

**BY-LAWS
OF THE
ANDOVER ATHLETIC ASSOCIATION**

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Article I – Application of the Articles of Incorporation

The name, objects, purpose, and location of this corporation are shown in the Articles of Incorporation, together with certain specific and general rules concerning government of the corporation. The following rules will govern all matters when not in conflict with the foregoing.

Article II - Fiscal Year**Section 1:**

The fiscal year of the corporation shall run from January 1 to December 31.

Section 2:

The annual meeting for the election of officers for the Board of Directors must follow the regular monthly January meeting. The elected officers will assume their duties at the February meeting.

Article III - Business Practices**Section 1: Check Signatures**

All disbursements must be made by check. Checks less than \$2500 require one signature. Checks over \$2500 require two signatures. Only the President, Treasurer, and Secretary will be authorized to sign checks.

Article IV – Conducting Business**Section 1: Annual or Monthly (Regular) Meetings**

Notice of every Annual or monthly meeting shall be made public by the Secretary at least one week before the date of such meeting.

Section 2: Special Meetings

Notice of Special Meetings need only be made to Board members and shall state objectives for which the meeting was called, and no other business shall be transacted at said meeting.

Section 3: Quorums

A quorum for a general meeting shall consist of two-thirds of the Board. Special meetings require two-thirds Board member attendance or an absentee ballot.

Section 4: New Business

All new Business items raised at any meeting must be tabled for final vote until the next regular meeting. Where new Business proposed requires a decision sooner than the next regular meeting, special meetings may be called as noted above or the motion can be decided by

electronic notification by the Secretary to all Board members, who may vote on the motion by electronic response to the Secretary. In the case of electronic notification and vote, Board members will be given seven (7) calendar days to respond. A lack of response will be treated as an abstention.

Article V – Board Elections

Section 1: Even Year Elections

- A. President
- B. Secretary
- C. Softball Director
- D. Girls' Basketball Director
- E. Members-at-Large (2)

Section 2: Odd Year Elections

- A. Treasurer
- B. Boys' Basketball Director
- C. Track Director
- D. Girls' Fastpitch Director
- E. Equipment Director
- F. Member-at-Large (1)

Article VI – Officers' Duties

Section 1: President

- A. Presides at all meetings of the Corporation and the Board of Directors.
- B. Enforce all laws, rules, and regulations of the Corporation
- C. With the Secretary or Treasurer, sign all written contracts and obligations of the Corporation.
- D. Under the direction and with the approval of the Board of Directors appoint the Chairperson of Standing Committees.
- E. Appoint the members of such other Special committees as he/she may deem necessary with the approval of the Board of Directors.

- F. Have power to change the personnel of any committee over which he/she has the power of appointment, with the approval of the Board of Directors.
- G. Perform such duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him/her by resolution of the Board of Directors.
- H. The President shall not cast a vote unless it is a vote to break a tie or vote to make a tie.

Section 2: Secretary

- A. Keep Minutes of the meetings of the Corporation and of the Board of Directors, including record of deposits submitted by Treasurer.
- B. Conduct the Official correspondence of the Board of Directors.
- C. Keep records, books, documents, and papers, relating to the Corporation in such place and form as shall be designated by the Board of Directors.
- D. Arrange to secure all bonds as may be required by the Board of Directors for all officers and individuals of the Corporation who have custody or control of any Corporation Funds.
- E. Will establish and maintain a mailing list consisting of all Board Members, Sports Directors, and other persons who are involved in Andover Athletic Association activities and desire to be on the mailing list.
- F. Will maintain a roster of the members of the Andover Athletic Associations Sports.
- G. Prepare and produce flyers, registration forms, and mailers for all events and announcements for various events and registration notices.
- H. Prepare written articles and advertisements for cable television and newspaper when necessary.
- I. Obtain annual U.S. Postage permit for non-profit mailing purposes.
- J. Request mailing labels for Andover-area per grade and mailing requirements.
- K. Perform such duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon the Secretary by resolution on the Board of Directors.
- L. In the event the Secretary is absent from any meetings, minutes are recorded by someone appointed at the meeting.

