

Bryson Park Youth Athletic Association By-Laws

ARTICLE I - NAME AND PURPOSE

- 1.1 The name of this non-profit organization shall be Bryson Park Youth Athletic Association.
- 1.2 The primary purpose of this association hereinafter referred to “BPYAA”, or “The Association,” is to promote, encourage, direct, and operate athletic programs for the Lilburn area, Gwinnett County, Georgia. No sports league rules shall supersede these bylaws.
- 1.3 The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Football Director, Cheer Director, and Director of Communications.
- 1.4 The Executive Board shall act in place of the General Board on policy matters in an emergency that requires immediate action. Any action taken by the Executive Board is subject to ratification at the next general or special meetings of the General Board.
- 1.5 The Executive Board and Concessions Stand Manager shall be bonded for \$25,000.00.

ARTICLE II - MEMBERSHIP, DUES

- 2.1 A **Member** is defined as:
 - (a) The custodial parent or legal guardian for an active participant in the BPYAA who is under 18 years of age; or an adult participating in adult league.
 - (b) An active participant in BYPAA. An active participant is any person who is currently registered as a participant, team member, or coach for any activity, team, or sport authorized by BPYAA.
 - (c) Any person(s) who has met the definition listed in subsection (a) or (b) within the past calendar year.
 - (d) Any person currently serving as an officer, sports director, or board member of BPYAA.
- 2.2 The Executive Board shall at any time have the full power and authority to expel from membership any person(s) whose activities might be deemed detrimental to the Association and in violation of the by-laws or rules of this Association, or GFL.
- 2.3 Any member so expelled may be reinstated only by majority vote of the Executive Board. BPYAA shall at all times observe all local, state, and federal laws which apply to non-profit organizations as defined in Article 501 C3 of the Internal Revenue Code.

- 2.4 The Cheer Director and Football Director shall establish registration fees, including a late registration fee, and any other ancillary requirements prior to the registration commencement of any offered sport and submit to the Executive Board for approval.
- (a) The elected Sports Board shall make a diligent effort to collect all monies owed to the Association.
 - (b) The Sports Board shall suspend the membership of any person(s) with an outstanding debt.
 - (c) The suspension of membership will result in the loss of all rights and privileges of membership: including but not limited to the right to vote, hold an elected office, register a child(ren) for any future activities, teams, or sports.

ARTICLE III - MEETINGS

Annual meeting of the general membership

- 3.1 A meeting of the members for the election of the Executive Board and General board members of BPYAA shall be held annually at the “Annual Meeting of the Association.”
- 3.2 Public notices of the time and place of the Annual Meeting of the Association shall be given no less than thirty (30) days prior to the date set for such meeting. Public notice shall include posting of a notice of the meeting on the BPYAA website, at the concession stand area in the park, the roadside sign in front of the park, **or** notification by electronic means of communication to all members that have provided BPYAA an e-mail address at registration.
- 3.3 Any number of members in good standing present at the Annual Meeting of the Association constitutes a quorum. Voting shall be by majority vote cast in person.

Meetings of the Executive Board and Board of Directors

- 3.4 Board members will be notified of any meeting by email and any other electronic means at least ten (10) days in advance of any meetings. A second notice will be sent by e-mail, or by telephone, including voicemail or text message, within 72 hours of any meeting.
- 3.5 Regular meetings of the Board of Directors shall take place at least once a month.
- 3.6 Special meeting of the Executive Board and General Board may be called by the President or by a majority of the Board, upon notice to all members of the Board.
- 3.7 A majority of the Executive Board shall constitute a quorum for the handling of business at a board meeting.

- (a) The act of a majority of the Executive Board shall be considered an act of the entire Board.
- (b) Board members may attend any meeting of the Board either in person, by audio, or video with audio conferencing.
- (c) The Secretary at the next meeting of the Board shall make a written report of the business carried out at each Board meeting.

3.8 All members of the General Board are responsible for attending the board meeting.

- (a) In case of an absence, the absentee member will be required to notify a member of the board prior to the meeting.
- (b) If a board member fails to notify the Board of the absence, the Executive Board has the authority to remove that officer by majority vote.
- (c) Written notification of removal of the board member must be sent by email, certified mail, return receipt requested, seventy-two (72) hours after the vote.
- (d) Any board member terminated for failing to attend meetings must return all correspondence, material, receipts, financial data, equipment, monies due, etc. with respect to the BYPAA within seven (7) days of termination. Returns must be made to a member of the Executive Board.

3.9 All meetings of the Association and its committees shall be conducted pursuant to Robert's Rules of Order with the President or President's designee responsible for the implementation of procedure necessary for the orderly conduct of any meeting.

