

Wills Point Youth Sports Association

Wills Point, Texas 75169

Article I. Name

The name of the organization is Wills Point Youth Sports Association (WPYSA) located in Wills Point, Texas. The association is organized exclusively for charitable, religious, educational and scientific purposes under the section 501(c))(3) of the Internal Revenue Code, or corresponding section of any future relevant federal tax code, or shall be distributed to the federal, state or local government for a public purpose.

Article II. PURPOSE

The Wills Point Youth Sports Association is a little league sports program organized in order to provide little league basketball, soccer, tackle football, flag football, and cheerleading to the children who either live in Wills Point, attend school in Wills Point or both attend school in and live in Wills Point. Surrounding areas are limited to those sports that are not sanctioned by a broader organization.

Article III. BOARD OF DIRECTORS

The Board of Directors shall serve as the managing authority over all activities pertaining to the Wills Point Youth Sports Association.

- A. Number of board members: The board of directors shall be composed of executive board members, and an unlimited number of auxiliary board members.
- B. Appointment of Board Members: Board member applications will be accepted for new members on an ongoing basis. New members will be voted upon by all current and qualified board members. Upon board approval, new auxiliary members are placed on a 180 day probationary period in which they will not be allowed to actively vote on proposed items. During this probation period, the new member is required to attend all regularly scheduled monthly meetings called by the Executive Board of Directors unless an exception is made prior to the board.
- C. The probationary period will still apply for voting purposes; however, it will not apply to fulfilling duties when a commissioner selects an assistant. Once the assistant is approved by board vote, they may immediately carry out their assigned responsibilities.
- D. Member approval is contingent upon a criminal background check. Board members shall be voted on by majority vote of the entire Board of Directors. Any applicant who is under current indictment for any reason shall have their application reviewed at such time that the applicant is no longer under indictment.
 - 1. Any felony or misdemeanor involving but not limited to the delivery, sale, distribution, or possession of a controlled substance within the last 3 years.
 - 2. Any felony or misdemeanor involving but not limited to physical or family violence within the last 3 years unless they are found to be repeat offenders.

3. Any felony or misdemeanor involving but not limited to sexual misconduct is an automatic rejection.
 4. If any member is arrested or charged while actively volunteering for WPYSA in any position, they must come forward and notify the board of directors within (5) five days of the event. Failure to do so will result in immediate dismissal.
- E. Titles of Executive Board Members: The Executive Board of Directors will include the following:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Basketball Commissioner
 6. Soccer Commissioner
 7. Football Commissioner
 8. Cheer Commissioner
 9. Concessions Commissioner
 10. Gate Commissioner

The Wills Point Youth Sports Association reserves the right to add or remove board positions as deemed necessary by most of the voting members.

Election of Executive Board Positions: The election of board members will be made every November of the fiscal year with the voting to take place at the December board of directors meeting, with the exception of basketball which will be voted on in March after completion of the season. All members (outside of their 180 day probationary period) vote on the commissioners for the upcoming 2 year term. No member shall hold more than one (1) executive position unless the position is not accepted by any other board member but no more than two (2). No matter how many executive positions one given person holds, only one vote is counted. At any time throughout the year if an executive position becomes available, an auxiliary member can be voted into that position online or at a regular board meeting.

President:

- A. Preside over meetings.
- B. In the event of a tie vote, the President will be the tie breaking vote.
- C. Assist as needed with individual sports suggestions or complaints.
- D. May be one of the two required Executive Board members to conduct routine pulls along with one of the following to account for collected money at the WPYSA home games and events: Vice President, Treasurer, Gate Commissioner, or Concession Commissioner.
- E. Conduct all activities according to WPYSA guidelines.
- F. Available during every WPYSA event.
- G. Handle all Public Relations on behalf of the organization.
- H. Responsible for ensuring all monies are deposited at the bank after any WPYSA event when the treasurer or designated board member is unavailable.
- I. Accountable for communicating concerns of probation to the board members who are in non-compliance as they arise prior to presenting possible dismissal before the board.

Vice President:

- A. Serve as President when the president is unavailable.
- B. Assist as needed with individual sports suggestions or complaints.
- C. May be one of the two required Executive Board members to conduct routine pulls along with one of the following to account for collected money at the WPYSA home games and events: President, Treasurer, Gate Commissioner, or Concession Commissioner.
- D. Available during every WPYSA event if the President is unavailable.
- E. Responsible for ensuring all monies are deposited at the bank after any WPYSA event when the Treasurer or designated board member is unavailable.
- F. Accountable for communicating concerns of probation to the board members who are in non-compliance as they arise prior to presenting possible dismissal before the board.
- G. Accountable for Social Media posts.

