

BRIDGEPORT YOUTH ASSOCIATION
BYLAWS
(Adopted May 2023)

These are the Bylaws of Bridgeport Youth Association (“BYA”) duly adopted May 17, 2023, at an organizational meeting of the Board of Directors. BYA is a non-profit organization organized under the Texas Business Organizations Code Nonprofit Corporations (TBOC Chapter 22) and is an exempt organization under section 501(c)3 of the Internal Revenue Code. The Association shall maintain such exemption.

1. The name of this organization shall be Bridgeport Youth Association. Hereby shown as BYA referred to as the Association herein.
2. The principal address of BYA in the State of Texas shall be in the City of Bridgeport, County of Wise, Texas and shall have a certified PO Box mailing address PO Box 833, Bridgeport, Texas 76426.
3. The Executive Board of BYA shall have full power and authority to select and change the principal office location of BYA from one location to another within the State of Texas.

TERRITORY OF THIS JURISDICTION

The territory under the jurisdiction of this Association includes but not limited to being that part of Texas which includes Bridgeport Independent School District, The City of Bridgeport, Texas and the County of Wise, Texas and all surrounding counties.

JURISDICTION

This Association shall have jurisdiction over all member associations, members, administrators, referees, coaches, assistant coaches, managers, registered players, teams, parents, and other persons affiliated with such teams. Each member will adhere to these Bylaws and Rules and Regulations and will comply without the authority of BYA. If BYA is presented sufficient evidence that a member is not adhering to these Bylaws and Rules and Regulations, BYA will ask the committee to investigate the allegations and take necessary action.

ARTICLE I – GENERAL INFORMATION

The purpose of BYA is to foster and advance youth sports for boys and girls within its territory under its jurisdiction and to guard the interest of its participants. The program shall promote academics, discipline, leadership, and good sportsmanship through youth sports programs. Another purpose of BYA is to encourage good sportsmanship towards the officials, the opposing team members, and out of town visitors at all athletic events.

This organization is organized exclusively for charitable, scientific, literary, or education purposes withing the meaning of Section 501(c)3 of the Internal Revenue Code or corresponding section of any future federal tax code.

BYA shall have and continuously maintain in the State of Texas, a registered address, and a registered agent whose address is identical with such registered address, as required by the Texas Non-Profit Corporation Act.

BYA shall be run in accordance with the Business Organizations Code Sec. 22.355 (2).

ARTICLE II – MEMBERSHIP IN ASSOCIATION

Member Definition – For purposes of these Bylaws, a “member” is defined as any family with any number of children (one or more) participating in BYA sports/recreational program. Each family is entitled to cast one vote as a member. Each can designate one parent to cast the member vote for the family. In cases of blended families, or children with parents living in separate homes, the children(s) parents shall designate which parent shall be the designated family member to cast votes as a BYA member. BYA may request or require families to designate, in writing, the family member who is authorized to cast the member vote.

1. Any parent and/or guardian of a youth that have participated in a BYA program in the most recent 12 months, under the approval of this association, or any adult, who by reason of genuine and sincere interest, participates actively in this association, is admitted active membership. This also includes any head coach or assistant coach affiliated with BYA.
2. To be an active member in good standing, members shall perform any reasonable service required (i.e., working in the concession stand, field maintenance, monetary donations upon the approval of the board, etc.)
3. Active members are entitled to one vote upon each matter submitted to a vote at the annual meeting as per Article VI Section 3. No proxy voting will be allowed.
4. Active members in good standing will include all parents and/or guardians of registered players, whose financial accounts are fully paid, whose equipment has been successfully returned, prior to being eligible participate. Player participation rules, as specified by the appropriate sport and who have followed the proper code of ethics, will be enforced.
5. Termination of active membership of a youth or adult member shall be enforced by the Board of Directors without a refund. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the Board that the individual or family has become detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the organization, or inconsistent with the Bylaws and Code of Conduct of this Association.
6. A discount for multiple child participation in the same sport/activity will be deducted from the registration fee after 1st child is paid in full then \$10.00 off each additional child from the same family (excluding cheer).
7. Refund Policy – Refund request will be processed according to the following guidelines:
 - a. 100% - Refund requested by final day of sign-ups.
 - b. 50% - Refund requested during 1st week of official practice, prior to uniforms being ordered.
 - i. Any uniform costs will be deducted from refund amount.

- c. 0% refund after 1st week of practice.
- d. Fees for background check, insurance, convenience fees, or any other miscellaneous fees that may have occurred are non-refundable.