ARTICLE IV – GOVERNANCE

4.1 All board members will be elected on an annual basis.

4.2 Executive Board Members shall consist of President, Vice-President, Secretary, Treasurer, Director of Football, Director of Cheer, Director of Communications, and the members of the General Board.

4.3 General Board members shall consist of the Concessions Director, Director of Park Management, Team mom Coordinator, Director of Player Relations, Director of Fundraising & Sponsorship, Assistant Cheer Director, and Assistant Football Director.

4.4 All board members must be available for Home Games and all-day related events at least six (6) hours. If a board member is unable to commit it is within the Board of Directors discretion to vote to have that Board Member removed.

- 4.5 All board members are required to assist at least two days a week during practice to help with registration duties.
- 4.6 If a coach is suspended for a year, that person will lose the right to serve as a current volunteer, elected, or appointed position. This person is also ineligible to run for any volunteer positions elected or appointed board positions for the duration of the suspension.
- 4.7 No board member shall serve in any governing capacity at any other recreational athletic association, the only exception being if serving in such capacity at a high school or college athletic booster club or association if approved by the Executive Board. This section shall not apply to serving in any executive capacity of being a board member of any association or professional organization not in direct competition with BPYAA.
- 4.8 The Executive Board shall be a policy-making board and will have the responsibility for setting policy as it pertains to:
- (a) Field assignment.
 - (b) Coach selection.
 - (c) Approval of all fundraisers.
 - (d) Implementation of the budget approval process for each sport.
 - (e) Approval of BPYAA affiliation with sport organizations or leagues.
 - (f) Establishing the rules and regulations for concessions and gate receipts.
 - (g) Act as an appeals board should anyone's right to participate in the Association be terminated for one or more seasons.
- 4.9 The Executive Board shall approve all contracts entered by any member of the association for any reason, shall make final decisions regarding any changes in sport affiliation, and shall otherwise vest in the President, Vice-President, and Treasurer of their responsibilities of the day-to-day implementation of the policies set by the General Board.

ARTICLE V - ELECTION OF OFFICERS

- 5.1 The President shall appoint a nominating committee of five(5) members, three(3) from the general board and two(2) from the Executive Board.
- (a) This committee shall present a slate of general board members and executive board members to fill expiring terms to the General Board no later than ten (10) days prior to the annual meeting.

(b) The Executive Board shall make public the slate of nominees no later than seven (7) days prior to the annual meeting.

(c) Only current members, in good standing, are allowed to be placed on the ballot.

Any member under current suspension is not allowed to run for an elected position.

5.2 Additional nominations may be made from the floor at the Annual Meeting.

5.3 The names of all nominees will be entered on a single ballot and submitted to the membership body present at the annual meeting.

(a) Only current members will be allowed to vote.

(b) Each member of the Association, in good standing, over the age of 18 shall be entitled to one vote.

(c) The nominees getting the greatest number of votes will be determined as having been elected as the new Board.

5.4 After the initial and first subsequent election: In order to be placed on the ballot for a Sport Director position, a person must have previously coached, as a head coach or assistant coach, on a BPYAA team in that sport for a minimum of two of the five seasons preceding his or her election to the Director position. Any Director of a sport may also coach a team for that same sport.

5.5 Elected Officials shall take office at the first meeting following the annual election.

(a) This meeting must take place within 30 days of the election.

(b) A transition period of no more than 30 days may be used in order to make a smooth exchange of officer responsibilities.

5.6 A list of names, addresses, and phone numbers of all Executive and General Board members shall be sent to Gwinnett County Parks and Recreation Division Area Supervisor within thirty (30) days of the annual election.

5.7 If a General or Executive Board member resigns during their term they may not be appointed or elected to the Board, as an officer or to a committee, until one calendar year has passed from the date of their resignation; unless first approved by the Executive Board to stand for election.

ARTICLE VI – ELECTED BOARD POSITIONS

President

The President Shall be the Chief Executive Officer of the Association and Chairman of the Board of Directors charged with the responsibility of supervising all of its functions subject to the orders of the Board of Directors. The President shall do the following:

- (a) Be responsible for each participant in the association and carry out the implementation of the BPYAA program and see that the policies set by the Board are implemented.
- (b) Acts as a liaison with Gwinnett County in all field assignment and other matters relevant to the operation of BPYAA.
- (c) Has the power to appoint Committees and serve as an ex officio member of all committees except the Nominating Committee.
- (d) Is authorized to sign all checks.
- (e) Shall oversee that all members of the Board are acting in accordance with the Bylaws of BPYAA.
- (f) Presides in all meetings of the Executive Board and General membership.
- (g) Represents BPYAA in all meeting along with one other member of the Board.
- (h) Represents BPYAA in the GFL (Gwinnett Football League) or any other entity with respect to the position of the sport.
- (i) Act as a liaison between BPYAA and our High, Middle, and Elementary school affiliates.
- (j) Ensures that all the proper legal documents are in place and updated for BPYAA (i.e., Insurance policies, declarations, Bylaws, Rule Books, Journals, Logs, etc.)
- (k) Serves as the deciding vote in the event that there is a tie on any issue voted on by the Board.
- (l) Maintains authority to relieve any and all coaches of their responsibilities immediately due to “emergency reasons” as specified in the bylaws associated with this organization.

