

NORTHWESTERN YOUTH ATHLETIC ASSOCIATION, INC.

ARTICLE I – NAME AND LOCATION

1. The name of this corporation shall be the NORTHWESTERN YOUTH ATHLETIC ASSOCIATION, INC., hereafter referred to as “NYAA”.
2. The registered office of the NYAA shall be 6497 Northwest Road, New Tripoli PA 18066; mailing address P.O. Box 7, New Tripoli, PA 18066.
3. The NYAA may also have offices at such other places as the Board of Directors may, from time to time, appoint or the activities of the NYAA may require.

ARTICLE II – PURPOSE

The purpose of this organization, consisting of volunteers, shall be to sponsor, direct and coach the youth athletic programs (provided by the NYAA) which are not provided by the Northwestern Lehigh School District. It will be the intent of this organization to encourage and actively promote good sportsmanship, leadership, discipline and respect among the team members, parents, coaches and provide a drug-and alcohol-free environment for our youth.

It is the goal of the NYAA to see that every child, in every league, should participate in every game and play at least 25% of each sport season available.

ARTICLE III – MEMBERSHIP

A. Eligibility

Membership in the NYAA is open to any persons residing in the Northwestern Lehigh School District upon paying the required Annual or Lifetime Family Membership dues and signing the NYAA Code of Conduct. The membership year shall run from January through December.

Any participant whose fees are not paid will not be able to play.

B. Associate Members

Persons residing outside the Northwestern Lehigh School district may join the NYAA for a one-year period (January through December), under the following conditions;

1. The director of the concerned activity may be required to obtain a majority vote of approval from the Executive Board on a player-by-player basis.
2. The player must pay all applicable sports fees, and participate in all appropriate fundraising activities.
3. Voting rights will not be granted.
4. No regular NYAA members can be eliminated from a team to be replaced by an Associate Member, with the exception of specific league territories granted to the NYAA.

All Associate Members must sign a document stating that they have read and agreed to the above four (4) conditions. Players accepted under these conditions should be treated as regular NYAA members with respect to playing time and general team rules.

C. Voting Rights

Every member of the NYAA is entitled to one (1) vote on each matter submitted to a vote of the membership, with the exceptions of election of officers, directors and voting the By-laws. For eligibility to vote in elections, a member, including officers and directors, must attend five (5) of the eleven (11) scheduled meetings held between January 1 and November 30. For eligibility to vote on By-Law changes, all members must attend two (2) of the three (3) meetings during which the proposed amendments were read.

D. Termination or Suspension for Good Cause

All members are expected to conduct themselves in a manner which will promote the standing of the organization within the community, make it viable and always serve the best interest of our youth. Any member that maliciously downgrades the organization, its teams, players, coaches, officers or directors will have given sufficient cause for expulsion from the NYAA by a two-thirds (2/3) vote of the other members. Any legitimate complaints necessitating action or dispositions are to be brought before the members during any one of the scheduled monthly meetings.

ARTICLE IV – OFFICERS AND DIRECTORS

A. Executive Board

The officers of this organization shall comprise the Executive Board and shall consist of the President, First Vice President, Second Vice President, Treasurer and Secretary.

The functions of the Executive Board are:

1. To execute the Corporation's ideals and purposes as set forth in these By-Laws;
2. To formulate its major programs;
3. To create and present a Code of Conduct to the general membership for approval and implementation;
4. To create, present, and maintain a procedure manual.

B. Board of Directors

The Board of Directors shall consist of the above named officers and will include the Baseball Director, Cheering Director, Financial Resource Director, Football Director, Soccer Director, Basketball Director, Softball Director, Volleyball Director, and the Facilities and Grounds Director. It will also include any other program directors that may be established. Where co-directors exist on a ballot, one (1) person must be listed as director and the other as co-director, giving only the director voting rights within the NYAA Board of Directors.

It is strongly recommended that no one (1) person should hold more than one Directorship within the NYAA due to possible conflict of interest, workload and effectiveness; however, should the situation arise, only one (1) vote may be cast by that individual.

C. Elections

Officers and Directors shall be elected at the November general meeting of the NYAA and will assume office in December, with the exception of winter sports. The new director shall assist the existing director for the duration of the season and will assume the director's position at its conclusion. Election of new officers will be held as the last article of business at the November meeting.

The terms of the Officers and Directors shall be for one (1) year except for the President and Treasurer which will be for two (2) years.

D. Nominations

At the September meeting, the President shall appoint a Nominating Committee consisting of a chairperson and two (2) members at large. The Nominating Committee shall propose the names of the nominees to fill the vacancies due to the expiring terms in offices. All Nominating Committee reports shall be given to the members at the October meeting. Nomination of Officers and Directors will also be accepted from the floor at the November meeting.

E. Voting

Voting for elections shall be by secret ballot, unless a nomination is unopposed. If a vote needs to be taken between meetings, the President may elect to poll voting members via email requesting responses to be directed to the Secretary for tally, the results of which will be announced publicly at the next meeting. In the event of an unexpected vacancy, the Executive Board reserves the right to appoint an interim Director until the position is officially filled under the rules of the By-Laws.

F. Vacancies

For any vacancy that exists, the Executive Board shall have the responsibility for the administration of duties associated with that vacancy.

Interim vacancies in either the Board or any Office shall be filled by the Board of Directors at any meeting, and members so elected shall serve the remainder of the term of those who vacated the office.