ARTICLE III – CODE OF CONDUCT

The Association recognizes that the conduct of its members reflects not only on the individual, but also on the entire program. The following items are prohibited, but not limited to:

1. There will be no alcoholic beverages consumed on or around the playing or practice field. No player, manager, coach, board member, parent or umpire will attend a practice or game while intoxicated.
2. There will be no use of tobacco or vaping on the practice or playing fields by any player, manager, coach, board member or umpire.
3. There will be no abusive or profane language used on or around the practice of playing field by any player, manager, coach, board member, parent or umpire.
 - a. Players, coaches, assistant coaches, parents, and spectators MAY NOT use profanity at any time during games or practice. Use of profanity may get you ejected from a game and suspended from the next game.
4. No possession or use of illegal drugs.
5. No explicit public display of affection or any behavior which proves to be a detriment to this organization or its objective at any BYA sanctioned event or practice.
6. No making negative or profane comments and/or posts on social media sites that could be considered a detriment to any players, members or to the association.

COACH'S CODE OF CONDUCT

1. The term "Coach" shall include but is not limited to Head Coach, Assistant Coach(es), Manager(s), or any other person in a team leadership role.
2. The coach must never put the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
3. Coaches shall instruct players to always play within the written laws of the game and within the spirit of the game.
4. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
5. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
6. Demands on player's time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.

7. Under no circumstances should coaches authorize or encourage the use of medical or performance enhancing drugs. Players should be directed to see proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
8. Adherence to all league rules and policies, especially those regarding eligibility, team formation, recruiting and guest players, are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
9. In the event of a draft, we will adhere to the rules and regulations of the individual sports league. Only the head coach and the assistant will have the choice/decision of which players will be chosen in the draft.
10. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.
11. Officials must have the support of the coaches, players, and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of the players.
12. Comments regarding an official should be made in writing to the appropriate organization assigning the official.
13. Under no circumstance does a coach have the authority to decide to not play a game. Not showing up for a game without contacting the assigned commissioner or another member of the Executive Board, with a justifiable explanation, will be grounds for immediate termination of rights to coach in BYA.
14. Any requests that relates to not participating in a game or event must be communicated to the assigned commissioner within 1 week of scheduled game. Failure to communicate will be grounds for removal as coach.
15. Head coaches are responsible for behavior of assistant coaches, players, and parents.
16. It is at the discretion of the Head Coaches to assign positions and responsibilities of his/her team's assistant coaches, players, and parents.
17. Head coaches are responsible for effectively communicating game schedules, changes to game schedules, and any other league news that directly impacts the players or directly impacts the team.
18. Any coaches not following the Coaches Code of Conduct and are not performing to a standard that is beneficial to the team can and will be replaced immediately.
19. Dress code – Coach appropriate clothing. There should be no “statement” clothing and, without a doubt, no part of it should have any reference to alcohol, tobacco, profanity, or adult situations.

- a. Tops – secure and limit exposure during physical activity. Sports bras must be covered by over shirt. Shirts must be always worn.
 - b. Pants or shorts – comfortable during physical activity or floor sitting. Shorts practical length. No spandex volleyball shorts.
20. All coaches will uphold the reputation of BYA and will not attack or slander the BYA or any of its members on social media or through any other means. If there are any issues to be addressed, they must be taken to the board. Failure to comply could result in dismissal from coaching.
21. Coaches are role models and represent BYA and their team at times and should uphold all standards of BYA for their team.

PARENT CODE OF CONDUCT

1. Children have more need for example than for criticism. Remember your child is involved in organized sports for their enjoyment, NOT YOURS.
2. Attempt to relieve the pressure of competition, not increase it.
3. Be kind to your child’s coach and officials. The coach is a volunteer, giving personal time and money, to provide a recreational activity for your child. The opponents are necessary friends. Without them, your child could not participate.
4. Applaud good plays by your team AND by members of the opposing team. Do not openly question an official’s judgement and honesty. Officials are symbols of fair play, integrity, and sportsmanship. Accept the results of each game.
5. Encourage your child to be gracious in victory and to turn defeat into victory by working towards improvement. Teach your child that honest effort is as important as victory, so the result of each game is accepted without undue disappointment.
6. No parent or fan will be allowed to coach a child or the team from the stands. Failure to abide by this rule will result in removal from the field or facility.

PLAYER’S CODE OF CONDUCT

1. No participant shall act in an unsportsmanlike manner while on or near any playing field before, during, after, or between games or practices.
2. Unsportsmanlike conduct by a participant includes but is not limited to:
 - a. Use of disconcerting acts or words
 - b. Disrespectfully addressing the game officials
 - c. Showing disgust with game officials’ decisions
 - d. Using profane or insulting language or gestures or baiting or taunting any other participants
 - e. Making any contact, including spitting, with any other player which is deemed unnecessary and/or invites roughness

3. Dress code – Be sure your player wears sport appropriate attire. There should be no “statement” clothing and, without a doubt, no part of it should have any reference to alcohol, tobacco, profanity, or adult situations.

ARTICLE IV - DISCIPLINARY GUIDELINES AND VIOLATIONS

All BYA members, coaches, assistant coaches, team parents, players, and spectators are expected to uphold BYA Code of Conduct and respect the referee(s), regardless of their age or experience. Violations to this policy will be taken seriously and will result in warnings, suspensions, or removal.