Treasurer

- A. Maintain possession of all bank statements as well as association checkbook and all pertinent financial documents belonging to the WPYSA.
- B. Maintain and balance all checking accounts owned by the WPYSA.
- C. Responsible for accounting and depositing funds for all sports received by respective commissioners.
- D. Process all insurance claim forms.
- E. Conduct all activities according to WPYSA guidelines.
- F. May be one of the two required Executive Board members to conduct routine pulls along with one of the following to account for collected money at the WPYSA home games and events: President, Vice President, Gate Commissioner, or Concession Commissioner.
- G. Acquire and maintain insurance policies for each sport.
- H. In charge of receipt books. Turned in at closing of signups and end of season.
- I. Will be the sole key holder to the WPYSA PO Box and will regularly check the mail and review the bank statements.
- J. Complete and submit all pertinent documents to the tax preparer and Comptroller.

Secretary:

- A. Maintain board meeting minutes.
- B. Maintain records of amendments and or changes to bylaws.
- C. Provide a copy of the bylaws to all new board members and on the website.
- D. Take and maintain minutes and attendance records for all board meetings, activities, and events.
- E. Provide copies of meeting agenda and previous month's minutes.
- F. Conduct all activities according to WPYSA guidelines.
- G. Perform background checks on new board members and coaches.
- H. Maintain SportsEngine and website.
- I. Coordinate all payments to SportsEngine for website maintenance.
- J. Coordinate with coaches and auxiliary board on any updates/changes needed for the website.
- K. Coordinate with commissioners on online registration.
- L. Assist as needed with current sports schedules and events.

- M. Keep a running record of meeting attendance and volunteer hours of board members.

Basketball Commissioner:

- A. Coordinate basketball registration.
- B. Coordinate a beginning of season coaches meeting and draft selection. All coaches must pass a background check and be approved by the WPYSA sports commissioner.
- C. Handle any suggestions or complaints pertaining to basketball. Removal of coaches must be approved by the executive board.
- D. Arrange and keep track of referee payments made each week and turn amounts in to the treasurer.
- E. Order all basketball uniforms and equipment.
- F. Create and maintain all team practice and game schedules.
- G. Ensure that all gym maintenance and necessary school agreements are in place prior to the start of the basketball season.
- H. Collect and account for all registration fees and either turn it in to the Treasurer or deposit them in the WPYSA bank account by the end of the day.
- I. Present fundraisers to the board for approval.
- J. Present rules, drafts procedures, and season budget to the board at the meeting directly following the first day of registration for their sport.
- K. Commissioners are responsible for providing all coaches with copies of the Medical Information and Acknowledgement form and ensuring these forms are collected and kept on file until the end of the season.
- L. Each commissioner is responsible for an emergency plan

Soccer Commissioner:

- A. Coordinate soccer registration.
- B. Collect and account for all registration fees and either turn it in to the Treasurer or deposit them in the WPYSA bank account by the end of the day.
- C. Coordinate a beginning of season coaches meeting and draft selection. All coaches must pass a background check and be approved by the WPYSA sports commissioner.
- D. Handle any suggestions or complaints pertaining to soccer. Removal of coaches must be approved by the executive board.
- E. Create and maintain all team practice and game schedules.
- F. Keep track of referee payments made each week and turn amounts into treasurer.
- G. Order all soccer uniforms and equipment.
- H. Ensure that all field maintenance and necessary city agreements are in place prior to the start of the soccer season.
- I. Present rules, drafts procedures, and season budget to the board at the meeting directly following the first day of registration for their sport.
- J. Commissioners are responsible for providing all coaches with copies of the Medical Information and Acknowledgement form and ensuring these forms are collected and kept on file until the end of the season.
- K. Each commissioner is responsible for an emergency plan

Football (Tackle and Flag) Commissioner:

- A. Coordinate football (tackle and flag) registration.
- B. Coordinate a beginning of season coaches meeting. All coaches must pass a background check and be approved by the WPYSA sports commissioner.
- C. Handle any suggestions or complaints pertaining to football (tackle and flag). Removal of coaches must be approved by the executive board.
- D. Arrange and keep track of referee payments made each week and turn amounts into treasurer.
- E. Order all football (tackle and flag) uniforms and equipment.
- F. Create and maintain all team practice and game schedules.
- G. Ensure that all field maintenance and necessary school agreements are in place prior to the start of the football season.
- H. Conduct all activities according to WPYSA guidelines.
- I. Collect and account for all registration fees and either turn it in to the Treasurer or deposit them in the WPYSA bank account by the end of the day.
- J. Attend all league football meetings.
- K. Ensure all equipment belonging to WPYSA is returned at the end of the season.
- L. Tackle Football is to hold a meeting for all 1st and 2nd year parents to explain the policies and rules.
- M. Present fundraisers to the board for approval.
- N. Present rules, drafts procedures, and season budget to the board at the meeting directly following the first day of registration for their sport.
- O. Commissioners are responsible for providing all coaches with copies of the Medical Information and Acknowledgement form and ensuring these forms are collected and kept on file until the end of the season.
- P. Each commissioner is responsible for an emergency plan

