

**SMITH ATHLETIC ASSOCIATION (SAA)
P.O. BOX 2157
MIDLOTHIAN, VIRGINIA 23112**

Association BY-LAWS

Article One

Name

- Section 1. The name of the association shall be Smith Athletic Association, hereafter referred to as the "Association".

Article Two

Purpose

- Section 1. The purpose of the Association is to create, organize and support all types of athletic programs within the Alberta Smith Elementary School boundaries.
- Section 2. In support of such purpose it shall be the objectives of the Association to promote in the youth of the community the ideals of good sportsmanship, teamwork, leadership, fair play and respect for others by providing a well-supervised program of competitive athletic and associated events. All agents and representatives of the Association will be expected to emphasize the well being and instruction of the youth participants as the first and overriding priority.

Article Three

Membership

- Section 1. All parents or legal guardians of children participating in programs sponsored by the Association are eligible for membership by application as established by the Association.
- Section 2. All memberships shall be family memberships lasting for a period of one year beginning January 1 and ending December 31. The membership fee shall be decided each year by the Board of Directors no later than October 1 for the following year.
- Section 3. The application of membership and registration of a child to participate in Association sponsored activities shall be deemed an agreement for themselves and their children to comply with the Association's rules and policies in addition to those of any local, national and/or international organization with which the Association is or becomes affiliated (i.e.: Chesterfield Basketball League, Chesterfield Baseball Club, Chesterfield Girls Softball League and Chesterfield Quarterback League).

Article Four

Mascot/Colors

- Section 1. The Association mascot is the Shark. The Association colors are "Carolina" blue, black and white.

Article Five
Government

- Section 1. The government of the Association shall be vested in the Board of Directors, hereafter referred to as the "Board." The Board shall decide on policies and procedures affecting the general management of the Association. The Board represents the members and is responsible for receiving member input as policies and procedures are decided. The Board shall have authority to act in the name of the Association in any emergency or needful occasion between membership meetings.
- Section 2. The Board shall consist of fifteen (16) elected members to include the following:
- a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Athletic Director
 - f. Ways and Means Director
 - g. Grievances/Communications Director
 - h. Football Director
 - i. Assistant Football Director
 - j. Girls Basketball Director
 - k. Boys Basketball Director
 - l. Softball Director
 - m. Baseball Director
 - n. Cheerleading Director
 - o. Assistant Cheerleading Director
 - p. Fields/Grounds Director
- Section 3. The Board shall have the following specific powers:
- a. To establish and implement rules and regulations necessary to promote the activities of the Association;
 - b. to levy such fees as may be necessary to promote and conduct the activities of the Association;
 - c. to create subsidiary committees as necessary to aide in administering the activities of the Association; and
 - d. to exercise, for the Association, all powers, duties, and authority vested in or delegated to the Association.
- Section 4. The Board shall have the following specific duties:
- a. To keep a complete and accurate record of all its acts and corporate affairs;
 - b. to supervise all officers, agents and representatives of the Association to see that their duties are properly performed;
 - c. to fix the amount of fees charged for membership and participation in Association activities and be responsible for such funds; and

- d. to file such reports as required by local, state, or federal authorities or any other governing body or entity to which the Association is obligated.

Section 5. The President may not hold the position of a head coach of any team unless needed on an emergency basis. All other officers and directors may hold the position of head coach. No board member may hold a position in any other organization that conflicts with the purpose of the Association.

Section 6. Each Officer or Director may appoint person(s) or a committee comprised of Association members to assist with their duties.

Article Six
Nomination, Election and Inauguration
Of Officers and Board of Directors

Section 1. During the fall of each year, the Board shall individually and collectively, solicit interest from the Association members for service on the next Board.

Section 2. The President shall, each year at the October general membership meeting, open the floor to nominations for each upcoming vacancy on the Board, not to exceed two (2) nominees for each Board position.

