

# Rockford Area Athletic Association

## Bylaws

### ARTICLE I – PURPOSE

The purpose of the Rockford Area Athletic Association (hereinafter “RAAA”) shall be to promote and operate athletic programs for youth either residing within the boundary of, or youth which attend Rockford Area Schools, Independent School District 883. RAAA is organized exclusively for charitable purposes with the meaning of section 501 (c) (3) of the Internal Revenue Code.

### ARTICLE II – MEMBERSHIP DEFINITIONS

- **At Large Directors** – Additional At Large Board of Director positions may be added as deemed necessary. Qualified individuals shall work or reside within ISD #883 or have children participating in RAAA athletics. (Example: Director of Marketing). Nominees shall be elected by simple majority in accordance with ARTICLE VI.
- **Board of Directors** – Each RAAA Athletics Program (Baseball, Basketball, Football, Softball, JO Volleyball, Wrestling) shall nominate two (2) individuals (typically Director and Associate Director). Qualified individuals shall work or reside within ISD #883 or have children participating in RAAA athletics. Nominees shall be elected by simple majority in accordance with ARTICLE VI.
- **Executive Officers** – The Board of Directors shall elect individuals to each of the four positions of President, Vice President, Secretary and Treasurer in accordance with ARTICLE V.
- **Sport Directors and Leadership** – Each RAAA Athletics Program shall at a minimum maintain both a Director and Associate Director. Each program is encouraged to further expand their leadership structure to include a treasurer and/or other positions as they see fit.
- **Sustaining Member** – Any adult individual shall be considered a sustaining member by virtue of having a child participate in any of the annual athletics programs (Baseball, Basketball, Football, Softball, JO Volleyball, Wrestling). Additionally any volunteer or coach of said programs shall be considered a Sustaining Member.

- **Youth Participants** – RAAA athletic programs are primarily for youth either residing within the boundary of, or youth which attend Rockford Area Schools, Independent School District 883. On occasion, due to limited numbers, RAAA may expand its boundaries to complete a team roster in accordance with ARTICLE VIII.

### ARTICLE III – MEMBERSHIP IN RAAA

Any adult individual shall be considered a Sustaining Member by virtue of having a child participate in any of the annual sports programs (Baseball, Basketball, Football, Softball, JO Volleyball, Wrestling). Additionally any volunteer or coach of said programs shall be considered a Sustaining Member. The program year will be defined as commencing October 1 and terminating on September 30. Sustaining Members have no voting rights in Board business, but may attend monthly meetings as further described in ARTICLE VI. Sustaining Members wishing to address the Board of Directors shall send written request to any Executive Board Member to be added to the Agenda.

### ARTICLE IV - BOARD OF DIRECTORS

#### SECTION 1 - Board Membership

The Board of Directors shall consist of twelve (12) Sport Directors, four (4) Executive Officers and any approved At Large Directors. The Board of Directors will be responsible for all decisions made on behalf of the organization. Executive Officers may also hold individual Sports Director positions.

#### SECTION 2 - Removal of a Board Member

A Board Member may be removed for failing to carry out expected duties or conduct detrimental to RAAA. In order to remove a Board Member, a written complaint must be presented to the Board of Directors. The complaint will be reviewed and investigated by the Executive Officers. If sufficient justification, a hearing before the full voting Board will be held. The vote of simple majority of the Board of Directors is required for the dismissal of a Board Member. Three consecutive unexcused absences may result in a request for resignation of a 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 - Risk Disclosure Statement

Board Members will be required to complete a Risk Disclosure Statement (background check). It is the intent of RAAA to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the Board. The disclosure statement must be updated at least every two years.

The aforementioned Risk Disclosure Statement 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 V - EXECUTIVE OFFICERS

### SECTION 1 - Positions

The officers of this organization shall consist of four (4) individuals, namely the President, Vice President, Secretary, and Treasurer.

### SECTION 2 - Election and Term of Office

The Executive Officers of the Board of the organization shall be elected by the Board of Directors. The term of office shall be two (2) years for President, Vice President, Secretary, and Treasurer. Elections shall be held at the January meeting according to the following schedule: The President and Secretary terms shall begin/expire in even years and Vice President and Treasurer in odd years.

### 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 the organization will be served thereby. (The process to remove an Officer will follow ARTICLE IV, SECTION 2, 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 of Directors for the unexpired portion of the term.

