

# **Washington Township Youth Association**

## **By-Laws**

John Bigelow, President

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# **Washington Township Youth Association (WTYA) By-Laws**

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## **Table of Contents**

**Article I - Name:**

1. The name of this organization shall be Washington Township Youth Association, Inc.\* hereafter shown as WTYA and referred to as the Association here in.\*

(Amended 8/1/16)

**Article II - Location:**

1. The executive board shall have full power and authority to select and change the principal office location of WTYA from one location to another so long as said principal office remains within the community of Washington Township, county of Warren, State of New Jersey.

**2. The WTYA may elect to hold its meetings electronically, at its discretion, in order to accommodate board member needs or to provide a safe means to meet.**

(Amended 1/6/21)

**Article III - Goals and Objectives:**

1. The purpose of WTYA 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, leadership, self-discipline, honesty, good fellowship, team play and self-reliance.

2. Another purpose of WTYA is to encourage good sportsmanship towards the officials, the opposing team members and out of town visitors at all athletic events.

**3. The WTYA believes that its programs are best served in an environment that is inclusive and embraces the diversity of its membership. The program will take reasonable steps to makes its programs accessible while protecting the safety of its participants.**

(Amended 1/6/2021)

**Article IV - Membership:**

1. Membership in the Washington Township Youth Association, Inc, shall include all families who reside within the boundaries of Washington Township, Warren County, New Jersey is sufficient for meeting the membership requirements. Limited membership for residents outside of Washington Township, Warren County, New Jersey will be allowed under the guidelines specified in "Article V - Participants, Item Number 3".
- 2. Members, their family and any visitors must abide by program requirements including league rules, State and Local requirements, and WTYA health standards or they will be excluded from participation including complete suspension from any WTYA activities.**

(Amended 1/6/2021)

**Article V - Participants:**

1. Participation in an activity shall be open to any person who resides in Washington Township and is of age, generally between the age of 5 - 14 or Pre-Kindergarten through 8th Grade, provided that the rules of the league governing that activity allow.
2. If participants relocates from Washington Township mid-season, that person shall still be eligible to participate in that season's activity in the future provided:
  - 2.1. That the person does not participate in that activity in the area where he/she resides
  - 2.2. Rules of the league governing that activity will allow.
3. Residents outside of Washington Township, Warren County, New Jersey may participate. Approval must be obtained from a majority of the Executive Committee. The following conditions will apply:

3.1. The sending township does not sponsor or support any team in the designated sport or division

3.2. Submission of an individual's non-resident membership request must be received by the Washington Township Youth Association, Inc. Executive Committee through the use of the WTYA registration form.

3.3. The total number of non-resident participants may not exceed 25% of a team. The total number of sending non-resident members participating in our sports program may be revised at any time by the Washington Township Youth Association, Inc. Executive Committee but may not exceed the 25% maximum participant limit. These revisions may be undertaken to ensure that sufficient funding and resources (i.e. equipment, coaches, playing fields, etc.) are available to support a quality program.

3.4. A registration fee will be assessed to non-resident participants. Refer to "Article VI - Registration Fee" for more information on non-resident rates.

4. Participants must be present for at least 75% of the practices and games and must finish the season with the team. The only exception is illness, injury or other excused absences, as judged by the Head Coach and Director.

5. Once a child registers for a sport they will not be allowed to change sports, without the approval of the Executive Committee at a regular meeting.

(Amended 8/1/2016)

**Article VI - Registration Fee:**

1. A registration fee shall be required of each participant in each activity, All fees are non-refundable unless approved by the Executive Committee at a regular meeting.

**2. The Executive Committee has the right to deny, approve or approve partial registration fees as it sees fit provided it is done in a consistent manner.**

3. The amount of the registration fee and family limit for resident and non-resident members shall be set by the Executive Committee. Approval must be obtained from a majority of the Executive Committee prior to the launch of the program season. The difference in the registration sports program can be attributed to the varying costs associated with the different programs (e.g. League Fees, Tournament Fees, Equipment replacement, insurance, etc.).
4. The registration fees shall be due at the time designated for registration of the participant in the particular sport.
5. Appropriate late or returned check fees may be charged.