Section 3. The term for President, Vice President, Secretary, Treasurer, Athletic Director, Boys Basketball Director and Girls Basketball Director shall be for a period of two (2) years commencing January 1. These Board members may not succeed themselves. The term for the remaining members of the Board shall be for a period of one (1) year commencing January 1 and a member may not serve more than two (2) consecutive terms in any same position.

Section 4. Election of the Board shall be by written ballot at the November membership meeting. Only current members in good standing are eligible to vote.

Section 5. The Board, on its own motion by majority vote of the Board members present, may dismiss any member of the Board who does not satisfactorily perform the duties of their office. Unexcused absences at consecutive Board meetings may be cause for discussion of removal. Likewise, any member of the Board who has a child or ward eligible to participate in a program offered by the Association, but chooses to allow that child or ward to participate in the same type of program offered by another organization may be dismissed from the Board under this provision. The Board shall state for the record the reason for the dismissal of any Board member. Any Board member eligible for dismissal shall be notified in advance of the Board meeting at which the dismissal vote will be taken and shall be allowed fifteen (15) minutes to present their position to the Board before a vote of dismissal is taken.

Section 6. The remaining members of the Board present at the meeting at which a vacancy in any position occurs shall fill the vacancy by appointment for the unexpired term of the vacancy. Such a decision may be tabled for no more than two Board meetings.

Article Seven
Duties of Officers and Directors

- Section 1. President - The president shall be Chairman of the Board and shall preside at all meetings of the Association and of the Board. The President shall preserve order and shall decide all points of order that may arise subject to appeal of a majority of all members present. The President and Board shall be required to reverse decisions or preserve decisions based on the members' appeal and majority interest. The President shall have the general powers and duties of supervision usually vested in the president of a corporation. The President shall sign all contracts and other documents authorized by the laws of the state of Virginia. The President shall make an annual report to the Association and to the Board.
- Section 2. Vice President - The Vice President shall preside at any meeting of the Association or Board in the absence of the President. The Vice President shall also assist the President with all duties.
- Section 3. Secretary - The Secretary shall keep an accurate record of all meetings and proceedings of the Association and of such correspondence as authorized by the Association or the Board. The Secretary shall give written notice (e-mail shall serve as written notice) for all Board meetings at least ten (10) days prior to such meetings. The Secretary shall provide copies of the minutes of each meeting to members of the Board via e-mail within one week of each Board meeting. The Secretary shall be custodian of all papers and documents related to the proper and effective management of the Association, past and present, and shall deliver documents in complete order to the Secretary's successor.
- Section 4. Treasurer - The Treasurer shall collect and receipt all money coming into the accounts of the Association and keep accurate records. The Treasurer shall be responsible for depositing all money received at least once every thirty (30) days. The Treasurer shall make payment when authorized by an official of the Association who has authority to make such expenditures or by action of the Board, if required, necessitating the expenditures of funds. All payments must be made by check. The Treasurer shall be bonded and all checks drawn on the funds of the Association shall be signed by two (2) of the following officers: President, Vice-President, Secretary or Treasurer. The Treasurer shall make an accurate reporting of Association funds at each Board meeting and file all reports or returns as required by law. The Treasurer's records and ledgers shall, at all times, be subject and available to an audit by the Board. The Treasurer shall keep petty cash in the amount of and not to exceed \$100.00.
- Section 5. Athletic Director - The Athletic Director shall be responsible for receiving and reviewing the appointments of all Coaches and Assistant Coaches and submitting the nominations for approval by the Athletic Director, Vice-President, and Director of each sport. It is the responsibility of each Head Coach to nominate the Assistant Coaches for approval. The Athletic Director has the authority to suspend Head and/or Assistant Coaches for conduct not in compliance with any Articles of this Association By-Laws pending a review

by the Board. The Athletic Director is responsible for the inventory, storage, maintenance, distribution, and receiving of all equipment and/or delegating such responsibility to each of the sports Directors.