1. One warning will be given to the player, coach, assistant coach, parent, or spectator for misconduct and reported to the sport’s commissioner. Upon the second infraction the player, coach, assistant coach, parent, or spectator shall be ejected from the game site or practice location.
2. Any player, coach, assistant coach, parent, or spectator that is ejected from the game will automatically be suspended from participation in the next game.
3. Any person ejected from a game site shall not return to the game site following the game for any reason.
4. If there is a physical altercation between player, coach, assistant coach, parent, or spectator and an official, such person shall be automatically ejected from the game site or practice location and shall be automatically suspended from participation in all BYA activities and events and may be expelled from BYA pending review by the BYA Board.
5. When an allegation of child physical or sexual abuse is made against any coach, assistant coach, or volunteer, he or she is ineligible to participate in BYA activities. As necessary, BYA may suspend member and/or volunteer pending investigation.
6. If arrested or convicted of any crime listed in Article XIV – VOLUNTEER ELIGIBILITY, the BYA President/Executive Board must be notified within 24 hours.

A spirit of good sportsmanship should prevail before, during and after the game for all players, coaches, and spectators. Issues or complaints should be addressed to the Head Coach or appropriate Commissioner. If unresolved at that level, the issue or complaint may be submitted to the Executive Board. A decision made by a commissioner may be appealed to the Executive Board.

1. Any person witnessing misconduct from any BYA parent, coach, board member or spectator during any BYA event, should report the incident directly to an Executive Board member. A written report must be filed with the Executive Board member within forty-eight (48) hours of the infraction, stating in full the request for disciplinary action, provided that such disciplinary action shall be acted upon with a fair and impartial hearing before the respective program board of directors. The interested party may be present if he/she desires.
2. If any adult associate with BYA is found guilty of misconduct in any way, such as fighting, intoxication, using abusive language, etc. at games or practice sites, the Executive Board will take immediate action. The Executive Board for BYA will not tolerate any violation of these guidelines.

3. Any coach failing to fulfill their duties as coach, fail to support the goals of BYA, or conduct themselves in a manner detrimental to the welfare of the kids they coach or that is detrimental to the image of BYA, will be subject but not limited to probation, suspension, and/or termination,
4. The Executive Board reserves the right on a case-by-case basis to determine the punishment for any violation outlined above or any conduct deemed unsportsmanlike.
5. The Discipline Board comprised of the President, Vice President, Secretary and Treasurer will submit and discuss their findings and suggestions of repercussions with the Board of Directors. In a case where the Board of Directors is not involved, the Discipline Committee will make a decision based on their findings. All decisions are final.
6. Any punishment given for any violation will be voted on by the Executive Board and notification of the results will be provided in writing.
7. The respective Program Board of Directors shall have the authority to take disciplinary action against Members of the Association, whose conduct is considered as detrimental to the best interest of The Association.

ARTICLE V – SUSPENSION, RIGHT OF APPEAL

Any player, parent or coach who has his/her rights suspended or revoked shall have the right to appeal to the entire Executive Board at the next scheduled monthly meeting.

1. Such appeals shall be submitted in writing and sent via US Mail to the mailing address of the Association, registered mail, and return 1 week (7 days) prior to the next scheduled meeting or to bridgeportyouthsecretary@gmail.com.
2. Members will have 10 minutes to defend and explain their suspension.
3. The Board shall issue a written decision within 48 hours of the monthly meeting.
4. The decision of Bridgeport Youth Association officials shall be final.

ARTICLE VI – VOTING MEMBERSHIP

Voting membership shall consist of, except for the restrictions provided by law, each coach and assistant coach, member of the Board of Directors, and any member with active membership, shall be entitled to one (1) vote upon each matter submitted to a vote at a meeting of the voting members subject to the following conditions:

1. With respect to coaches and first assistant coaches, a coach or a first assistant coach will not become eligible to vote until he/she has attended one (1) of the immediately preceding six (6) General Membership meetings.
2. With respect to members of the Board of Directors, a board member shall automatically become eligible to vote upon his/her election and qualifications.
3. With respect to active members, an active member shall not become eligible to vote until they have attended four (4) of the immediately preceding six (6) General Membership meetings.

