

BY-LAWS

Licking Heights Youth Association, Non-for-Profit Corporation
Revision: 11/1/10

ARTICLE I: ORGANIZATION

Established – JANUARY 1, 2008

I.1
This organization will be known as the Licking Heights Youth Association, Inc.

I.2
This organization can adopt any name desired by the majority of its active membership, provided the name in question is not in current use, upon approval of the Executive Board.

ARTICLE II: PURPOSES

Established – JANUARY 1, 2008

II.1
The following are purposes for which this organization has been organized: The Licking Heights Youth Association, Inc. shall foster growth, organize, educate and encourage participation in any youth athletic activity by youth and adult members of the community. The association *shall seek corporate and private donations required to facilitate such athletic activities not limited to land (acreage), construction materials or maintenance items. The association shall organize and promote fund raising events for purposes of financial support for current and future athletic entities.* All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

ARTICLE III: MEMBERSHIP

Established – JANUARY 1, 2008

III.1
Membership is open to any family in the community with an interest in the athletic activities offered by the association and who agrees to abide by the requirements of these By-Laws.

III.2
Annual membership expires 12 months from paid registration date.

III.3
Officers shall take office on the first meeting of November following the election and shall serve a term of office of one year, with exception of Trustee position, see article IX.2.7

ARTICLE IV: MEETINGS

Established – JANUARY 1, 2008

IV.1
The annual membership meeting of this organization shall be held on the first Sunday of September each and every year except if such day is a legal holiday, then and in that event, the Executive Board shall fix the day but it shall not be more than two weeks from the date fixed by these By-Laws.

IV.2
The Secretary shall cause to be mailed (via postal service or electronic mail) to every member in good standing this address as it appears in the membership roll book in this organization a notice telling the time and place of such annual meeting.

IV.3
Regular meetings of this organization shall be held at Leads, 12536 Adams Lane., Pataskala the first Sunday of each month.

IV.4

The presence of not less than 10 members (3%) percent of the members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than 5 weeks from the date scheduled by these By-Laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.

IV.5

Executive Board meetings or other special meetings of this organization may be called by the President when he/she deems it for the best interest of the organization. Notices of such meeting shall be mailed (via postal service or electronic mail) to all members at their addresses as they appear in the membership roll book at least seven (7) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. At the request of 6 members (75%) percent of the members of the Executive Board or 30 members (10%) percent of the members of the organization, the President shall cause a special meeting to be called but such request must be made in writing at least seven (7) days before the requested scheduled date.

IV.6

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE V: NOMINATION PROCESS FOR SEEKING OFFICE

Established – JANUARY 1, 2008

V.1

Candidates for office shall be nominated from the floor at the scheduled meeting of September, with elections held at the scheduled meeting of October.

ARTICLE VI: VOTING

Established – JANUARY 1, 2008

VI.1

The association shall have a voting membership, and may have classes of the same (if any), as defined in the association's by-laws. The management and affairs of the association shall be at all times under the direction of an Executive Board, whose operations in governing the corporation shall be defined by statute and by the association's by-laws. No member or Director shall have any right, title, or interest in/or to any property of the corporation.

VI.2

At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. Officers shall take office on the first day of November following the election and shall serve a term of office of one year. Directors of Basketball and Volleyball will be nominated from the floor in scheduled meeting of March, with elections held at the scheduled meeting of April. Directors of Baseball and Softball will be nominated from the floor in scheduled meeting of September, with elections held at the scheduled meeting of October.

VI.3

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors. At all votes by ballot the chairman of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairman the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

VI.4

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

VI.5

The active membership has the right to impeach any officer if the officer's actions or activities warrant dismissal. A majority vote by the active membership is required to dismiss an officer. This vote will be done by secret ballot.

ARTICLE VII: ORDER OF BUSINESS

Established – JANUARY 1, 2008

VII.1

1. Call meeting to order
2. Roll Call
3. Reading of Treasurer Report
4. Reading of the Minutes of the preceding meeting.
5. Reports of Committees.
6. Reports of Directors.
7. Old and Unfinished Business.
8. New Business.
9. Adjournments.

ARTICLE VII: EXECUTIVE BOARD

Established – JANUARY 1, 2008

VIII.1

The business of this organization shall be managed by the Executive Board consisting of 7 members. At least one of the executives elected shall be a resident of the State of Ohio and a citizen of the United States.

VIII.2

The executives or officers of this organization chosen for the ensuing year shall be nominated at the September meeting. The election for these new executives or officers occurs at the October meeting. All new executives or officers begin their positions at the November meeting and they shall serve for a term of one (1) year.

VIII.3

The Executive Board shall have the control and management of the affairs and business of this organization. Such Executive Board shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the executives of such meeting.