- (m) Declares cancellation of games or practices due to weather and/or other conditions if the Football Director or Cheer Director are unable to declare cancellation.
- (n) Assists to ensure adequate staffing for home events.
- (o) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Vice-President

The Vice-President shall assume the duties of the President when the President cannot perform them. The Vice-President shall do the following:

- (a) Assists the President in the furtherance of their duties as might be required by the President.
- (b) Is authorized to sign checks if the President is unavailable.
- (c) Is Responsible for purchasing and maintaining for the concessions stand (in coordination with the Concessions Director).
- (d) Oversees and coordinates selection of all vendors used by BPYAA, making sure they have the proper insurance and are approved by the county.
- (e) Oversees the registration of all sports in coordination with the Football and Cheer Directors.
- (f) Coordinates Fundraisers for all sports of BPYAA in coordination with the Fundraiser Director.
- (g) Shall ensure that all Sports Directors are following the Operational Guidelines for those sports and in accordance with the bylaws of BPYAA.
- (h) Act as President in the President's absence as further defined in the bylaws of this organization; thereby possessing knowledge of park operations in case of absence of the President.
- (i) Act as a liaison between BPYAA and our High, Middle, and Elementary School affiliates.
- (j) Performs duties and/or special projects as requested by the President within reason.
- (k) Ensures that all coaches are properly trained, counseled, and instructed as to the rules which govern the BPYAA, GFL, and the entities in which it participates.
- (l) Ensures that all the proper legal documents are in place and updated for BPYAA (i.e., insurance policies, Declarations, Bylaws, Rule Books, Journals, Logs, Etc.).

- (m) Reviews and records all BPYAA inventories provided by the Treasurer through accounting held by the Director of Concessions and Director of Park Management.
- (n) Maintains authority to relieve any and all coaches of their responsibilities immediately due to “emergency reasons” as specified in the bylaws associated with this organization.
- (p) Declares cancellation of games or practices due to weather and/or other conditions if the Football Director, Cheer Director, and President are unable to declare cancellation.
- (q) Assists to ensure adequate staffing for home events.
- (r) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Secretary

The Secretary shall be responsible for keeping all books and records of the Association in an organized, concise fashion, including the minutes of. Meetings of the membership, and Board of Directors. The Secretary shall do the following:

- (a) Is responsible for coordinating the time and location of Board of Directors meeting and membership meetings, including arranging, and booking the meeting places for any meetings of the membership, Board of Directors, and committees.
- (b) Serves as a Parliamentarian at these meetings and shall appoint someone to serve.
- (c) Provides other such assistance to the President and Vice-President that may be needed from time to time as required within reason.
- (d) Is responsible for making sure that all volunteers have a background check run and a database is created.
- (e) Keeps records of the activities of BPYAA
- (f) Records minutes of all meetings of BPYAA and its members.
- (g) Conducts all official correspondence representing BPYAA with approval from the President.
- (h) Issues notices for all meetings of the Executive Board, General Membership, Football Board, and Cheer Board.
- (i) Coordinates, schedules, and ensures police and paramedic coverage for all games hosted by BPYAA.
- (j) Coordinates, schedules, and ensures workers for “Gate Duty” for all games hosted by BPYAA.

- (k) Maintains rosters for all the football players and teams as well as cheerleaders and teams, along with members of BPYAA.
- (l) Assists to ensure adequate staffing for home events.
- (m) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Treasurer

The Treasurer shall be the chief financial officer of the Association, shall collect all monies and shall have the care and custody of all funds and property of BPYAA. The Treasurer shall do the following:

- (a) Shall have and keep accurate financial records of disbursements and receipts of any money had and received by the BPYAA or its committees from whatever sources.
- (b) Shall coordinate the receiving and depositing of all fundraising, registration, and sponsor money, and co-sign checks with the President or Vice-President.
- (c) Shall submit an updated financial report to the Board at least four times per year, as well as at the Annual Meeting of the General Members.
- (d) Audits the concessions, fundraisers, and other money-raising events sponsored by BPYAA on an as needed basis.
- (e) Shall assist the President, Vice-President, and Secretary as needed from time to time within reason.
- (f) Responsible for payable and receivable transactions, all deposits and the record keeping of all accounts and purchases of BPYAA and its' members.
- (g) Secures bids for major purchases upon request and presents to board for approval.
- (h) Ensure all fees and assessments are paid to BPYAA, the GFL, or any other organization through which BPYAA becomes affiliated.
- (i) Serves as a point of contact and coordinates with the Cheer Director, Football Director, Director of Park Management, and Director of Concessions to ensure that all equipment, uniform needs and purchasing deadlines are met.
- (j) Coordinates money pick-ups and drops for home games from the gate and concessions with the President, Vice-President, and Director of Concessions.