4. Register with BYA's secretary, per Article VIII Election Process.

ARTICLE VII – NOMINATIONS

1. Any active member of the Association 18 years of age or older and not still in high school may be nominated for any office.
2. For one month prior to the May monthly meeting, the date, location of election, and all other information on all Board of Director positions including job descriptions, and how to nominate a member for a position will be posted on the organization's website.
3. Nominees for all officer and board member positions must register at the May meeting. Nominees must fill out nomination form, furnishing their names and addresses, the names and ages of their ward(s) and/or child(ren), the sponsored activity in which each of the latter is enrolled, the date of registration, and further contact information as required by BYA. If no child is registered, then a list of volunteer work and season dates.
4. Current members will be on the ballot unless specifically requesting their name to be removed at the May monthly meeting. They will be expected to complete their term.
5. Elected members in the first year of their 2-year term can open their position for election without repercussions under this process.
6. In order to be eligible for election to the Board of Directors:
 - a. Be an active member in good standing; not in a legal dispute with the association.
 - b. Shall have been an active participant in the functions of the association by means of coaching or volunteering hours in concession, field work, or at a gate during the regular playing season, within the last 6 months.
 - c. The elections of these positions will be open to voting by existing Board of Directors and active members in good standing.
7. In order to be eligible to run for the Executive Board:
 - a. The nominee must have served on the current board in either an elected or appointed position for a period of at least 12 months prior to the upcoming election unless no such candidate is available.
 - b. The elections of these positions will be limited to voting by existing Board of Directors.
8. The Board members will take all nominations and all eligible nominated members will be contacted and asked if they are willing to accept the nomination.
9. Nominees will complete the background check form and successfully pass the background check by posted date, 2 weeks prior to May annual meeting to be on the ballot. If the background check is not passed, the nomination will automatically be forfeited. (Background checks take 3 business days)

10. All qualified candidates will be placed on a ballot. The ballot will be posted at least one (1) week prior to the election. If a position is uncontested, it will be listed on the ballot for informative purposes. No write-in candidates will be permitted on the ballot.
11. Eligible voters are named in Article VI.

ARTICLE VIII – ELECTION PROCESS

The elections will take place during the May monthly meeting. Election results will be posted online 48 hours after election. Winning nominees will be notified within 48 hours.

New officers will take office after the old business is completed at the June monthly meeting. (finishing current season that is in session) or if current commissioner wants to step down, effective immediately.

ARTICLE IX – ORGANIZATION AND GOVERNMENT

1. This Association shall be governed by its members who shall consist of the Board of Directors of BYA and the recognized delegate from each registered member in good standing, each of whom shall be entitled to one vote. No delegate shall be entitled to more than one (1) vote.
2. Only the designated delegates will have the right to speak at the meeting. A limit of 3-minute public comment will apply. Any Board of Director or delegate may introduce anyone to speak provided he has the permission of the chair.
3. The designated delegate shall be the President of the registered member association, unless otherwise specified in writing. If the President cannot attend, one of the following people, in this order, may attend with written permission from the President: Vice President, Secretary, Treasurer and/or commissioners.
4. These executive positions may be realigned at any time at the discretion of the Executive Board.
5. The officers and the appointed positions of Bridgeport Youth Association shall consist of:
 - a. Executive Board
 - i. President – elected even years
 - ii. Vice President – elected odd years
 - iii. Secretary – elected even years
 - iv. Treasurer – elected odd years
 - b. General Board
 - i. Baseball/T-Ball - elected odd years
 - ii. Basketball – elected even years
 - iii. Cheer – elected odd years
 - iv. Football – elected even years
 - v. Soccer – elected odd years
 - vi. Softball – elected even years
 - vii. Volleyball – elected odd years
6. Elections will be held during the May monthly meeting with one-half (½) the Board of Directors being elected each year following the schedule above.

7. Board of Directors must reside within the BYA jurisdiction and/or they are not bound by any other association or governing association, subject to board approval.
8. Resignation
 - a. Any director, committee member, officer or agent may resign by giving written notice to the President. Resignation shall be accepted through email, written notice or through text, anything that is a printable, public document.

ARTICLE X – MEETINGS OF ASSOCIATION

Meeting Information

1. All meetings of BYA shall be held at such place as shall be designated by the President.
2. All meetings of BYA will be open to the members and the public.
3. Anyone who wishes to address the board must sign in no later than 10 minutes prior to the start of the meeting.
4. There will be a time limit of 3-minutes to address the board.
5. Executive sessions may be called by a 2/3 approval of the Board of Directors or a committee to discuss personnel or legal matters. These meetings will be closed to the public.

Board of Directors Meeting

1. The meetings of the Board of Directors shall be held each month, with June and July being optional due to no programs in session.
 - a. Meetings are subject to change as needed.
2. A quorum of 50% of the Board of Directors is required.
3. If the meeting is changed, then notice must be as given as soon as possible.
4. Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting had not been previously legally adjourned. All members of BYA may attend this meeting.

Annual Meeting

1. An Annual Meeting of BYA shall be held each year in May, at which time the Executive Board and the Board of Directors shall elect officers in accordance with Article VIII hereof and transact such other business as may properly be brought before the meeting.
2. A quorum is not required for this meeting as long as notices of such meetings were properly given.

3. The order of business for such meeting shall be “Roll Call and Vote Accreditation, Presentation and Approval of Minutes of Last Meeting, Communications, Unfinished Business, Treasurer Report, Reports of Chairman of Standing Committees, Reports of Officers, New Business, and Adjournment.

