



EASTVIEW ATHLETIC ASSOCIATION BY-LAWS

ARTICLE I

PURPOSE

The purpose of the Eastview Athletic Association (EVAA) shall be to promote and operate athletic programs for the youth residing within the boundary area of Independent School District 196. Deviation from the eligibility area will require approval by the Board of Directors (Board).

OBJECTIVES

1. Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
2. Promote school spirit and sportsmanship and encourage attendance at all EVHS sports events.
3. Encourage and support the academic endeavors of all EVAA athletes.
4. Support all EVAA Sport Programs in organizing and staging special events and projects.

ARTICLE II - MEMBERSHIP

Any individual(s) shall be considered EVAA members by payment(s) made of any yearly program registration fee(s). The Program year will be defined as commencing September 1 and terminating on August 31. Board members must reside within the boundaries of Independent School District 196 or have, or had, a child attending an ISD 196 School. The right of a sustaining member will be to vote at any general membership meeting called in accordance with the By-Laws.

ARTICLE III - BOARD OF DIRECTORS

SECTION 1 - Board Membership

The Board shall consist of eight (8) to twelve (12) members. These board members will include eight (8) elected members, of which four (4) will serve as elected officers. Any additional board members will be appointed by the elected officers and the Board. The Board will be responsible for all decisions made on behalf of EVAA in the interim between EVAA meetings.

In addition, the 5 majors sports Programs of Soccer, Basketball, Baseball, Softball and Football all get ONE vote on the Board.

SECTION 2 - Removal of a Board Member

A Board member may be removed for failing to carry out expected duties or conduct detrimental to EVAA. In order to remove a Board member, a written complaint must be presented to the Board. The complaint will be reviewed and investigated by the Officers. If sufficient justification, a hearing before the full voting Board will be held. The vote of simple



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majority of the Board is required for the dismissal of a Board member. An example would be three consecutive unexcused absences from scheduled Monthly Board meetings. If this occurs, a complaint can be filed which may result in a request for resignation of the Board member.

The aforementioned removal directive also applies to Program Directors, Program Board members, age group coordinators and coaches, as well as others as deemed necessary by the Board.

SECTION 3 – Background Check Policy

Board members will be required to complete a Background Check and ensure that it is up to date. It is the intent of EVAA to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession of sale of illegal substances from serving on the Board. The disclosure statement must be updated at least every two years.

The aforementioned Background Check directive also applies to Program directors, Program board members, age group coordinators and coaches, as well as others as deemed necessary by the Board.

ARTICLE IV - ELECTED OFFICERS

SECTION 1 - Number

The officers of EVAA shall consist of individuals, including the President, Vice President/President Elect, Secretary, and Treasurer.

SECTION 2 - Election and Term of Office

The officers of the Board of the organization shall be elected from the Board membership by the Board members. The term of office shall be a minimum of two (2) years for the President, Vice President, Secretary, and three (3) years for the Treasurer. Board tenure of 2 years is requested from all EVAA non Officer Board members. To the extent possible, appointments will be made on a staggered basis so as to avoid complete turnover at one time.

SECTION 3 - Removal

Any officer or agent elected or appointed may be removed from office by a majority of the Board whenever, in its judgment, the best interests of EVAA will be served thereby. (The process to remove an Officer will follow Article III, Removal of a Board member)

SECTION 4 - Vacancies

Any vacancy in any principal office because of death, resignation, removal, disqualification or otherwise shall be filled by the Board for the unexpired portion of the term. This also applies to any executive board member positions at the Program level where the 'role' is considered critical, and the 'Program' is unable to fill that seat.



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SECTION 5 - President

The President shall be the principal executive officer of the organization and subject to the control of the Board and EVAA membership. The President shall be elected for a period of two (2) years. The President shall: a) supervise all business and affairs of EVAA; b) preside at all meetings of EVAA and the Board; c) sign all official documents of the organization; and d) appoint committees as needed; e) serve as ex-official member of all committees, both standing and special except the Nominating Committee.