ARTICLE V – MEETINGS OF THE MEMBERS

A. Meetings

Meetings of the NYAA will be held at a predetermined location on the last Thursday of each month, or as otherwise designated.

B. Special Meetings

Special meetings will be called by the President. Business transacted at all Special Meetings shall be confined to the purpose stated in the call.

C. Action by the Members

A majority of the vote entitled to be cast by the members present at a meeting shall be necessary for the adoption of any matter voted upon by the members, with the exception of By-Laws or expulsion of members. Voting on any matter shall be by a show of hands, except for election of Officers, Directors and By-Law changes.

D. Agenda

All meetings shall be conducted under the following rules of order:

1. Signing in of all members
2. Secretary's Report
3. Treasurer's Report
4. Public Report
5. Directors' Reports
6. Committee Reports
7. Old Business
8. New Business
9. Open Discussion
10. Adjournment

ARTICLE VI -- DUTIES OF OFFICERS

A. President

1. Exercising control over the monthly meetings and coordinating the efforts of all officers.
2. Designating special committees and selecting committee chairpersons. This includes selecting an auditing committee or auditor at the November general meeting to review the Treasurer's books by January 15th or at any time one is deemed necessary.
3. Authorizing the purchase of emergency items. The limit of these expenditures by directors shall be \$500.00 total per program. These expenditures must be explained and substantiated at the next monthly meeting.
4. Planning the overall growth and direction of the NYAA.
5. Signing checks together with the Treasurer.
6. Making or submitting public announcements. If any other member wishes to make a public announcement or statement, it must first be cleared through the President or brought up for a majority vote at a regular scheduled meeting.
7. Obtain permission for the NYAA's use of fields and facilities.
8. Submit an Administrative budget.

B. First Vice President

1. In the absence of the President, fulfilling the duties of that office and presiding at the NYAA meeting.
2. Assisting the President in his duties, when requested.
3. Serving as a representative of the Executive Board at standing committees, as requested by the President.
4. Co-sign checks when either the President or Treasurer are unavailable.

C. Second Vice President

1. In the absence of the President and First Vice President, fulfilling the duties of those offices and presiding at the NYAA meetings.
2. Assisting the President in his duties when requested.
3. Serving as representative of the Executive Board at standing committees, as requested by the President.

D. Treasurer

1. Receiving, depositing and disbursing money as directed by the guidelines set by the NYAA at the first general meeting of the year.
2. Reporting on the financial status of the NYAA at each monthly meeting.
3. Preparing the books for the annual audit or when requested by the President.
4. Maintain appropriate insurance coverage under direction of the President.
5. Assist in development and maintenance of online registration process.

E. Secretary

1. Recording and submitting of the minutes at general monthly, By-Law, Executive, Budget and other Committee meetings.
2. Mailing announcements to officers and members of the NYAA regarding upcoming meetings or special events requiring their presence, if necessary.

3. Performing secretarial duties relating to typing and copying of the correspondence and announcements, at the request of the President.
4. The secretary will provide printed sets of current By-Laws at the NYAA's first general meeting of the year (January) for all members present and to all members of the Board of Directors. Copies of the By-Laws will be available to all members upon request.
5. The secretary will send minutes of the regular meeting to all members of the Board of Directors prior to the next month's meeting.
6. Responsible for posting minutes, announcements and updates on the NYAA website.

ARTICLE VII – DUTIES OF COMMITTEES AND DIRECTORS

A. Financial Resource Director and Committee

1. Planning and organizing mandatory fund-raising activities
2. Coordinating refreshment stand activities.
3. All monies received from the refreshment stand activities will be deposited and disbursed by the Treasurer.

B. Program Directors

1. Developing and maintaining the individual programs for which they are responsible, compatible with the NYAA's purpose.
2. Submit an annual budget to the Executive Board by the first general meeting in January.
3. Structure the program continuity and efficiency. If additional funds are needed over and above the allocated amount, membership approval is required.
4. Submit copies of official rosters, a program overview with player head counts by age and gender, and team schedules to the executive board before the first official game. Ensure all players are rostered with the NYAA and follow guidelines as set for the under Article II – Purpose.
5. Secure and maintain a safe playing environment for all the players, by coordinating efforts between coaches and volunteers, so that equipment and supplies are available to maintain the program.

6. Submit monthly reports by writing to the Secretary at least two days prior to each monthly meeting.
7. Attend monthly NYAA meetings and remain an active participant.

C. Facilities and Grounds Director

1. Arranging for maintenance and repair of NYAA equipment such as tractors, mowers, etc. (to exclude the refreshment stand items.)
2. To coordinate maintenance and preparation of playing fields and procurement of supplies needed for these activities.
3. Planning repairs and maintenance of all buildings and structures used by the NYAA (excluding refreshment stand areas).

ARTICLE VIII – DISBANDMENT

Should the NYAA disband, all monies and property owned by it shall be disbursed to the Northwestern Lehigh School District and/or Northwestern Recreation Commission.

ARTICLE IX – BY-LAWS

A By-Law Committee will be appointed by the President. Any proposed changes must be submitted to the By-Laws Committee by June 1, so they may be discussed by that Committee. Proposed changes must be given to the Secretary in writing by July.

The By-Law Committee will assume the responsibility of incorporating any proposed changes, from the general membership, into the overall proposed changes.

Any proposed changes must be read at the August general meeting and reread in the exact same form at the next two (2) general meetings before a vote is taken. It will then take a two-third (2/3) majority vote of those eligible to vote to accept the new amendments.