Special Meetings

Special meetings of BYA for any purpose or purposes, unless otherwise prescribed by statute or by these Bylaws, may be called by the President or by petition of the designated delegate of register member Association in good standing. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting. A quorum is not required for this meeting so long as notices of such meetings were properly given. Any emergency meeting must be held within 48 hours of the incident with a minimum of 2 executive board members present. Commissioners need to be present as well.

Emergency Actions

Any five (5) voting members of the Board of Directors (which may include the President) may take emergency action on matters demanding immediate attention when it is impractical or impossible to call a meeting and shall report their actions to all Board of Director members in writing within three (3) days.

Notice of Meetings

Written or printed notice stating the place, day and hour of a meeting, and the purpose or purposes for which the meeting was called, shall be posted 72 hours before the time of the meeting on the Bridgeport Youth Association Facebook page and website www.bridgeportyouthassociation.org.

ARTICLE XI – BOARD OF DIRECTORS

Board of Directors

The business and affairs of the Association shall be managed by its Board of Directors, which shall consist of the Directors of this Association and the Member Associate Delegate, each of whom will be entitled to one vote (the Past President is not a voting member). The Board of Directors shall transact all business of BYA and shall have the power to enforce the laws of it, respective divisions, and the Bylaws and Rules and Regulations of this Association and Member Association. The Board of Directors shall also hear appeals. The Directors, i.e., the members of the Board are listed below and shall be elected for a term of two (2) years and may succeed themselves in office.

Removal

Any member of the Board of Directors shall be required to resign following vote of ‘no confidence’ in his/her ability to remain in the office. 40% of voting members of the Board of Directors may petition for such a vote. The petition must be submitted in writing to the Board of Directors that in turn, will review the petition within fifteen (15) days of receipt of such petition. The vote of ‘no confidence’ must be passed by a two-thirds (2/3) majority of all the Board of Directors. If an officer receives this vote of ‘no confidence’, he/she is automatically suspended from the board. His/her office shall then be filled by an appointment approved by the majority of the board until the next BYA Annual General Meeting.

Attendance at Meetings

A Board of Director member can miss no more than four (4) per calendar year scheduled meetings, including regular meetings, of this Association or Executive Committee meetings or he/she will have his/her office declared vacant unless such absences are excused by the Board of Directors. A vote of 'no confidence' by the Board of Directors may be taken upon the first board meeting following the third consecutive absence. Should the vote of 'no confidence' pass, his/her office shall then be filled by an appointment approved by the majority of the Board until the next annual meeting. Removal of a position will be voted upon by the board of directors. Board member must wait a total of one (1) year from removal date to be eligible to run for another Board of Director's position.

Vacancy

The Board of Directors will find a candidate and present this person to the Board of Directors for a majority board approval.

Compensation

The Board of Directors shall serve without salary for their services. Any Board of Director member may be reimbursed for expenses approved by the budget and/or Board of Directors.

Minutes

The Board of Directors shall keep regular minutes of its proceedings. The minutes shall be placed in the minute book of BYA. Minutes shall be approved at the next meeting.

Grievance Involving Board of Directors Members

In the event of any grievance involving such organization, he/she may not act on its behalf nor be entitled to vote on the grievance.

Conflicts of Interest

A member of the Board of Directors can be a member or official of another member association, team, league, or club.

1. Conflict of Interest: Any member of the board, a standing committee, a delegate, or any other committee of BYA or Member Association shall abstain from discussion of and voting upon any subject matter being considered by the respective body if such would constitute a conflict of interest, directly or indirectly, with any individual, player, coach, manager, official, referee, parent, or team, including, without limitation, those conflicts of interest related to hearing protests or appeals related to the member's team, club players, coach, parents, or managers involved with the member's team or club.
2. Other Conflicts of Interest: It is the policy of BYA that no member of the Board, a Standing Committee, any other committee, any officer, or any employee of BYA shall have any association with or interest in any type of business enterprise which would conflict with the proper performance of his duties or responsibilities as such or which might tend to affect his/her independence or judgement with respect to transactions between BYA and any such business enterprise. Any business must be at the discretion of the board of directors and voted upon at

time of business dealings. It is also the policy of BYA that no member of the board, member association delegate, any committee, any officer, or employee of the association shall have, directly or indirectly, any material personal business of financial interest with, or in any business or financial interest with, or in any business enterprise with which the Association does business, including, without limitation, the member, or any person in the immediate family of the member, holding a position with a supplier of goods and/or services to BYA, unless the material facts of the relationship or the interest in the business are disclosed to the board and the board in good faith authorizes the contract, of the disinterested directors. If a member of the board, rather than a member of a committee, is the person making the disclosure, the interested director may be counted in determining the presence of a quorum at the meeting of the board, whereat the disinterested directors consider whether to authorize the contract, transaction, or relationship.