### SECTION 5 - President

The President shall be the principal executive officer of the organization and subject to the control of the Board of Directors. The President shall: a) supervise all business and affairs of the organization; b) preside at all meetings of the Board of Directors; 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

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 committees and

the full Board. The Vice President shall also perform other duties as may be assigned by the President or the Board of Directors.

#### SECTION 7 - Secretary

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.

#### SECTION 8 - Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds of the organization including any required tax and/or government filings; receive and give receipts for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization 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 of Directors. The Treasurer and/or people designated by majority vote of the board shall sign checks for the organization.

#### SECTION 9 - Qualifications

It is strongly suggested that Candidates for the offices of President, Vice-President, Secretary, and Treasurer have served a minimum of one (1) year on the Board of Directors. This serves to insure familiarity with the duties of each office along with the philosophy and guidelines as described in the Bylaws. In absence of prior Board of Director service the Board may elect an Executive Officer if said candidate is nominated for election by unanimous decision by the then current Executive Officers.

#### ARTICLE VI - MEETINGS

The Board of Directors shall meet monthly. A quorum shall consist of simple majority of the Board of Directors. 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 and posted on the RAAA website. All meetings shall include a Sustaining Member comment period and Sustaining Members wishing to address the Board of Directors shall send written request to any Executive Board Member to be added to the Agenda. Comment period shall not to exceed 10 minutes per person. After the comment period Executive Officers may deem the remainder of the meeting closed to voting Board of Director members only.

#### ARTICLE VII - STANDING COMMITTEES

##### SECTION 1 - Executive Committee

The Executive Committee will consist of the President, Vice President, Secretary, and Treasurer. The purpose of the Executive Committee shall be to establish the agenda for the meetings, review information that is brought to the attention of the Board, make recommendations as appropriate. The President will serve as the Chair of the Committee.

The Executive Committee may appoint additional committees as deemed necessary. Each committee will appoint a chairperson to report activities of the committee to the full Board, as needed.

#### ARTICLE VIII – TEAM CONSTRUCTION

RAAA athletic programs are primarily for youth either residing within the boundary of, or youth which attend Rockford Area Schools, Independent School District 883. RAAA teams should be dedicated to community growth and building high quality sporting programs for the Rockford School district. On occasion, due to limited numbers, RAAA may expand its boundaries to complete a team roster. Co-oping with a neighboring Association at certain age levels may be necessary due to limited participants and/or a product of the common practice of that League. Sports Directors will make every attempt to fulfill rosters with qualified Rockford Youth Participants first. Outside Youth Participants and Co-oped teams should be preapproved by the Board of Directors.

#### ARTICLE IX - COMPENSATION

All Executive Board members and Directors shall serve without compensation or financial remuneration in any regard. Each Executive Board member and Director is specifically prohibited from personal employment or contract with RAAA. Each Executive Board Member, Director, and his/her immediate family is prohibited specifically from profiting personally in any transaction with RAAA. In order to avoid any appearance of impropriety, any member of an Executive Board Member or Director's family, including but not limited to spouse, parents, children, step children, siblings, in-laws are specifically prohibited from being employed by or engaged in a contractual relationship with RAAA in any capacity where that employment or contractual relationship results in the payment of any compensation in whatever form or substance payable by RAAA to such Executive Board Member or Director or member of his immediate family as defined herein unless such transaction is approved by a majority vote of the Board of Directors. All elected members of the Board of Directors shall have one registration fee (up to \$300) waived per year in appreciation for their volunteered time.

#### ARTICLE X – BYLAWS

##### SECTION 1—Amendments

The procedure to amend the bylaws shall consist of the following: a member shall present such an amendment in writing to the Board of Directors. The proposed amendment shall be read at

two (2) consecutive meetings and an official vote taken at the second meeting. After the first reading, the President shall ask the board to review the proposed amendment(s). The board shall make recommendations concerning the proposed amendment(s) at that time or any time up until the ratification vote at the second meeting.

#### SECTION 2—Ratification

It shall require a two-thirds ( $2/3$ 's) majority of the Board of Directors present (assuming a quorum) in favor of the amendment before it becomes effective. When an amendment becomes effective, a written revision of the Bylaws shall be prepared by the Secretary, who shall maintain same in the RAAA records, as well as the RAAA website. The Bylaws are to be reviewed annually at the December meeting prior to the January meeting and election of Executive Officers.