VIII.4

4 members (greater than fifty percent – 4 out of 7) of the members of the Executive Board shall constitute a quorum and the meetings of the Executive Board shall be held on an as needed basis.

VIII.5

Each executive shall have one vote and such voting may not be done by proxy. However, voting may be done by phone call if necessary for quorum.

VIII.6

The Executive Board may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

VIII.7

Vacancies in the Executive Board shall be filled by a vote of the majority of the remaining members of the Executive Board for the balance of the year.

VIII.8

The President of the organization by virtue of his office shall be Chairman of the Executive Board. An executive may be removed when sufficient cause exists for such removal. The Executive Board may entertain charges against any executive. An executive may be represented by counsel upon any removal hearing. The Executive Board shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

VIII.9

All directors and trustees shall attend the regular monthly meetings.

VIII.10

Officers shall take office on the first day of November following the election.

VIII.11

All coaches (head and/or assistants) shall be approved by the Executive Board. All coaches considered 'in good standing' with the Executive Board shall be shown first consideration by the Executive Board for coaching opportunities.

In good standing includes;

- Regular attendance at monthly meetings for the calendar year January thru December while in season for each sport.
- Participation efforts in assisting committees, projects to benefit the association or the local school district.
- Displaying proper character during practice and games

VIII.12

Failure to comply with the above requirements may result in loss of first consideration for coaching opportunities for the next season by the Executive Board.

ARTICLE IX: EXECUTIVES

Established – JANUARY 1, 2008

IX.1

The Executive Board for the Licking Heights Youth, Inc. shall report to stakeholders, particularly the local communities which the association serves.

IX.2

The initial executives of the organization shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Trustee
- Trustee
- Trustee

IX.2.1

President - This position shall be a one year commitment and can be e-elected.

The duties of the position shall be:

- Preside at all membership meetings.
- He shall by virtue of his office be Chairman of the Executive Board.
- He shall present at each annual meeting of the organization an annual report of the work of the organization.
- He shall appoint all committees, temporary or permanent.
- He shall see all books, reports and certificates required by law are properly kept or filed.
- He shall be one of the officers who may sign the checks or drafts of the organization.
- He shall have such powers as may be reasonably construed as belonging to the Chief Executive of any organization.
- Cast the tie breaking vote on the Executive Board.
- Be responsible for the ideological and financial well being of the association.
- To act upon association interests as necessary.
- Oversees the goals and aspirations of the active membership.
- Seek major corporate and local business sponsors.
- Oversee committee activities,
- Act as liaison with school districts and government entities.
- Public relations.
- Sets meeting agendas.
- Assist commissioners as needed.

IX.2.2

Vice-President - This position shall be a one year commitment and can be re-elected.

The duties of the position shall be:

- The Vice President shall preside over the directors of youth baseball, softball, basketball and volleyball
- In the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president.
- Is a member of the Executive Board.
- Has one vote on Executive Board issues.
- Assist directors of youth and adult entities and commissioners with administration duties with all association tournaments.
- Learn President's duties.
- Assist commissioners as needed.
- Oversee league functions including pictures, Opening Day festivities, trophies, opening season tournaments, end of season tournaments.
- Approve expenses up to 25 dollars.
- Chair Rules and Officials Committees.
- Co-Chairs the Concessions Committee with Concessions Manager

IX.2.5

Secretary - This position is a one year commitment and can be re-elected. The duties of the position shall be:

- A member of the Executive Board.
- Chair of the Concession Committee.
- Has one vote on Executive Board issues.
- Keep the minutes and records of the organization in appropriate books.
- File any certificate required by any statute, federal or state.
- Give and serve all notices to members of this organization.
- Be the official custodian of the records and seal of this organization.
- Present to the membership at any meetings any communication addressed to the
- Secretary of the organization.
- Submit to the Executive Board any communications addressed to the Secretary of the organization.
- Attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.
- Assist commissioners when needed.
- Keeps a list of all active members .

IX.2.6

Treasurer - This position is a one year commitment and can be re-elected. The duties of the position shall be:

- Is one of the officers required to sign the checks and drafts of the organization.
- Is a member of the Executive Board.
- Is the Chair of the Fundraising Committee.
- Has one vote on Executive Board issues.
- Have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization.
- Cause to be deposited in a regular business bank, trust company or legal investment for a non-profit corporation in this state a sum that is determined by the Executive Board.
- Shall be one of the executives to sign checks or drafts for the organization.
- No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
- Render at stated periods as the January shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the January of such meeting.
- Exercise all duties incident to the office of Treasurer.
- Assist commissioners as needed,
- In the absence of both the President and Vice-Presidents, the Treasurer serves as the Chair at the association meetings.

IX.2.7

Trustees – There are 3 and each position is a 3 year commitment and can be re-elected.