ARTICLE XII – EXECUTIVE BOARD POWERS AND DUTIES

President

1. Responsible for attending all BYA meetings.
2. Will enter into the annual agreement with the City of Bridgeport.
3. Preside at all BYA meetings and elections.
4. Shall enforce all laws in accordance with the bylaws and policies set by BYA.
5. Audit the treasurer's books annually and at the end of each treasurer's term with the board.
6. Shall review monthly banking information ensuring all information is current and will give debit cards to the appropriate people.
7. Ensure and provide insurance for active sports.
8. Run all background checks for all executive board, general board, coaches, team parents, and any other individual who applies to the volunteer.
9. While chairing a meeting, the President will not vote except to break a tie unless his/her vote is called for in these bylaws, or he/she may waive the right to do so.
10. He/she is empowered to take prudent and reasonable action in cases not covered in these bylaws and such authority is implicit in the office.
11. He/she shall be responsible for the evaluation and monitoring of the conduct of participants, attendees, coaches, and referees of BYA.
12. He/she shall be responsible for the registration and eligibility of all players and teams within the jurisdiction of BYA.

Vice President

1. He/she shall be responsible for the registration and eligibility of all players and teams within the jurisdiction of BYA.
2. The Vice President may succeed to the office of President, if office becomes vacant, with the majority approval of the Board of Directors.
3. In the instance the Vice President cannot or does not desire to succeed to the office of the President, the position may then be filled by an appointment approved by the majority of the Board until the next annual meeting.

Secretary

1. He/she shall keep minutes of all Board of Directors meetings and membership meetings.
2. The Board of Directors will approve their minutes and the members will approve membership meeting minutes.
3. The secretary will keep all approved minutes uploaded to website for availability for review by all board members and association members.
4. He/she may appoint and/or solicit help from any member or non-member approved by the Board for fulfilling his/her duties relating to registrations as defined herein.
5. Shall keep copies of bylaws and multiple copies of all paperwork forms, while in attendance at any and all meetings.
6. He/she shall prepare agendas for every meeting.

Treasurer

1. He/she shall serve as the financial officer of BYA and shall be responsible for accounts receivable and accounts payable, coordinating budget appropriations, complete financial reconciliation, and reporting in writing, prior to each scheduled Board of Directors meeting, a balance sheet and income statement.
2. The reporting will be itemized by category and listed in the following manner:
 - a. Activity during the month
 - b. Accumulative to date
 - c. Approved budget
 - d. Difference (plus or minus)
3. Along with the treasurer, the President and Vice President will be authorized to sign checks.
4. The person or persons receiving the check may not be either of the authorized signatures on the check.
5. All financial records are available for review by any Director or registered delegate.

6. He/she shall file or cause to be filed such annual reports with the IRS, the State of Texas and local agencies as required by law or by the bylaws herein.
7. He/she shall be responsible for checking the post office box for BYA on a weekly basis. (PO Box 833, Bridgeport, Texas 76426)

ARTICLE XIII – COMMISSIONERS BOARD POWERS AND DUTIES

1. Uphold all BYA bylaws, policies, and procedures. Commissioner should always lead by example.
2. Attend monthly board meetings for both the executive board meetings and individual sport meeting throughout the year. Prepare to give a report on your sport as to any issues, praises, progress, etc.
3. Support the goals of BYA by your actions, attitudes, and service; be available to render help to all the sports year round (working gates, supervising, commissioner on call, etc.)
4. Shall resolve any conflict during and after the game for all players, coaches, and fans from either team. If unresolved at that level, the issue or complaint may be submitted to the executive board for consideration and direction.
5. If necessary, bring report findings, suggestions, etc. to the executive board for review.
6. Coach any sports team as long as coaching does not interfere with his/her duties.
7. Each commissioner is responsible for posting updates per their sport and with any and all updates needed per their sport.
8. Attend pre-season rules and code of conduct meetings run by your individual sport.
9. Create a budget per season by collecting competitive bids from quality vendors and accounting for all expected expenses (officials, field fees, insurance, association fees, etc.) and present it to the executive board for approval.
10. Scheduling dates, times, locations, and gathering materials for sign-ups. If necessary, collect sign-up fees and turn them over to the treasurer or an executive board member within two (2) business days of signup.
11. Each commissioner will be responsible for inspecting, ordering, and the distribution of equipment to their respective sport specific coaches. (Make sure coaches sign for equipment.) An inventory of all equipment must be taken at distribution and a log must be kept showing what the coach received.
12. On or before the first official meeting after the close of each season, each commissioner will be responsible for providing the board of directors and accurate inventory of all equipment collected and a report of any equipment damaged or not returned to the association. This report must include the specific equipment damaged or missing and the pertinent coach's signed equipment receipt. Any equipment damaged beyond normal wear and tear or not returned will be the sole responsibility of the head coach that was assigned the equipment.