- (k) Prepares income statements for each Executive Board meeting and a final statement for the General Membership at years-end.
- (l) Maintains a consolidated record of all BPYAA assets and maintains proper documentation necessary to keep non-profit status.
- (m) Reviews and submits requested budgets to the Executive Board for approval.
- (n) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Director of Cheer

The Cheer Director is responsible for all matters related to the playing or scheduling of Cheer. This shall include establishing and maintaining the rules and regulations for Cheer, handling issues concerning. The Cheer Director shall do the following:

- (a) Shall attend all necessary district and state sports meetings for their respective sport and league.
- (b) Shall be the sports representative for Cheer.
- (c) Shall have the responsibility for coordinating with the Board of Directors on the policy for field assignments, coach selection process, budget approval process, equipment manager process, as well as the implementation of other policy decisions made by the Executive Board as well as the General Board.
- (d) Shall act as the Chief Executive Officer for Cheer and shall have the right to make day-to-day decisions regarding Cheer within reason, subject to the policy making decisions set by the Board of Directors
- (e) Shall be responsible for training coaches for Cheer.
- (f) Shall have the responsibility for maintaining Operational guidelines, rules, and regulations for Cheer.
- (g) Cheer shall have a governing body, which is established in its operational guidelines.
- (h) Oversees all cheer activities.
- (i) Acts as a contact for all inquiries for new incoming cheerleaders.
- (j) Act as a liaison between BPYAA and our High, Middle, and Elementary school affiliates.
- (k) Responsible for distribution of materials to those associated with cheerleading.

- (l) Works with the Cheer Board along with the Park Manager and Treasurer to coordinate all purchases of cheerleading uniforms and equipment.
- (m) Secures and submits for the Executive Board a list of all Cheerleading coaches, Managers, and Team Moms.
- (n) Organize with the assistance of the Team Mom Coordinator all cheerleading monies collected and turn in to the Treasurer or President in a timely manner (within three days of receiving said monies).
- (o) Works with the Director of Communications to ensure that the local newspapers and social media publish registration information and other necessary information and achievements.
- (p) Works with the Secretary, Team Mom Coordinator, and Coaches to obtain all necessary information required for GFL certification for all cheerleaders.
- (q) Attends GFL Certification with the Football Director, GFL Representative Coordinator, and President; making sure to have completed team books containing each cheerleader's birth certificate copy certified by BPYAA, GFL Physical Form, and GFL registration form.
- (r) Works with the Secretary and Team Mom Coordinator to ensure that all prior year cheerleaders are eligible to return and participate for another year; that they are contacted and reminded of registration dates.
- (s) Communicates with the GFL about game schedules, cancellations, or any GFL functions that the cheerleaders are participants.
- (t) Attends all GFL cheer meetings.
- (u) Secures registration to the GFL for all cheerleading teams based on the rules of the GFL.
- (v) Obtains GFL cheerleading schedules and coordinates its distribution with the Team Mom Coordinator to distribute to all teams.
- (w) Serves as the coach of any squad that is missing a coach during practice, games, etc.
- (x) Is the first point of contact to declare cancellation of games or practices due to weather and/or other conditions for Cheer.
- (y) Assists to ensure adequate staffing for home events.
- (z) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Assistant Director of Cheer

The Assistant Cheer Director shall assume the duties of the Cheer Director when the Cheer Director cannot perform them. The Assistant Cheer Director shall do the following:

- (a) Shall attend all necessary district and state sports meetings for their respective sport and league.
- (b) Shall be the assistant sports representative for Cheer.
- (c) Shall have the responsibility for coordinating with the Cheer Director and Board of Director on the policy for field assignments, coach selection process, budget approval process, equipment manager process, as well as the implementation of other policy decisions made by the Executive Board as well as the General Board.
- (d) Shall act as the Chief Executive Officer for Cheer and shall have the right to make day-to-day decisions when the Cheer Director is not available, regarding Cheer within reason, subject to the policy making decisions set by the Board of Directors.
- (e) Shall be responsible for assisting the Cheer Director with training coaches for Cheer.
- (f) Shall be a part of the Cheer governing body, which is established in its operational guidelines.
- (g) Assists in the overseeing of all cheer activities with the Cheer Director.
- (h) Acts as a second point of contact for all inquiries for new incoming cheerleaders.
- (i) Responsible for distribution of materials to those associated with cheerleading.
- (j) Works with the Cheer Director, Cheer Board, Park Manager, and Treasurer to coordinate all purchases of cheerleading uniforms and equipment.
- (k) Assist with the Organizing of all cheerleading monies collected and turn in to the Treasurer or President in a timely manner (within three days of receiving said monies).
- (l) Works with the Cheer Director, Secretary, Team Mom Coordinator, and Coaches to obtain all necessary information required for GFL certification for all cheerleaders.
- (m) Attends GFL Certification if the Cheer Director is not available along with the Football Director, GFL Representative Coordinator, and President; making sure to have completed team books containing each cheerleader's birth certificate copy certified by BPYAA, GFL Physical Form, and GFL registration form.

