting in November. All candidates must also submit to a background check. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of BYSA.

c. Election for Board of Directors Members will take place at the annual election meeting in January. The Board of Directors Members shall be elected by simple majority vote of all paid membership. All paid membership may choose to vote electronically via e-mail or in person at the election meeting. For an electronic vote to be valid, the voting member must inform a member of the current Executive Board of their intent to submit an electronic vote at least 48 hours prior to the scheduled election. In addition, the ballot will only be valid if (a) received by 2 pm central standard time on the date of the election and (b) the ballot must be submitted directly to at least two of the current Executive Board Members (**Amended January 20, 2011**).

**Section 3 - Term of Office**

a. Directors shall be elected to serve for a term of two (2) years.

b. Terms shall commence on February 1<sup>st</sup> and end on January 31<sup>st</sup> according to their elected years as defined in Article VIII, Section 3C below.

c. Terms shall expire as follows:

Odd Numbered Years: Chaplain, Equipment Manager, Groundskeeper, Basketball Director, Assistant Concessions Manager and Public Relations Director

Even Numbered Years: Assistant Equipment Manager, Concession Manager, Cheerleading Coordinator and Fundraising Director

**Note:** *Head Coaches will be elected every year.*

d. A vacancy occurring in any position shall be filled for the unexpired term by a person appointed by a simple majority vote of the Executive Board of BYSA.

## ARTICLE IX – DUTIES OF BOARD OF DIRECTORS MEMBERS

### **Section 1 - Fundraising Director**

The fundraising director shall:

- a. Create and maintain the official fundraising activity calendar for BYSA and all individual sports.
- b. Coordinate with the school activities calendar.
- c. Schedule, record and approve all the fundraising activities submitted by the sport specific commissioners.
- d. Provide a summary of the upcoming fundraising activities at the monthly meeting of BYSA.
- e. Manage and coordinate all special events and fundraising activities after Executive Board approval.

### **Section 2 - Public Relations Director**

The public relations director shall:

- a. Coordinate marketing, advertising sales, layout, and production and collecting money for all items related to promotion/publicity of BYSA, with each individual Sports Directors or Commissioners.
- b. Coordinate with the Escambia County School District on ways to promote BYSA to all school district parents.
- c. Maintain BYSA email list for all sports.
- d. Communicate to BYSA parents and coaches all public BYSA meetings and special events.
- e. Help with recruiting of parent volunteers for all necessary projects such as concessions, special events, etc.
- f. Work with individual sports directors and commissioners to provide an avenue of communication that welcomes both praises and complaints.
- g. Maintain working relationship with all necessary city leaders, Escambia County School District leaders and partner association representatives.

### **Section 3 - Cheer Coordinators, and Basketball Directors**

The coordinators and directors shall:

- a. Create a budget per season by collecting competitive bids from quality vendors and accounting for all expected expenses (i.e. Officials, field fees, insurance, association fees, etc.) All bids should be jointly worked on with the Equipment Manager.
- b. Scheduling dates, times, locations and gathering materials for registration. All school flyers and registration forms have to be approved by the Executive Board and Escambia County School District prior to printing and distribution to individual schools.
- c. Each coordinator and director will be responsible for the distribution of equipment/uniforms to their respective sport specific coaches. An inventory of all equipment must be taken at distribution and a log must be kept showing what the commissioner received.
- d. Attend pre-season rules and code of conduct meeting run by your individual sport.
- e. Each coordinator and director will be responsible for holding their sport specific coaches accountable for their duties.
- f. Each coordinator and director will communicate frequently and honestly with their sport specific coaches on all business affairs related to their sport.
- g. Create all game schedules (if applicable) and oversee practice schedules. Coordinate schedules with other participating associations.

- h. Uphold all BYSA bylaws, policies and procedures. Coordinator and director should always lead by example.
- i. Assist Treasurer with maintaining budget, collecting and completing all records and receipts involving your sport.
- j. Attend monthly board meetings for both the Executive Board and individual sport meetings. Prepare to give a report on your sport as to any issues, praises, progress, etc.
- k. Support the goals of BYSA by your actions, attitude and service.
- l. Form a discipline committee when necessary for review and report findings, suggestions, etc. to The Executive Board for approval.

#### **Section 4 - Equipment Manager**

The equipment manager shall:

- a. Proactively pursue bids for all player, coach and board uniforms, as well as all equipment necessary for each sport.
- b. Work jointly with each sport commissioner, coordinator and director on their needs for the upcoming season.
- c. Work jointly with each sport commissioner, coordinator and director on all bids you collect.
- d. Work jointly with each sport commissioner, coordinator and director on distribution of all uniforms and equipment to their sports commissioners.
- e. Submit all bids to Executive Board for approval.

#### **Section 5 - Assistant Equipment Manager**

The assistant equipment manager shall:

- a. Act as aide to the equipment manager and shall perform the duties of the equipment manager in the absence or inability of that director to act.