13. Each commissioner will be responsible for ordering and distribution of uniforms and coach shirts. They must submit any and all quotes for board approval if uniform total cost is more than 50% of the total cost of the registration fee. Check sizes and make sure samples are available.
14. Create all game schedules or distribute league schedules to each head coach and oversee practice schedules. Coordinate schedules with other participating associations and any update or revision thereof.
15. Supply schedule within five (5) business days of receipt to all BYA board members of all home games and times help will be needed.
16. Submit background checks to the President of the BYA within seven (7) days of receipt.
17. Each commissioner will be responsible for holding their sport's specific coaches accountable for their duties.
18. Each commissioner will communicate frequently and honestly with their sport specific coaches on all business affairs related to their sport.
19. Each commissioner will be responsible for passing out BYA volunteer badges and enforcing the use of them. Coaches must wear them to have access to the field during practice, games, and events.
20. The commissioner shall conduct one (1) mandatory coach orientation prior to the first practice. The purpose of this meeting is to inform them of their duties and responsibilities and making sure they know the rules of the game, the BYA Code of Conduct, Bylaws of the Association, and the rules and regulations of the league.
21. Distribute to each head coach a binder with all BYA rules and regulations and any additional association rules for the season.
22. Plan and organize coach clinics to help train coaches on drills, concussions, and techniques players need to know to be successful.
23. At the end of the season, each commissioner must collect all equipment for all coaches and volunteers.
24. Each commissioner will be responsible for their end of season wrap up, this includes ordering and distribution of awards.
25. To receive reimbursement for monies spent on sport, commissioners will be required to send a screenshot and/or give original receipt to the treasurer by the next meeting. Reimbursements will not be issued unless receipts have been received by treasurer.
26. Assist treasurer with maintaining budget, collecting, and completing all records and receipts involving your sport.
27. Organize, coordinate, and propose in writing to the board for approval, participation in special events, tournaments, competitions, and bowls associated with the specific program.

28. Make sure you or someone you have appointed is available to work the concessions, if applicable, while games are going on. This may include, but not limited to, set up, take down, and working while the games are being held.
29. Be available to work during ALL sport seasons, not just when your specific sport is going on.
 - a. If a commissioner does not help work during other sporting seasons, the commissioner can receive a vote of 'no confidence' and be suspended from the BYA board.

Baseball/T-Ball Commissioner

1. Maintain a thorough knowledge of league rules.
2. Maintain correct total number of three (3) coaches per team, four (4) per 8U team.
3. Schedule and attend drafts.
4. Obtain umpires.
5. Schedule umpires to work games.
6. Register the league with a competitive league.
7. Schedule field maintenance and prep.

Softball Commissioner

1. Maintain a thorough knowledge of league rules.
2. Maintain correct total number of three (3) coaches per team.
3. Schedule and attend drafts.
4. Obtain umpires.
5. Schedule umpires to work games.
6. Register the league with a competitive league.
7. Schedule field maintenance and prep.

Football Commissioner

1. Maintain a thorough knowledge of league rules.
2. Maintain correct total number of four (4) coaches per team.
3. Make sure we have a competitive league to play in and that you know the rules of that league.

4. Contact the school to secure contract so we can utilize the High School football stadium, concession stand, and field.
5. Make sure the field is set up properly.
6. Obtain an announcer for each game.
7. Supply the schedule to BISD of all games and practices.
8. Commissioner or board member on duty is responsible for cancelling games due to lightning.
9. Contact high school coaches and organize camp for kids.
10. Attend all league meetings before, during and after the season.

Basketball Commissioner

1. Maintain correct total number of two (2) coaches per team.
2. Attend all Wise County Youth Basketball meetings.
3. Contact the school to secure accessibility and availability of all gyms.
4. Supply schedule to BISD of all games and practices.
5. Schedule and attend drafts.
6. Register the league with Wise County Youth Basketball.
7. Obtain a score keeper and clock worker for each game.

Cheer Commissioner

1. Maintain a thorough knowledge of league rules.
2. Maintain the correct number of two (2) coaches per team.
3. Screen applicants for all age/grade class cheerleading coaching positions.
4. Contact high school coaches and organize camp for kids.
5. Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
6. Address safety issues involving players and equipment to ensure no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
7. Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problem or complaints that may arise.

Soccer Commissioner

1. Maintain a thorough knowledge of league rules.
2. Maintain correct total number of two (2) coaches per team.
3. Register the league with the Wise County Soccer League (WCSL).
4. Shall be the liaison between the Wise County Soccer League and all leagues playing under the WCSL.
5. Attend all meetings as required by BYA and WCSL.
6. Schedule and attend drafts.
7. Contact BISD and/or City of Bridgeport to secure contract so we can use the field(s).
8. Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
9. Supply schedule to BISD and/or City of Bridgeport board of all games and practices.
10. Obtain and schedule referees to work games.
11. Commissioner or board member on duty is responsible for cancelling games due to lightning.