Cheer Commissioner

- A. Coordinate all cheer registration.
- B. Coordinate a beginning of season coaches meeting. All coaches must pass a background check and be approved by the WPYSA sports commissioner.
- C. Handle any suggestions or complaints pertaining to cheer. Removal of coaches must be approved by the executive board.
- D. Order all cheer uniforms and equipment.
- E. Create and maintain all team practice and game schedules.
- F. Collect and account for all registration fees and either turn it in to the Treasurer or deposit them in the WPYSA bank account by the end of the day.
- G. Attend all league Cheer meetings.
- H. Present fundraisers to the board for approval.
- I. Present rules and season budget to the board at the meeting directly following the first day of registration for their sport.
- J. Commissioners are responsible for providing all coaches with copies of the Medical Information and Acknowledgement form and ensuring these forms are collected and kept on file until the end of the season.
- K. Each commissioner is responsible for an emergency plan

Concession Commissioner:

- A. Schedule concession set-up and clean-up for all sports and events.

- B. Coordinate with the treasurer to ensure adequate change for concessions.
- C. Account and reconcile all monies collected at the concession stand and turning funds over to an approved executive board member for deposit and reconciliation.
- D. Maintain written records of concession stand expense, profits, and inventory.
- E. Submit a receipt to the President for all purchases.
- F. Arrange referee payment with the commissioner.
- G. Turn in record of workers to secretary
- H. May be one of the two required Executive Board members to conduct routine pulls along with one of the following to account for collected money at the WPYSA home games and events: President, Vice President, Treasurer, or Gate Commissioner.
- I. May approve volunteers to handle money to work concessions shifts during any WPYSA event.

Gate Commissioner:

- A. Ensure the schedule for the gate is covered for all shifts and cover any uncovered shifts.
- B. Coordinate with the treasurer to ensure adequate change for the gate.
- C. Account and reconcile all monies collected at the gate and turning funds over to an approved executive board member for deposit and reconciliation.
- D. Maintain and possess all necessary signage for home games.
- E. May be one of the two required Executive Board members to conduct routine pulls along with one of the following to account for collected money at the WPYSA home games and events: President, Vice President, Treasurer, or Concession Commissioner.
- F. Turn in the record of workers to the secretary.
- G. Conduct all activities according to WPYSA guidelines.
- H. May approve volunteers to handle money to work gate shifts during any WPYSA event.

Assistant Commissioners:

- A. Serve as commissioner of associated sport when the commissioner is unavailable.
- B. Assist in choosing coaching staff.
- C. Assist with complaints or suggestions.
- D. Attend all league meetings associated with their specific sport.
- E. Reports directly to the commissioner for assignments pertaining to all WPYSA events.

Auxiliary Board Members:

- A. Expected to attend all meetings. Absences could result in dismissal of a board member. Warnings will be given at two absences.
- B. Expected to contribute to all WPYSA events.
- C. Must provide as much input as possible to maintain the strength and integrity of the WPYSA.
- D. Failure to be a contributing member could result in removal from the board.

Funds:

Each commissioner will be held accountable for all funds received and disbursed with proper documentation <I>E> receipts and invoices. All Commissioners are required to turn all monies over to the treasurer. Failure to

do so will result in criminal prosecution. NO WPYSA FUNDS ARE TO EVER BE USED FOR PERSONAL USE. Two approved executive board members must verify and sign off on the starting amount of money in cash boxes as well as before making the deposit at the bank. General funds can be used upon board approval.

Terms of Office:

All members of the WPYSA active board of directors are eligible to maintain their positions as members of directors until such time as the member resigns or the board of directors removes the member by a properly made motion and majority vote. Executive board members serve 2 year terms and are up for nomination in November of the second term. Nominations for executive board members will be made at the monthly meeting in November with the exception of basketball starting in March 2027. Final voting for executive board members will take place at the monthly board meeting in December. Elected board members will take office on the first (1) day of January of the month following the final vote in December. The only exception to this is during basketball season.

Nepotism:

Family relatives cannot hold the position of President, Vice-President, Secretary or Treasurer at the same time.

Meetings:

During the fiscal year, the WPYSA board of directors will meet monthly, time and location to be determined by the president. During "in season" sports periods, the WPYSA board of directors shall meet as often as the need requires. This means that a meeting may be cancelled and/or skipped if there are no issues to be dealt with during the in-season time frame.