Section 6. Sports Directors – To include the following: Baseball, Softball, Boys Basketball, Girls Basketball, Cheerleading and Football Directors. Directors of individual sports shall be responsible for the administration and oversight of their sport, with particular attention to the goals of providing a positive and enjoyable experience for the participants. Specific duties shall include determining the equipment needs and developing the budget for their individual sport and purchasing the proper equipment, uniforms, etc. necessary to run a safe program. The equipment needs and budget shall be submitted to the Athletic Director for review prior to purchase. The Director shall recruit, train (if necessary) and manage all coaches in their respective sport. The Director is responsible for maintaining accurate distribution, storage, and return processes for all equipment owned by the Association as delegated by the Athletic Director. Directors shall reiterate the Code of Conduct to coaches, players and parents. Directors shall attend and participate in meetings of the applicable governing bodies and sports associations to include acting as voting representative (Athletic Director in their absence) to the affiliated local sports clubs, leagues, and organizations for the Association and report to the Board of actions taken. The Director shall determine all dates to file Association and team applications and documents to enter the sport and organize registrations and teams. Directors are responsible for promoting registration periods and attracting youth to the program, to include gaining proper approval for all promotions and distributions. The Directors shall accept registration funds and applications and transfer them to the Treasurer and Secretary, respectively, in a timely manner. It is the responsibility of the Directors to notify parents of early signup dates and team release dates so parents have ample time to plan and decide on sports opportunities outside of Association sanctioned programs. Above all, the Directors shall administer a program that strives to provide the best possible facilities, equipment, and coaching for the most participants, encourage adherence to the rules and consistency in management, promote equal and fair playing opportunities and team placement, insist on good sportsmanship and place the well-being of the child and the Association over the satisfaction or success of any individual or team.

Section 7. Assistant Directors – To include Assistant Football Director and Assistant Cheerleading Director. Assistant Directors will be responsible for supporting the efforts of their respective Sports Directors - see Section 6.

Section 8. Ways and Means Director – The Ways & Means Director is responsible for publicity in conjunction with the Grievances/Communications Director, sponsorship programs, fundraising and concessions. The Director shall explore fundraising opportunities for the Association and present such opportunities to the Board for approval. The Director shall coordinate and conduct all Association fundraisers and shall also work with individual Sports

Directors to assist in their respective fundraising goals. The Director shall work with the Board to determine the items to be sold and the price of those items for sale at the Association's concession stand. The Director shall be responsible for purchasing supplies, food service items, food and beverages, coordinating and scheduling volunteers to work in the concession stand and insuring that the Concession area is clean and safe at all times. The Director may assemble a committee to assist in these responsibilities.

Section 9. Grievances/Communications Director - The Grievances Director shall manage the grievance process and will submit all formal complaints to the Board for review according to the noted procedure. Each member of the Association has the right to file a grievance and must follow the steps below:

Step 1. A member approaches the Head Coach of the team and expresses the issue, concern, or problem. Coaches shall not be confronted on the playing field or in front of players and other parents/members. If the issue is not resolved with the Head Coach, the member advances to Step 2.

Step 2. The member brings the issue to the attention of the respective Sports Director. If the Director is unable to resolve the issue, the member advances to Step 3.

Step 3. The member brings the issue to the attention of the Athletic Director. If the issue is not resolved, the member advances to Step 4.

Step 4. The member submits in writing (e-mail is accepted) the grievance to the Grievance Director. The Grievance Director shall contact the Coach, Sports Director, and Athletic Director to discuss the issue. The Grievance Director shall respond to the member submitting a grievance in writing within three (3) days of receipt of the written grievance. The response shall inform the member that the matter will be presented to the Board at the next regularly scheduled meeting and will inform the member of the place, date, and time of the Board meeting. Should an ad hoc meeting be required to settle the issue more expeditiously, that will be arranged.