- (n) Works with the Cheer Director, Secretary, and Team Mom Coordinator to ensure that all prior year cheerleaders are eligible to return and participate for another year; that they are contacted and reminded of registration dates.
- (o) Attends GFL cheer meetings with the Cheer Director.
- (p) Assists with Securing registration to the GFL for all cheerleading teams based on the rules of the GFL.
- (q) Assists with Obtaining GFL cheerleading schedules and coordinates its distribution with the Team Mom Coordinator to distribute to all teams.
- (r) Serves as the coach of any squad that is missing a coach during practice, games, etc.
- (s) Is the second point of contact to declare cancellation of games or practices due to weather and/or other conditions for Cheer.
- (t) Assists to ensure adequate staffing for home events.
- (u) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Director of Football

The Football Director Shall be responsible for all matters related to the playing or scheduling of Football. This shall include establishing and maintaining the rules and regulations for Football, handling issues concerning field utilization, fundraising events, uniform purchases, tournaments, and clinics. The Football Director shall do the following:

- (a) Shall attend all necessary district and state sports meetings for their respective sport and league.
- (b) Shall be the sports representative for Football.
- (c) Shall have the responsibility for coordinating with the Board of Directors on the policy for field assignments, coach selection process, budget approval process, equipment manager process, as well as the implementation of other policy decisions made by the Executive Board as well as the General Board.
- (d) Shall act as the Chief Executive Officer for Football and shall have the right to make day-to-day decisions regarding Football within reason, subject to the policy making decisions set by the Board of Directors.
- (e) Shall be responsible for training coaches for Football.

- (f) Shall have the responsibility for maintaining Operational guidelines, rules, and regulations for Football.
- (g) Football shall have a governing body, which is established in its operational guidelines.
- (h) Act as main contact for all inquiries for new incoming football players.
- (i) Act as a liaison between BPYAA and our High, Middle, and Elementary school affiliates,
- (j) Works with the Secretary and Team Mom Coordinator to ensure that all prior year football players are eligible to return and participate for another year; that they are contacted and reminded of registration dates.
- (k) Assists the Director of Park Management with scheduling and coordination for preparation of the playing field for all events as well as practices; this includes painting the field, setting up for game day, and switching out the yard markers for each game.
- (l) Works with the Director of Communications to ensure that the local newspapers and social media publish registration information and other necessary information and achievements.
- (m) Track all football registration fees and assist the Treasurer to ensure that all fees are collected in a timely manner.
- (n) Works with Assistant Director of Football to obtain all necessary information required for GFL certification of all players.
- (o) Attends GFL Certification with the Cheer Director, GFL Rep Coordinator, and the President: making sure to have completed team books containing each football players' birth certificate copy certified by BPYAA, GFL Physical Form, and GFL registration form.
- (p) Is the first point of contact to declare cancellation of games or practices due to weather and/or other conditions for Football.
- (q) Assists to ensure adequate staffing for home events.
- (r) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Assistant Director of Football

The Assistant Football Director shall assume the duties of the Football Director when the Football Director cannot perform them. The Assistant Football Director shall do the following:

- (a) Shall attend all necessary district and state sports meetings for their respective sport and league.
- (b) Shall be the secondary sports representative for Football.
- (c) Shall have the responsibility for coordinating with the Football Director and Board of Directors on the policy for field assignments, coach selection process, budget approval process, equipment manager process, as well as the implementation of other policy decisions made by the Executive Board as well as the General Board.
- (d) Shall act as the Chief Executive Officer for Football when the Football Director is not present and shall have the right to make day-to-day decisions regarding Football within reason, subject to the policy making decisions set by the Football Director and Board of Directors.
- (e) Shall assist in training coaches for Football.
- (f) Shall assist in maintaining Operational guidelines, rules, and regulations for Football.
- (g) Shall be a part of the Football governing body, which is established in its operational guidelines.
- (h) Act as second contact for all inquiries for new incoming football players.
- (i) Works with the Football Director, Secretary, and Team Mom Coordinator to ensure that all prior year football players are eligible to return and participate for another year; that they are contacted and reminded of registration dates.
- (j) Assists the Football Director and Director of Park Management with scheduling and coordination for preparation of the playing field for all events as well as practices; this includes painting the field, setting up for game day, and switching out the yard markers for each game.
- (k) Works with the Football Director and Director of Communications to ensure that the local newspapers and social media publish registration information and other necessary information and achievements.
- (l) Assists with tracking all football registration fees and assist the Football Director and Treasurer to ensure that all fees are collected in a timely manner.
- (m) Works with the Director of Football to obtain all necessary information required for GFL certification of all players.
- (n) Attends GFL Certification with the Cheer Director, GFL Rep Coordinator, and the President if the Football Director is unavailable: making sure to have completed team