- A. Roberts Rules of Order, Newly Revised, shall be the authority on all questions of procedure not specifically stated in these amended by-laws.
- B. All regularly scheduled meetings of the board of directors shall be closed to the public. Only members of the board of directors will be allowed to attend these meetings. Open floor is 15 minutes before the meeting for the public.
- C. All discussions and motions made during specially scheduled meetings shall be limited to the issue necessary for the meeting. All members of the board of directors shall be made privy of such information.
- D. Half of the executive board members must be present at each meeting to conduct business or make decisions.

Confidentiality:

Information that may become known or presented during a regularly scheduled and/or special WPYSA board of directors meeting shall remain confidential, and all members of the board of directors shall agree not to discuss such confidential information outside of a WPYSA board meeting. The exception to this rule is in the event of a grievous error in judgement that would warrant the involvement of proper authorities, such as the

police or fire department, in order to protect the safety of all parties involved and/or the integrity of the association as a whole. This includes all discussions made in person, online, at meetings or in writing.

Attendance and Dismissal:

All WPYSA board members agree to attend all regularly and specially scheduled board meetings. Board members agree to attend and work all regularly scheduled sports activities ranging from set-up until after clean-up is complete. A commissioner or assistant commissioner must be present at every game and available during every practice. Any board member who is placed under indictment for any reason will be suspended until such time that the member is no longer under such indictment. An emergency meeting will be held to determine if they are still eligible to stay on the board. Such members will be allowed to state their case but then must leave for voting to take place. Any member who is convicted of any of felonies/misdemeanors addressed in Article III, section C is subject to immediate removal. Any public announcement of resignation will result in immediate removal. Any board member may be removed from the WPYSA board of directors for the following reasons by a majority vote of board members present at the time a motion for removal is made and voted on:

- A. Immoral conduct.
- B. Unethical practices not appropriately related to the basic policies or objective of these amended by-laws.
- C. Misappropriation of WPYSA funds.
- D. A commissioner found in non-compliance of budget and funds will be removed and suspended for a time determined by the board.
- E. Lack of participation in board meetings (absence from at least four meetings) without just cause can result in the dismissal of a board member.
- F. Complete lack of participation in WPYSA sporting events can result in the dismissal of a board member upon approval of the board with a majority vote.

Privileges:

- A. Board members and their immediate families (spouse and children) are exempt from gate fees for all WPYSA events. YOU MUST PERSONALLY IDENTIFY YOURSELF AND YOUR FAMILY TO THE GATE ATTENDANT IN ORDER TO TAKE ADVANTAGE OF THIS PRIVILEGE.
- B. Board members attending WPYSA events can purchase all food and drinks at half of the posted price. Payment for concession items is due at the time food/drinks are acquired.
- C. All board members and their immediate family (spouse and children) can eat and drink for free DURING their shift - minimum of a consecutive 4 hour shift
- D. All executive board members get \$50 OR 50% off , whichever is greater, of one child for one sport.
- E. All active members and executive board members receive **either \$25 off or 25% off registration fees (whichever provides the greater discount)** for each sport.
- F. If a spouse or significant other is also an active board member, their discounts may be combined **for one child in one sport only**, allowing up to a **maximum total discount of 75% off** that registration.

Article IV. Coaches and Assistant Coaches

All coaches must pass the criminal background check reference in Article III, section C Suspension of a coach needs approval by the board of directors.

Article V. Events and Activities:

All events and/or activities of the WPYSA shall be approved and scheduled by the board of directors prior to the event and/or activity. Only two fundraisers per sport per year are allowed.

Article VI. Fiscal Year

The fiscal year of this organization shall begin January 1st and end December 31st

Article VII. Policies and Rules

These amended bylaws supersede any previous documentation, whether written or oral, and represent the final version of the WPYSA amended by laws. There are no other documents which govern the rules and or policies of the WPYSA other than these amended bylaws The WPYSA board of directors reserves the right to amend and change these amended bylaws by proper proposal and motion and can/will be voted on during a scheduled WPYSA board meeting only. No amendments shall be made outside of a regularly scheduled WPYSA board meeting. WPYSA is apart of the larger community that embraces technology and recognizes the following:

- A. Words transmitted using the internet and related technologies are published material available for worldwide access and are public documents
- B. The values of dignity and respect for every person apply to all our interactions with each other in person at games, practices, events or by virtual means.
- C. Using technology to publish opinions which are obscene, work against the values and dignity and respect of each person or bring harm to the individual as well as to the WPYSA is contrary to the mission of the WPYSA.
- D. As a board member you are held accountable to a higher level of conduct and will be held accountable for any violations up to and including removal from the board.

Dates: March 1, 2020 (replaced amended by laws dated June 24, 2018)

Updated: 2-6-2022

Updated: 1-19-2025

Updated: 3-19-2025

Updated: 2-15-2026