All parties to the grievance including member, Head Coach, Sports Director, Athletic Director and Grievances Director shall be present at the Board meeting. The Grievance Director will present the grievance to the Board. The Board will ask questions of all parties, consider the grievance, and make a decision on the grievance. The Board's decision is FINAL. Refunds will only be issued in extenuating circumstances and will be reviewed by the Board on an individual basis. Refunds, if granted, will be issued at the end of the respective sport's season and is subject to a \$25.00 processing fee.

The Communications Director shall collect all information pertaining to the activities of the Association for posting to the Association's website. The Director will coordinate with the Webmaster to update and maintain the information contained on the website. Additionally, the Director will work with the Ways and Means Director to establish and distribute publicity for the Association.

Section 10. Grounds/Fields Director - The Grounds/Fields Director is responsible for all owned and operated facilities and grounds of the Association. The Director shall manage and care for such property consistent with industry standards and practices and County guidelines to include general maintenance and upkeep of all fields, preparing the fields for game play and emptying trash containers on a regular basis. The Director shall support all Association projects to build or construct facilities for the purposes of the Association ownership or operation.

Article Eight
Coaches

Section 1. All coaches must meet background check guidelines as set forth by Chesterfield County and must display coaching credentials at all official Association games as required by the applicable governing body of each individual sport. Coaches are responsible for the return of uniforms and/or equipment to the Sports Director at the end of each season. Coaches shall follow the Code of Conduct as set forth by the Association and shall require the same of players and their parents. Coaches are required to give equal playing time on instructional teams and fair playing time on all other experienced teams. These requirements overrule any league playing requirements.

Article Nine
Code of Conduct

Section 1. All Parents, Coaches and Players are required to follow the Code of Conduct:

1. Display good sportsmanship at all times.
2. No tobacco or alcohol on or near fields or playing areas.
3. Refrain from using foul or abusive language towards officials, parents, coaches and, especially, players.
4. Provide all players a fun and safe experience at all times.
5. Provide fair playing opportunities to all players.
6. Keep all parents informed of and ask for their assistance concerning a player before corrective action is necessary.
7. No fighting.

Article Ten
Management of Property

Section 1. The Board shall manage, direct and control all property of the Association.

Article Eleven
Fiscal Year

Section 1. The Association's fiscal year shall begin January 1 and end December 31.

Article Twelve
Meetings

- Section 1. A regular meeting of the Association will be held four times a year at a place designated by the Board. Notice shall be served to the members at least fifteen (15) days prior to such meetings.
- Section 2. The Board shall meet once a month, at a time and place designated by the Board at the previous meeting, except June, July and August, unless deemed necessary. Meeting attendance for Board members is mandatory. Board members will be placed on probation after two consecutive missed meetings. While on probation, if another meeting is missed, proceedings for removal of Board member will begin.
- Section 3. The President shall call special meetings of the full membership of the Association as necessary, subject to the prior approval of the Board of Directors. Notice of special meetings shall be published to all members ten (10) days prior to the meeting.

Article Thirteen
Voting Rules

- Section 1. Two-thirds (2/3), or ten (10) members of the Board must be present to vote on non-emergency business. At least four (4) of the following officers must be present at a meeting for a majority rule decision at a meeting of the Association: President, Vice President, Secretary, Treasurer, Athletic Director or a Sports Director.

Article Fourteen
Restrictions

- Section 1. This Association shall be non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation or endorsement for public office.

Article Fifteen
Liquidation and Distribution

- Section 1. In the case of dissolution of the Association and the liquidation of its affairs, any money or equipment remaining after payment of all obligations shall be given to a non-profit organization to be determined at that time.

Article Sixteen
Rules of Order

- Section 1. The rules contained in "Robert's Rule of Order" shall govern the Association on all cases to which they are applicable and in which they are not consistent with the By-Laws of the Association.

Article Seventeen

Amendments

Section 1. Proposed amendments to the By-Laws of this Association should be prepared in writing by a By-Laws committee as presented at a membership meeting. A majority vote of the membership present shall be required to adopt or amend any particular article or section.