SECTION 6 - Vice President/President Elect

The Vice President shall be elected for a period of two (2) years. The Vice President shall perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall act as liaison between EVAA committees and the full Board. The Vice President shall also perform other duties as may be assigned by the President or the Board.

SECTION 7 - Secretary

The Secretary shall be elected for a period of two (2) years. The Secretary shall perform all duties incident to the office of Secretary, subject to the control of the Board of Directors. Minutes of the meetings will be recorded, and copies maintained by the Secretary. Copies will be distributed to Board Members. Upon completion of term of office, the Secretary shall deliver all books, papers and reports as appropriate to the new incumbent. The Secretary, President and Treasurer have the authority to sign all checks for EVAA.

SECTION 8 - Treasurer

The Treasurer shall be elected for a period of three (3) years. The Treasurer shall have charge and custody of and be responsible for all funds of EVAA; receive and give receipts for monies due and payable to EVAA from any source whatsoever, and deposit all such monies in the name of EVAA in a financial institution insured by the Federal Insurance Deposit Corporation. The Treasurer shall in general perform all duties incident to the office of Treasurer and other duties as may be assigned to him by the President of the Board. The Treasurer and/or assigned person by the Treasurer will prepare all checks requiring payment by the organization. The Treasurer will be accountable for any staffing considered critical to fiscal process execution.

SECTION 9 - Qualifications

Candidates for the offices of President, Vice-President, Secretary, and Treasurer must have served a minimum of one (1) year on the Board. This serves to ensure complete familiarity with the duties of each office along with the philosophy and guidelines as described in the By-Laws and Operations Manual.



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ARTICLE V - MEETINGS

A general EVAA meeting shall be held annually. Any special meeting of EVAA for any purpose, may be called by the President or Board. At the request of at least 10% of the EVAA members, a special EVAA meeting can be called by the President or Board. A quorum of the EVAA members shall consist of those members present at a duly constituted meeting. The scheduled EVAA meeting shall be held in January.

The Board shall meet monthly, the third Monday of each month. A quorum shall consist of four (4), or more, directors. All EVAA programs will be invited to attend the Board meetings.

Meetings shall be held at any location designated by the President. Notice of meetings shall be communicated to each member, or Program Director, as applicable. All meetings shall be open to the public.

If a vote is required to carry a motion, those Directors that have voting rights, and are at the meeting, will vote for or against the motion, as required.

EVAA events and meetings are open to all in the Apple Valley and surrounding communities with an aligned interest in serving our youth through sport. While inclusivity is core to our values, EVAA does reserve the right to restrict attendance based on the topic and circumstance.

ARTICLE VI – SPECIAL AND STANDING COMMITTEES

The President or the EVAA Board may establish special committees as needed. Actions of special committees are subject to approval of the Board. Each special committee shall consist of at least four (4) members and headed by one member designated as Chair, who will report activities of the committee to the Board, as required. The special committee shall establish rules and regulations and operate the specific activity under its jurisdiction. A Director may head no more than two (2) special committees. The President shall have final jurisdiction in any dispute.

There should be at least three (3) standing committees, as follows:

Finance Committee

The Finance Committee shall consist of four (4) members including the Treasurer. It shall be the duty of this committee to consider and recommend means for securing adequate income, to recommend fund raising activities and to advise concerning investment and other financial matters. The Chair of the Finance/Donation Committee shall be a member of the Board.



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Operations Committee

The Operations Committee shall consist of at least four (4) members and shall be responsible for special projects that could include marketing, safety, website Admin and creating processes as well as any projects required as deemed by the Board. The Chair of the Operations Committee shall be a member of the Board.

Nominating Committee

The Nominating Committee shall consist of four (4) members. The purpose of this committee shall be to solicit qualified members for elective office so as to establish a succession plan. The Chair of the Nominating Committee shall be a member of the EVAA Board.