books containing each football players' birth certificate copy certified by BPYAA, GFL Physical Form, and GFL registration form.

- (o) Is the second point of contact to declare cancellation of games or practices due to weather and/or other conditions for Football.
- (p) Assists to ensure adequate staffing for home events.
- (q) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Director of Communications

The Communications Director shall be responsible for the BPYAA communication and development of all communication tools not limited to the BPYAA newsletter, web page, e-mail lists, press notices, fliers, etc. The Communications Director shall do the following:

- (a) Shall be responsible for updating of the website calendar. Working closely with the Sports Directors on dates.
- (b) Responsible for the design, maintenance and updates of the official website and fliers for BPYAA.
- (c) Responsible for acquisition of media stories related to any of the members associated with BPYAA posted on the website.
- (d) Works in conjunction with the Treasurer to ensure a cost-effective means are in place for mass communications as it pertains to BPYAA through paper, electronic, and/or human media.
- (e) Assists to ensure adequate staffing for home events.
- (r) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Director of Park Management

The Director of shall be responsible for the field, park, and BPYAA equipment. The Director of Park Management shall do the following:

- (a) Responsible for the distribution and return of all equipment, first aid kits, coaches' boxes, and equipment that belong to BPYAA.
- (b) Inventories and maintain records of all equipment and supplies.
- (c) Reports any equipment or uniform needs to the Board of Directors.
- (d) Obtains proper approval for and coordinates all purchases of equipment and/or supplies with the Football Director, Cheer Director, and Treasurer.
- (e) Supervises preparation and maintenance of all practice fields, playing fields, and structures used by BPYAA and their surroundings.
- (f) Coordinates with the Football and Cheer Director in making workdays for coaches and parents for each team.
- (g) Coordinates with the Team Mom Coordinator to secure a schedule for chain crew coverage for home games for each participating team along with reviewing responsibilities during the game.
- (h) Submits to the Executive Board major improvement suggestions for the fields and their surroundings.
- (i) Assists to ensure adequate staffing for home events.
- (j) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Director of Concessions

The Director of Concessions supervises the Concession Stand including workers, vendors used, and the pricing of items sold. The Director of Concessions shall do the following:

- (a) Shall be responsible for approving all orders, prices, and items to be sold in the concessions area. Each Concession Manager shall report to the Director of Concessions.
- (b) Determines the needs of all concession items and equipment.
- (c) Submits proposals to the Executive Board concerning all equipment needs for approval and coordinates purchases with the Treasurer.
- (d) Maintains records of all expenditures and monies received and prepares a monthly statement for the Executive Board meetings.
- (e) Prepares an annual end of the year statement for the General Membership meeting.
- (f) Must be present for the opening and closing of the concession stand.

- (g) Assists to ensure adequate staffing for home events.
- (h) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.
- (i) Works with Team Mom Coordinator to obtain the concession stand schedules of every team.
- (j) Responsible for communicating with all workers regarding their assigned shift and duties of their workstation.
- (k) Constructs a Master Concessions Schedule to be submitted by the day of GFL Certification.

Assistant Director of Concessions

The Assistant Director of Concessions supervises the Concession Stand when the Director of Concessions is unavailable, including workers, vendors used, and the pricing of items sold. The Assistant Director of Concessions shall do the following:

- (a) Shall be responsible for assisting in all orders, prices, and items to be sold in the concessions area. Each Concession Manager shall report to the Assistant Director of Concessions when the Director of Concessions is unavailable.
- (b) Assists in determining the needs of all concession items and equipment.
- (c) Assists with proposals to the Executive Board concerning all equipment needs for approval and coordinates purchases with the Treasurer.
- (d) Assists in maintaining records of all expenditures and monies received and prepares a monthly statement for the Executive Board meetings.
- (e) Assists in preparing an annual end of the year statement for the General Membership meeting.
- (f) Must be present for the opening and closing of the concession stand.
- (g) Assists to ensure adequate staffing for home events.
- (h) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.
- (i) Works with Concessions Director and Team Mom Coordinator to obtain the concession stand schedules of every team.