#### **Section 6 - Concession Manager**

The Concession Manager shall:

- a. Be responsible for the overall management of concession operations for all sporting events.
- b. Work with individual sports directors and commissioners and concession assistants on scheduling concessions workers and recruitment of them.
- c. Deposit all concession proceeds from athletic events, immediately following the event worked.
- d. Maintain an adequate inventory for the concessions of BYSA for various athletic events jointly with concession assistants for each sport.
- f. Submit a concessions report to BYSA at the monthly meeting.
- g. Distribute start up cash at all sporting events under dual control and count money at end of day under dual control and deposit all money immediately. Dual control means 2 people count.

#### **Section 7 – Assistant Concessions Manager**

The assistant concessions manager shall:

- a. Act as aide to the concessions manager and shall perform the duties in the concessions manager in the absence or inability of that director to act.

#### **Section 8 – Chaplain**

The Chaplain shall:

- a. Open banquets, homecomings and meetings with prayer.

- b. Perform any other duties as assigned by the Board.

### **Section 9 – Groundskeeper**

The groundskeeper shall:

- a. Be responsible for the maintenance of the landscape of the field, parking area and all skinned areas such as walkways and they are cleared of trash and debris.
- b. Be responsible for the maintenance and repairs of the field lights, score board, and restrooms to insure full operation of them.
- c. Be responsible for lining game field prior to games with the assistance of head coaches or their assistant coaches.
- d. Be responsible for the maintenance of weight scale, weight room, maintenance room and the sky box.

### **Section 10 – Head Coaches**

The head coaches shall:

- a. Attend pre-season rules and code of conduct meeting.
- b. Be responsible for the overall management of his/her coaching staff and team (*Coaching Staff must also submit to a background check. Any candidate that has an unfavorable background check will be notified immediately by the current President or Vice-President of BYSA*).
- c. Be responsible for collecting and turn in all team monies due to BYSA.
- d. Be responsible for collecting and turn in player registration fees.
- e. Work jointly with the equipment manager on distribution of uniforms and equipment to his/her coaching staff and team.
- f. Be responsible for collecting and turning in equipment that issued to his/her coaching staff and team.
- g. Uphold all BYSA bylaws and policies and procedures. Coaches should always lead by example.
- h. Attend monthly board meetings (MANDATORY) and/or coaches meetings. Be prepared to give a report on any issues, praises, progress, etc.
- i. Assist groundskeeper with facility upkeep before and after games and practices and lining the game field.
- j. Responsible for knowing Article X “BYSA General Rules” and Article XI “Coaches Code of Conduct.”

### **Note: Failure to Turn In All Issued Equipment and/or Team Monies Due**

If a head coach fails to turn in all issued equipment and/or team monies due he/she may be relieved of his/her duties with a majority vote of The Board and may not be able to be a head coach candidate for period of no less than two (2) years.

### **Section 11 – Failure to Attend Meetings**

If a board member fails to attend three (3) meetings without adequate excuse he/she may be relieved of his/her duties with a majority vote of The Board.

### **Section 12 – Expiration of Term, Resignation or Termination**

- a. Each director, upon expiration of his or her term of position or in case of resignation or termination, shall turn over to the president, and/or successor, without delay, all records, books, or other materials pertaining to the position and shall return to the treasurer, without delay, all funds belonging to BYSA.
- b. In the event that a director fails to perform the prescribed duties of the position, or, if deemed to be in the best interest of BYSA, The Board, by majority vote,

may declare the position vacant and appoint a replacement to finish out the elected term.

#### ARTICLE X – BYSA GENERAL RULES

1. A spirit of good sportsmanship should prevail during and after the game for all players, coaches, and fans. Issues or complaints should be addressed to the Head Coach or appropriate Commissioner. If unresolved at that level, the issue or complaint may be submitted to the Athletic Director. If unresolved at that level the issue or complaint will be submitted to the Executive Board. A decision made by a Commissioner may be appealed to the Executive Board. Only the Head Coach can report violations pertaining to a game in progress.
2. Player participation rules, as specified by the appropriate sport will be enforced. Players will pay all pre/post season registration and tournament fees and expenses, prior to being eligible to participate.

#### ARTICLE XI – COACHES CODE OF CONDUCT

1. The term “Coach” shall include but is not limited to Head Coach, Assistant Coach(s), Manager(s), or any other person in a team leadership role.
2. The coach must never put the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
3. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
4. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
5. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
6. Demands on players’ time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
7. Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician’s instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
8. Adherence to all league rules and policies, especially those regarding eligibility, team formation, recruiting and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
9. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.
10. Officials must have the support of coaches, players, and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
11. Comments regarding an official should be made in writing to the appropriate organization assigning the official.
12. Under no circumstance, does a coach have the authority to decide not to play a game. Not showing up for a game without contacting the Athletic Director or another member of the Executive Board with a justifiable explanation, will be grounds for

immediate termination of rights to coach in BYSA.

**13.** Any request that relates to not participating in a game or event must be communicated to the Executive Board of BYSA within 1 week of scheduled game. Failure to communicate will be grounds for removal as coach.