Volleyball Commissioner

1. Maintain a thorough knowledge of league rules.
2. Maintain correct total number of two (2) coaches per team.
3. Register the league with the Wise County Volleyball league.
4. Contact BISD to secure contract for use of gyms for practice and games.
5. Supply schedule to BISD board of all games and practices.
6. Schedule and attend drafts.
7. Be the liaison between BYA and all leagues playing under Wise County Volleyball.
8. Attend all meetings as required by BYA and Wise County Volleyball.
9. Make sure the treasurer receives the bill for the use of gym space.

Co-Commissioner

Co-Commissioner must attend all monthly meetings of BYA pertaining to his/her season, assist the commissioner in all of his/her duties, assume the duties and powers of the commissioner in case of absence or vacancy, and respectfully represent the BYA, always presenting himself/herself as a good role model.

ARTICLE XIV – AUXILIARY/VOLUNTEER ELIGIBILITY

1. All volunteers must agree to and sign a code of conduct contract.
2. If assigned a volunteer badge, it must be worn at all BYA activities and practices.
3. Contact appropriate sport commissioner if there's conflict. Volunteers cannot make decisions on behalf of BYA.

Disqualifying Offenses

A person will be disqualified and prohibited from serving as a volunteer if he/she has pending criminal charges, has been found guilty, or has entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication for any of the disqualifying offenses. A review process of the disqualifiers will be conducted on an as needed basis and will be reviewed by the Bridgeport Youth Association board.

1. All Sex Offenses – Regardless of the amount of time since offense.
 - a. Examples: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
2. All Felony Violence – Regardless of the amount of time since offense.
 - a. Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
3. All Crimes Against Children – Regardless of the amount of time since offense.
 - a. Examples: child abuse, child neglect, etc.
4. All Felony Offenses Other than Violence or Sex – Within the past 10 years from time of arrest
 - a. Examples: drug related theft, fraud, etc.
5. All Misdemeanor Violence – Within the past 7 years from time of arrest
 - a. Examples: Simple assault, battery, domestic violence, hit and run, etc.
6. All Misdemeanor Drug and Alcohol Offenses – within the past 5 years or multiple offenses I the past 10 years from time of first arrest.
 - a. Examples: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
7. Any other misdemeanor within the past 5 years from time of arrest that would be considered a potential danger to children or is directly related to the functions of that volunteer.
 - a. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft—if a person is handling monies, etc.

8. Open Charges – Persons with any open charges for disqualifying offenses shall be restricted from volunteering until the active case is brought to resolution or the charges are dropped.

Coach Responsibilities

1. Coaches are responsible for having full knowledge of the rules and regulations governing the league that she/he is participating in.
2. Coaches must wear office BYA badge at all practices and games. No one will be allowed on the field without badge.
3. Coaches shall be responsible for the conduct of their coaching staff and parents of the children on his/her team at any organized BYA games, practices and/or functions.
4. All coaches who pass the background check shall be required to attend mandatory coach meeting/clinic.
5. Any equipment that is handed out will be the responsibility of the head coach and it will be turned in at the end of the season.
6. At the last game it is the head coach's responsibility to collect any and all of the BYA equipment and return to commissioner.
 - a. If you fail to return equipment, you will be brought before the Board of Directors for a decision whether you will retain your position of coach for that sport.
7. Maintain safety of fields and make sure field is ready to play.
8. Keep unauthorized people off playing and/or practice field(s).

ARTICLE XV – FINANCIAL

Payment Plans

1. Payment plans will be arranged through the BYA website at the time of registration.
2. Final payment for all sports must be paid in full to receive uniform.

Scholarships

The organization will sponsor any player who desires to participate in BYA and cannot afford the registration fees, depending upon the availability of funds and board approval. (CHEER EXCLUDED)

Scholarships will be issued in accordance with the following guidelines.

1. Scholarships will be on a season-to-season basis.
2. The following criteria are required:
 - a. Application completed online.

- b. A mandatory minimum of four (4) hours of volunteer work from parents/guardians is required for any and all scholarship recipients. If not completed by end of season, then recipient will not be qualified for any future scholarships.

Fiscal Year

The fiscal year of BYA shall be from January 1 to December 31. BYA is a non-profit organization and is not required to file with the Internal Revenue Service of the United States of America government.

ARTICLE XVI – AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed, or new bylaws may be adopted, at any meeting of BYA by a two-thirds (2/3) vote of the total present membership; provided, however, that all members have been given 72 hours written notice, including a written copy of the proposed changes. Motions for amendments to the bylaws may be made from the floor at the Annual Meeting without advance notice.

ARTICLE XVII – ATTACHMENTS

Bridgeport Youth Association – Organizational Chart – Exhibit “A”

APPROVED by BYA Board of Directors on this 17th day of May, 2023

BYA ORGANIZATIONAL CHART

Exhibit "A"

EXECUTIVE BOARD

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

BOARD OF DIRECTORS

BASEBALL/T-BALL

BASKETBALL

CHEER

FOOTBALL

SOCCER

SOFTBALL

VOLLEYBALL