- (j) Assists in communicating with all workers regarding their assigned shift and duties of their workstation.
- (k) Assists with constructing a Master Concessions Schedule to be submitted by the day of GFL Certification.

Director of Fundraising & Sponsorship

The Director of Fundraising & Sponsorship is responsible for securing suggestions and income generating ideas for the purpose of raising funds for BPYAA and is responsible for generating income through community sponsorships and partnerships for BPYAA. The Director of Fundraising & Sponsorship shall:

- (a) Reports to the Executive Board and secures approval for all fund-raising activities.
- (b) Coordinates all major purchases for fundraising activities with the Treasurer.
- (c) Coordinates with the Vice-President and Sports Directors all major purposes for performing the duties.
- (d) Organizes and supervises with the Team Mom Coordinator all fundraising projects.
- (e) Responsible for recommendations related to the purchase and selling of BPYAA spirit wear.
- (f) Acquires an approximate number of participants to be involved in mandatory fundraising activities with the Football and Cheer Directors.
- (g) Organizes and turns in all fundraising monies to the Treasurer in a timely manner.
- (h) Assists to ensure adequate staffing for fundraisers and for home events.
- (i) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.
- (j) Report to the Executive Board and secures approval for all sponsorship opportunities.
- (k) Coordinates with the Board of Directors to determine the allocation of sponsorship funds.

- (l) Ensures that all sponsors receive sponsorship gifts as listed in the sponsorship letter pursuant to their donation amount.
- (m) Organizes the sponsorship banners throughout the park, ensuring that they are in compliance with Gwinnett County Parks and Recreation standards.
- (n) Responsible for ensuring that sponsors are announced during home games.
- (o) Organizes and turns in all sponsorship money to the Treasurer in a timely manner.
- (p) Keeps records of sponsorship allocation and creates budget for upcoming year regarding sponsorships.
- (q) Acquires participants to be involved in sponsorship recruitment.
- (r) Assists to ensure adequate staffing for fundraisers and for home events.
- (s) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Director of Player Relations

The Director of Player Relations is the main person of contact for player recruitment purposes for the organization. The Director of Player Relations will do the following:

- (a) Promotes for Bryson Park Youth Athletic Association with regards to player participation and recruitment
- (b) Contacts the area school representatives to promote within the elementary and middle school clusters.
- (c) Attends recruiting events on behalf of the association.
- (d) Distributes flyers regarding registration and player recruitment for the association.
- (e) Assists to ensure adequate staffing for home events.
- (f) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.

Team Mom Coordinator

The Team Mom Coordinator represent the Board of Directors in ensuring that the Team Moms have the proper information to relay to their teams. The Team Moms shall do the following:

- (a) Presides over all Cheerleading and Football Team Mom Meetings.

- (b) Acts as a liaison between the Executive Board and all Team Moms.
- (c) Prepares Team Mom book at the beginning of the season with as much information as possible gathered about fundraising, concession duties, volunteer positions within each team (i.e., Chain Gang, Announcer, and Spirit Wear) on game days, and other important events.
- (d) Ensures prompt distribution of information and coordination of events for football, cheerleading, fundraising, pictures, etc.) to parents and coaches.
- (e) Works with the Director of Concessions and Team Moms to create a work schedule that has even coverage for each home game. (2 parents per team)
- (f) Works with Cheer Director and Football Director to coordinate Jamboree and Pep Rally Activities.
- (g) Assists to ensure adequate staffing for home events.
- (h) Is required to participate and attend at least 80% of BPYAA staffing related events, including but not limited to games, tournaments, festivals, etc.
- (i) Shall obtain the concession stand schedules of every team.
- (j) Responsible for communicating with all workers regarding their assigned shift and duties of their workstation.
- (k) Works with the Director of Concessions to construct a Master Concessions Schedule to be submitted by the day of GFL Certification.

6.1 The Association shall indemnify each person who acts as an Officer or Director of the Association, against expenses actually and necessarily incurred in the defense of any action, suit, or proceeding in which such Officer or Director is made party by virtue or service as such Officer or Director.

6.2 The Board of Directors shall fill any vacancy on the Board by majority vote at the next regular meeting. The appointment shall stand until the next election at the Annual Meeting.

6.3 All elected and appointed officials of BPYAA or one of its sports boards, and all official Head Coaches and Assistant Coaches of any sport, shall have a background check completed per the BPYAA Background Check Policy. Each individual shall be checked at least every 3 years in order to ensure the safety and integrity of the members of BPYAA are protected. Records of all

background checks shall be maintained for a period of 3 years by the BPYAA Secretary and shall be kept confidential.