- Only 1 Trustee's position becomes available at a time.
- The duties of the position shall be:
- Is a member of the Executive Board.
- Has one vote on Executive Board issues.
- Oversee all business processes.
- Ensure all association policies are adhered to.
- Administer the business affairs of the association.
- Assist in oversight of operations of youth league sports.

IX.3

Executives shall by virtue of their office be members of the Executive Board. Executive Board members may be comprised of immediate family members.

Immediate family members (i.e. husband and wives or brothers and sisters) shall not hold more than one office of President, Vice President, Secretary, or Treasurer and they shall not hold more than one Trustee position simultaneously.

Ensure all proper forms and documents are filed with all government agencies.

The Executive Board may appoint a family member of the Executive Board to chair a committee.

No executive shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an executive for receiving any compensation from the organization for duties other than as an executive.

ARTICLE X: ASSOCIATION BODY

Established – JANUARY 1, 2008

X.1

These positions shall be managed by the Executive Board and work directly with the athletes.

- Director
- Head Coach

X1.1

DIRECTOR

The commitment shall be per season. See Voting Article V1.2

Duties of the position are:

- Liaison to represent LHYA outside of organization.
- Shall oversee the operations of youth sport.
- Facilitate equipment inventory, delegation of equipment, and return of equipment.
- Work issues within their activity.
- Schedule facility times.
- Oversee site preparation.
- Approve and/or verify schedules including games or practices.
- Public relations.
- Shall report to the Vice President.

X.1.2

HEAD COACH

The Head Coach's position is a seasonal commitment and is not elected. Any member of the association can apply for this position. Applicants shall be presented to the Executive Board for approval and shall be in good standing with the association.

Duties of the position are:

- Obtain 2 assistant coaches approved by the association he/she can effectively work.
- Establish and maintain contact with team members after the selection of teams.
- In concert with assistant coaches teach the fundamentals, rules, competitiveness and sportsmanship.

ARTICLE XI: SALARIES

Established – JANUARY 1, 2008

XI.1

The Executive Board shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization.

ARTICLE XII: COMMITTEES

Established – JANUARY 1, 2008

XII.1

All committees of this organization shall be appointed by the Executive Board and their term of office shall be for a period of one year or less if sooner terminated by the action of the Executive Board.

XII.2

All committees must bring all reports, proposals and changes in reports of proposals for approval by the body.

XII.3

In the event that any conflict in interest concerning committee members shall occur, said member shall be disqualified and judgment, reports and/or proposals shall be excluded from any discussion of proceedings concerning such judgment, report and/or proposals.

XII.4

The permanent committees shall be: Fundraising, Equipment, Concessions, Officials and Rules.

The chairs of these committees will consist of: Equipment Manager (Equipment Committee), Treasurer (Fundraising Committee), Concessions Manager or Vice President (Concessions Committee), Directors of Youth Softball and Baseball (Officials Committee), Directors of Youth Softball and Baseball (Rules Committee).

Additional members of the committees shall be appointed in accordance with constitution.

STANDING COMMITTEES AND DUTIES

XII.4.1

Fundraising

Coordinate fundraising events

XII.4.2

Concessions

Ensure all concession stands are properly stocked

Ensure all concession stands meet health inspection requirements.

Manage all prices

XII.4.3

Rules-

Decide on rules for each level of athletics

Ensure all coaches have a copy for their specific level of play.

Ensure the officials have a copy and understand the differences in rules at each level.

XII.4.4

Equipment-

Director for each sport are to inventory equipment before and after the season. Recommend orders for equipment replacement and uniforms.

Coordinate field maintenance.

XII.4.5

Officials-

Recruit, organize, train and schedule game and/or scrimmage officials.

Contact local officiating associations for possible contracts and officials.

Use adults when possible.

XIII.1 YOUTH DRAFT

Established – JANUARY 1, 2008

Reference: The Licking Heights Youth Association Inc. 2008 Draft Procedure.

ARTICLE XIV: FACILITIES

Established – JANUARY 1, 2008

XIV.1

The association shall schedule and use free of charge any of the facilities owned by the Licking Heights Local School District with required approval and availability.

XIV.1.1

Baseball facilities are:

- Jersey Small for T-Ball
- Jersey Big for coach pitch
- Licking Heights West – future use to be determined.
- Leads Big for coach pitch and fast pitch (AA & AAA)
- Leads Small
- Foundation Park

XIV.1.2

Softball facilities are:

- Jersey Big for coach pitch.
- Lead's Small for coach pitch and fast pitch.
- Licking Heights West – future use to be determined.
- Foundation Park

XIV.1.3

Basketball facilities are:

- Licking Heights Central
- Licking Heights North
- Licking Heights South

XIV.1.4

Volleyball facilities are:

- Licking Heights Central
- Licking Heights North
- Licking Heights South

ARTICLE XV: DUES

Established – JANUARY 1, 2008

XV.1

The dues of this organization shall be \$1.00 per family annual and may be paid at monthly association meeting.