The Nominating Committee should meet a minimum of twice a year (to be determined by The President) and make nominations from the programs for position on the Board

ARTICLE VII – RELATIONSHIP WITH SPORTS PROGRAMS

SECTION 1 – Board Representation

Programs active on January 1 of each year will nominate a representative to serve as the Program Liaison to EVAA Programs. This position will be confirmed by the President and voted in by the Board. The role is designed to serve as the voice of programs to the Board and, at a minimum, should serve on the Operations Committee.

Programs will each designate a representative to attend EVAA Board meetings. While programs do not have a voting position on the Board (outside of the Program Liaison), they are encouraged to attend Board meetings and provide feedback to their respective Programs.

SECTION 2 – Program Requirements

1. Each program must have a Director, responsible for program operations, registrations, financials, team designations and reporting to the EVAA Board. The Program Director is responsible for ensuring the program operates equitably, fairly and for the good of youth athletes and the community of Apple Valley. They must ensure that they, all program Board members (if applicable) and program volunteers meet all safety and background requirements. Exclusion criteria is set and managed by the EVAA Board in partnership with the Programs and should be reviewed on an annual basis as per the role description of the Safety Director.

2. It is recommended that all programs have a Board that meets regularly to operate the program, with designated responsibilities.



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3. An annual budget must be submitted by November 15 of the current year for the next year. This budget must be approved by the EVAA Board.
4. The EVAA Board will provide support to programs through marketing, safety, insurance, registration, facilities, data security and governance.
5. Programs will operate within EVAA's guidelines and will exemplify the EVAA mission. This includes programs honoring and abiding by special or mandatory guidance regarding unique situations such as occurred with Covid-19.
6. Programs will ensure players, coaches, volunteers and families represent EVAA in a positive manner at all times.

Failure to meet these guidelines may result in programs losing EVAA support.

SECTION 3 – EVAA Board Support

Programs that require assistance may turn to the EVAA Operations Committee for help such as marketing, program board recruitment or development, temporary program leadership, SportsEngine and website development.

ARTICLE VIII – BUDGET AND FINANCE

SECTION 1 – FUNDS

All monies received by EVAA for any purpose shall be deposited to the credit of EVAA in a financial institution or institutions selected by resolution of the Board.

Funds, raised by and/or allocated to specific sports teams, although deposited in the EVAA account, shall be separately tracked as "encumbered funds" for each Programs team. Expenditures from these encumbered funds do not require Board approval but may be expended on behalf of these teams at the discretion of the teams head coach and/or duly authorized member.

Funds should be turned in to the Treasurer no more than (3) three days after it is collected and counted and the proper paperwork filled out and signed.

Funds raised by projects that have specific advertised purpose, shall be deposited (and separately tracked) in the EVAA general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of EVAA.



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SECTION 2 - BUDGETS

The fiscal year of EVAA shall be January 1 to December 31.

An annual EVAA General Fund budget will be prepared by the EVAA Treasurer and approved by the EVAA Board.

Program budgets will be prepared by the Program Director or Program Treasurer and must be approved by the EVAA Board.

Expenditures covered by the EVAA General Fund or Program budget's must still be approved by the Treasurer or Program Director before being incurred and paid.

Expenditures not covered by the Program's budget must, before being incurred and paid, be approved by the Program Director in concert with the President and Treasurer.

SECTION 3 - PROCESS

The President, Treasurer and Secretary shall have authority to sign a check on behalf of EVAA. No other person is allowed unless voted on by the Board.

No individual, at any given time is to both request and write a check on behalf of the organization.

Separation of duty will be emphasized in a supportive policy and procedure document that will be drafted and maintained by the finance committee and under the direction of the board.

This process will be governed by the finance committee and should be reviewed annually.

ARTICLE VIII - BY-LAW CHANGES

Any Article may be changed with a majority of the voting members at a scheduled Board of Directors meeting provided the incorporation status of the Association is not altered.

ARTICLE IX - DISSOLUTION

Upon dissolution of the EVAA, all assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.