Section 3: Treasurer

- A. Perform all duties of the President in the absence of President.

- B. Keep account of all money received by him/her and deposit the same in the name of the Corporation in such depository as shall be designated by the Board.
- C. At the first Board of Directors meeting of each fiscal year, submit detailed audit of the annual financial statement of the Corporation for the preceding fiscal year.
- D. Complete and submit to the Internal Revenue Service all appropriate tax forms for non-profit organization by May 15th of each year.
- E. Submit detailed financial statement of the preceding month at each monthly meeting of the Board of Directors for Board approval.
- F. Perform such duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him/her by resolution of the Board of Directors.

Article VII – Directors’ Duties

Section 1: Equipment Director

- A. Establish and maintain a permanent facility for storage of equipment.
- B. Maintain a permanent inventory of Corporation's properties.
- C. Be sole purchaser of equipment and materials, upon approval by the Board of Directors as to quantity, type of equipment, and amount of money appropriated for all activities.
- D. Establish, with the Board of Directors approval, a monetary deposit to be made prior to the issuance of any equipment. This deposit shall be returned upon prompt and satisfactory return of the equipment.
- E. Perform such duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him/her by resolution of the Board of Directors.

Section 2: Sports Directors

- A. Will be responsible fore his/her individual sport.
- B. Will present his/her organizational plans and sectional concepts for approval by the Board of Directors at least two (2) months in advance of registration. Other new or revised organizational plans during the season must be reviewed and approved by the Board before implementation is final.
- C. Establish rules and regulations for individual sport in compliance with any state or national guidelines already established.
- D. Retrieve scores and post team standings.

- E. Provide post-season summary of events listing size of program, number of teams, age groups participants, dollars collected, etc.
- F. Coordinate NYSCA schedules with each Sport Director and the NYSCA instructor, including the reservation of meeting space.
- G. Notify Secretary of need for flyers and handouts.
- H. Request type of and quantity of equipment to be purchased by Equipment Director.
- I. Ensure that expenditures of program stay within the budgeted funds authorized by that program's registration fees.
- J. Coordinate the purchase of uniforms and trophies.
- K. Perform such duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him/her by resolution of the Board of Directors.

Article VIII – Members At Large

Section 1: Member(s) At Large

- A. Perform fund raising activities as needed.
- B. Solicit sponsorships and financial donations from area businesses and civic groups.
- C. Coordinate photography with sports directors and photographer and deliver finished products to individual coaches.
- D. Perform such duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him/her by resolution of the Board of Directors.

Article IX - Appointed Offices And Committees

Section 1:

All appointed positions are provisional. The Board of Directors may terminate any player, coach, director, or individual associated with the corporation and its activities, or designate an individual or position with similar authority over positions designated by the Board. No appointees shall receive compensation.

Section 2:

The Director of each sport shall appoint directors of various sections of the sports program as he or she sees fit. The names of these directors will be presented to the Board of Directors as part of the Directors sports program thirty (30) days prior to the registration of players, whenever possible.

Section 3:

Each sub-director will provide information regarding his/her area of responsibility to the director in sufficient time for the Director to prepare the sports program for presentation to the Board of Directors.

Each sub-director will assist the Directors of the sport to execute the plan established by the Director.

He/She will cooperate with the Director to ensure positive aspects and objectives of the Association are maintained. Each sub-director will assist the Sport Director in preparation of pre- and post-season summaries.

Article X - Policies**Section 1:**

Policies shall be the result of Board Action and Formal Vote and may be created, revised, or altered. Policies will be written and made available to the membership through the Secretary and at the Annual Membership Meeting for review.

Section 2:

Policy statements may include, but not be limited to the following:

- A. Scope of the Program
- B. Goals of the Program
- C. Awards
- D. Tournaments
- E. Travel Expenses
- F. Fund Raising
- G. Permits and Licenses

Article XI - Amendments

These By-Laws may be amended or revised by a two-thirds majority vote of the members present at an annual, regular, or special meeting.