ARTICLE VII – ELECTION OF OFFICERS

- 7.1 The President shall appoint a nominating committee of five (5) members, three (3) from the general board and two (2) from the Executive Board. This committee shall present a slate of general board members and executive board members to fill expiring positions to the Board of Directors no later than ten (10) days prior to the annual meeting. The Executive Board shall make public the slate of nominees no later than seven (7) days prior to the annual meeting. Only current members, in good standing, are allowed to be placed on the ballot. Any member under current suspension is not allowed to run for an elected position.
- 7.2 Additional nominations may be made from the floor at the annual Meeting.
- 7.3 The names of all nominees will be entered on a single ballot and submitted to the membership body present at the annual meeting. Only current members will be allowed to vote. Each member of the Association, in good standing, over the age of 18 shall be entitled to one vote. The nominees getting the greatest number of votes will be determined as having been elected as the new General Board.
- 7.4 After the initial and first subsequent election: In order to be placed on the ballot for a Sport Director position, a person must have previously coached, as a head coach or assistant coach, on a BPYAA team in that sport for a minimum of two of the five seasons preceding his or her election to the Director position. Any Director of a sport may also coach a team for that same sport.
- 7.5 Elected Officials shall take office at the first meeting following the annual election. This meeting must take place within 30 days of the election. A transition period of no more than 30 days may be used in order to make a smooth exchange of officer responsibilities.
- 7.6 A list of names, addresses, and phone numbers of all Executive and General Board members shall be sent to Gwinnett County Parks and Recreation Division Area Supervisor within thirty (30) days of the annual election.
- 7.7 If a General or Executive Board member resigns during their term they may not be appointed or elected to the Board, as an officer or to a committee, until one calendar year has passed from the date of their resignation; unless first approved by the Executive Board to stand for election.

ARTICLE VII – FINANCES AND RECORDS

- 8.1 The Executive Board is authorized to assess each sport a general administrative fee or expense fee in order to maintain a sufficient operating revenue for the administrative expenses of the Board, or in order to insure the continued operation of all programs. The Executive Board is also specifically authorized to establish a capital reserve fund, and such funds may be voted on by the Board from time to time in order to ultimately reserve enough funds to acquire on behalf for the Association such practice facilities as may be in the Association's best interest.
- 8.2 The President shall establish an Audit Committee consisting of at least three (3) members of the Association. The committee's membership shall change annually. The Audit Committee shall review the financial records of the Association and shall make a report at the annual meeting regarding the financial records of the Association to its members. The Board will have the discretion to vote to have a professional paid audit instead of the audit committee. In the event a paid audit is conducted the audit committee is not required.
- 8.3 Any member may inspect all books and records of the Association at any reasonable time upon written demand, stating such purpose. Copies of such records shall be furnished upon the paying of costs associated with compiling the records.
- 8.4 All checks signed by anyone on behalf of the Bryson Park Youth Athletic Association must bear two (2) authorized signatures.
- 8.5 Each sport shall establish and maintain its own financial accounts.
- (a) Policies and procedures for utilization of the funds for that sport are subject to approval by the Board and shall be reviewed by the BPYAA Treasurer at least quarterly on a regular basis.
 - (b) All expenses incurred on behalf of a particular sport that are greater than \$500 must be approved by the Sport's Director and Treasurer prior to being incurred.
 - (c) All day-to-day expenses for that sport should be addressed through this account.
 - (d) Upon conclusion of the season any excess funds, not earmarked for operation expenses, that remain in the account should be allocated to a "**Park Improvement Fund**" for each sport and reinvested in the Bryson Park facility in order to improve the playing experience for the membership.

ARTICLE VIII - AMENDING BPYAA OPERATING DOCUMENTS

9.1 The By-laws of the Association may be subjected to amendment by the Executive Board.

Passage of the amendment must be by an Executive Board majority vote.

9.2 The Articles of Incorporation of the Association may be amended by a majority of the General Board.

9.3 Each Sports Director shall conduct an annual review of that sport's Operational Guidelines and Rules and Regulations and update them accordingly. In order to make any changes to the Operational Guidelines official, the changes must first be approved by a majority vote of the Sport's governing body, and then by a majority vote of the Board. If it is determined that during the course of the year that specific issues need to be addressed in a Sport's Operational Guidelines, individual items can be voted on by the Sport's governing body but must be approved by a majority vote ($\frac{2}{3}$) of the Board in order to be implemented. Rules and Regulations will be managed by and subject to a majority vote of the governing body of that sport, with oversight by the Board only if an item is in dispute by a member of the organization.

ARTICLE X - DISSOLUTION CLAUSE

In the event of DISSOLUTION of the Association all monies and property will be donated either to Gwinnett County Parks and Recreation to be used exclusively for the benefit^{24t} of the children in BPYAA, Lilburn Area, or to a successor association that may be formed to take place of this Association.