**14.** Head Coaches are responsible for all behavior of assistant coaches, players, and parents.

**15.** Head Coaches are responsible for effectively communicating game schedules, changes to game schedules and any other league news that directly impact the players or directly impacts the team.

#### ARTICLE XII-PARENTS CODE OF CONDUCT

1. Children have more need for example than for criticism. Remember, your child is involved in organized sports for their enjoyment, NOT YOURS.
2. Attempt to relieve the pressure of the competition, not increase it.
3. Be kind to your child's coach and officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child. The opponents are necessary friends. Without them your child could not participate.
4. Applaud good plays by your team AND by members of the opposing team. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship. Accept the results of each game.
5. Encourage your child to be gracious in victory and to turn defeat into victory by working towards improvement. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
6. No parent or fan will be allowed to coach a child or the team from the stands. Failure to abide by this rule will result in removal from the field or facility.

#### ARTICLE XIII-PLAYERS CODE OF CONDUCT

1. No participant shall act in an un-sportsmanlike manner while on or near any playing field before, during or between games or practices.
2. Unsportsmanlike conduct by a participant includes but is not limited to:
  - a. Use of disconcerting acts or words.
  - b. Disrespectfully addressing the game officials
  - c. Showing disgust with game officials' decisions.
  - d. Using profane or insulting language or gestures or baiting or taunting any other participants.
  - e. Making any contact, including spitting, with any other player which is deemed unnecessary and/or incites roughness.

#### ARTICLE XIV-DISCIPLINARY GUIDELINES & VIOLATIONS

1. Any person witnessing misconduct from any BYSA parent, coach, board member or spectator during any BYSA event, should report the incident directly to the Executive Board.
2. If any adult associated with BYSA is found guilty of misconduct in any way, such as fighting, intoxication, using abusive language, etc. at games or practice sites, the Executive Board will take immediate action. The Executive Board for BYSA will not tolerate any violation of these guidelines.
3. Any coach failing to fulfill their duties as coach, fail to support the goals of BYSA, or conduct themselves in a manner detrimental to the welfare of the kids they coach or

that is detrimental to the image of BYSA, will be subject up to but not limited to probation, suspension and/or termination.

4. The Executive Board reserves the right on a case by case basis to determine the punishment for any violation outlined above or any conduct deemed unsportsmanlike.

5. The Discipline Committee comprised of the football commissioners and cheerleading coordinator will submit their findings and suggestions to the Executive Board for approval by vote.

6. Any punishment given for any violation will be voted on by the Executive Board and notification of the results in writing will be provided.

7. If an individual wishes to appeal their punishment, they will do so in front of the entire Executive Board at the next scheduled monthly meeting.

## ARTICLE XV – AMENDMENT OF BYLAWS

1. Bylaw changes may be proposed at any time by a member of the Executive Board of BYSA and must be submitted to the Board for consideration. Bylaw amendments will require a simple majority vote of all paid members present for the special meeting.

2. Bylaw changes will be posted for 30 days on the BYSA website after they have been approved by a simple majority vote of BYSA paid members present at the special meeting to amend the bylaws. Once the 30 day period has expired, the amended bylaw will immediately supersede the original bylaw it is replacing.

## AMENDMENTS

1. Article V, Section 4, C.

Membership dues are due on the November 30<sup>th</sup>. Membership shall commence on December 1<sup>st</sup>.

**Amended to read:**

Membership dues are due on November 30<sup>th</sup> each year. Membership shall commence on February 1<sup>st</sup> of the following year (**Amended July 26, 2010**).

2. Article VI, Section 2, C.

Election for Executive Board Members will take place at the annual election meeting in January. The Executive Board shall be elected by simple majority vote of all paid membership present at the meeting.

**Amended to read:**

Election for Executive Board Members will take place at the annual election meeting in January. The Executive Board shall be elected by simple majority vote of all paid membership. All paid membership may choose to vote electronically via e-mail or in person at the election meeting. For an electronic vote to be valid, the voting member must inform a member of the current Executive Board of their intent to submit an electronic vote at least 48 hours prior to the scheduled election. In addition, the ballot will only be valid if (a) received by 2 pm central standard time on the date of the election and (b) the ballot must be submitted directly to at least two of the current Executive Board Members (**Amended January 20, 2011**).

3. Article VIII, Section 2, C.

Election for Board of Directors Members will take place at the annual election meeting in January. The Board of Directors shall be elected by

simple majority vote of all paid membership present at the meeting.

**Amended to read:**

Election for Board of Directors Members will take place at the annual election meeting in January. The Board of Directors Members shall be elected by simple majority vote of all paid membership. All paid membership may choose to vote electronically via e-mail or in person at the election meeting. For an electronic vote to be valid, the voting member must inform a member of the current Executive Board of their intent to submit an electronic vote at least 48 hours prior to the scheduled election. In addition, the ballot will only be valid if (a) received by 2 pm central standard time on the date of the election and (b) the ballot must be submitted directly to at least two of the current Executive Board Members (**Amended January 20, 2011**).