ARTICLE XVI: FINANCES

Established – JANUARY 1, 2008

XVI.1

The building fund is for the purpose of constructing new fields, major renovations to existing fields or the construction of facilities or the construction of facilities to promote the betterment of the organization.

XVI.2

At the end of the November fiscal year, the Executive Board shall determine the required funds to remain in the checking account. The remaining balance shall be transferred or deposited into the Building Fund.

XVI.3

Building Fund – The money in this account is put back for the construction of diamonds or building structures.

XVI.4

Expenditures shall be approved by the Executive Board.

XVI.5

It is recognized that from time to time it may be necessary and/or expedient to make small purchases prior to body approval. The following limitations are hereby established for purchases prior to body approval. Individuals exceeding these limitations may do so at his/her own risk.

- President \$25.00
- Vice-President \$25.00

XVI.6

No other persons other than the Executive Board and the Trustees shall have authority either expressed or implied to incur lawful obligations for the

Licking Heights Youth Association, Inc.

The Treasurer is requested to maintain a separate fund sufficient to meet these obligations of the Licking Heights Youth Association, Inc. In order that the credit standing of the Licking Heights Youth Association, Inc. shall not be jeopardized by expenditures prior to Executive Board and/or Trustees approval.

ARTICLE XVII: FOUNDATIONS

Established – January 1, 2008

XVII.1

Licking Heights Youth Association Inc. shall accept any donations, contributions, sponsorships or gifts that are deemed beneficial to the association and the community. Such items shall be approved the Executive Board.

XVII.2

All assets shall be accompanied by supporting documentation detailing monetary value and any limitations at the time of acceptance and provided to the Secretary and Treasurer.

ARTICLE XVIII: DEBT OBLIGATIONS AND PERSONAL LIABILITY

Established – JANUARY 1, 2008

XVIII.1

No member, officer or Director of this association shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers or Directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE XIX: ISSUES

Established – JANUARY 1, 2008

XIX.1

The process for issues involving athletes, coaches and parents shall be:

XIX.1.2

Coach(s) and parent(s) shall attempt to resolve any issues. If the issue(s) remains unresolved the next step is to follow grievance procedure for the sport that the child is participating.

XIX.1.3

PLAYERS –

Reference: Licking Heights Youth Association 2010 Players Code of Conduct.

XIX.1.3.1

A player who demonstrates unsportsmanlike conduct during a game or practice or around the playing area may be ejected from the game and/or may be suspended from the next complete game. If a player has received minimum playing time, the suspension will take effect the next game. If minimum playing time has not been made the opposing coach should be told of the action.

XIX.1.3.2

If a player has served a full game suspension and another violation occurs the Licking Heights Youth Association, Inc. Executive Board will review the infraction with the coach and parents. The Executive Board may suspend the player for the remainder of the season.

XIX.1.3.3

If a third violation occurs the player is automatically suspended for the remainder of the season.

XIX.1.3.4

All unsportsmanlike conduct infractions which require disciplinary action to be taken shall be reported to the Director. The commissioner will contact the parents and discuss the infraction with them.

XIX.2

COACHES - Coaches (head or assistant) are expected to conduct themselves as responsible and approachable adults during practice and games.

XIX.2.1

Coaches who demonstrate conduct during practice that is considered detrimental to the age of the children they coach will be dealt with by the applicable commissioner, director, association Vice President and President.

XIX.2.2

Coaches who demonstrate conduct in and around games that is considered detrimental to the age of the children they coach may be ejected from the game and will be dealt with by the applicable commissioner, director, association Vice President and President. If a second violation occurs the individual may be removed as coach, if suitable replacement can be found.

XIX.3

Any coach or parent that enters the field of play inappropriately (without timeout granted by the umpire) is subject to disciplinary action from the association.

XIX.4

Parents or Guardians – Reference Licking Heights Youth Association Inc. Sport Parent Code of Conduct.

XIX.4.1

If fan(s) cause a disturbance during the game, the umpire shall stop play and issue a warning to them. If the fan(s) will not stop the disturbance, the umpire shall stop play, call both coaches to home plate and determine which team the fan(s) is/are from and require the coach to control the fan(s). If the coach cannot control the fan(s) the umpire shall eject the fan(s) from the premises. If the fan(s) refuse to leave the umpire shall award the game to the non-offending team by forfeit. The umpire's decision is final. The association may consult the umpire prior to posing consequences on the offenders.

ARTICLE X: AMENDMENTS

Established – JANUARY 1, 2008

X.1

The Constitution and By-Laws from time to time may be amended; however each amendment or set of amendments shall first be presented in writing to the President and/or Executive Board member.

X.2

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of the present members at the annual meeting.