(Amended 1/6/2021)

**Article VII - Meeting:**

1. The regular business meeting of the WTYA for the transaction of business shall be held on the first Wednesday of each month at a time and place designated by the Executive Committee including the use of virtual conference services.
2. A special meeting of the WTYA may be held at anytime on the call of here President or the Executive Committee members.
3. Quorum for general meetings:
  - A. At general meetings, all board members may vote by voice as directed by the presiding President.
  - B. A majority of board members shall constitute a quorum for board meetings. A simple majority is required for an issue to pass or fail.
4. Special Action

A. For situations requiring board action that occur where there is not time to hold a special meeting. The President may call for a vote via email on an issue. In this instance, a majority of the Board must vote affirmatively for the action to be declared passed.

5. Attendance:

A. All Officers, Trustees, Directors or Assistant Directors must attend a minimum of 50% of the scheduled yearly meetings unless excused by the Executive Officers.

(Amended 8/1/2016)

**Article VII - Officers:**

1. The officers of the Association shall consist of the President, Vice President, Secretary and Treasurer. They shall be elected by the Trustees at the January meeting. All officers shall be elected from the current Executive Committee.

**Article IX - Duties of Officers:**

1. President - The President shall be the principle Executive Officer of the organization and subject to the control of the Board of Directors. The President shall: A) Supervise all business affairs of the organization; B) Preside at all meetings of the Board of Directors; C) Sign all official documents of the organization; D) Appoint committees as needed; E) Serve as ex-officio member of all committees, both standing and special except the nominating committee.
2. Vice President - The Vice President shall perform the duties of the President in the event the President is unable to perform his or her duties and when so acting, shall have all the powers of and subject to all the restrictions upon the President. \* The Vice President will be responsible for the background

checks (risk disclosure). The Vice President may also be given other special responsibilities by the President.

3. Secretary - The Secretary will keep and maintain the minutes of all meetings of the WTYA and will present such minutes at the next meeting for approval, and will notify the membership of the WTYA meetings. Upon completion of the term of office, the secretary shall deliver all books, papers, CDs, and the media and reports as appropriate to the new incumbent.
4. Treasurer - The Treasurer will have charge of all receipts and money of the WTYA. Receive and give receipts for monies due and payable to the organization from any source whatsoever, deposit them in the name of the WTYA, in a financial institution insured by the Federal Insurance Deposit Corporation and approved by the Board of Directors, and disburse funds as ordered or authorized by the Board of Directors. The Treasurer shall sign all checks for the organization. The Treasurer will report on the financial status of the WTYA to the Board of Directors on, at least, a quarterly basis, prepare an annual administrative budget for consideration by the Board, and facilitate annual filings of non-profit report and tax returns. \* such monies shall be withdrawn only by check signed by at least two (2) officers
5. There is no implied right of succession. All vacancies are to be filled by election.
6. The complete group of officers shall be referred to as the Executive Board.
7. Expiration of Term, Resignation or Termination:
  - A. Each Officer, upon expiration of his/her term of office or in case of resignation or termination, shall turn over to the President and/or Successor, without delay, all records, books or other materials pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to the WTYA.

B. In the event that a board member fails to perform the prescribed duties of the office, or it is deemed to be in the best interest of the WTYA. The Board, by majority vote, may declare the office vacant and appoint a replacement to finish out the term.

8. Financial Record Review:

A. The President shall designate a competent person to review the Association's financial records annually and prior to the transfer of the financial records to a newly elected Treasurer.

(Amended 1/6/2021)

**Article X - Duties of Directors (Sports):**

1. Provide a summary of upcoming fundraising activities at the monthly meetings of WTYA
2. Manage and coordinate all special events and fundraising activities after Executive Board approval.
3. Each director will be responsible for the distribution of equipment/uniforms to their respective sport specific coaches. An inventory of all equipment/uniforms must be taken at distribution/return and a log must be kept.
4. Uphold all WTYA by-laws, policies, and procedures. Directors should always lead by example.
5. Assist Treasure with maintaining budget, collecting and completing all records and receipts involving the sport.
6. Attend monthly board meetings. Prepare to give a report on your sport as to any issues, praise, progress, etc..
7. Support the goals of WTYA by your actions, attitude, and service.
8. Must follow requirements pursuant to policy and procedure for criminal background check.

(Amended 8/1/2016)

## **Article XI - Duties of the Coach:**

The Head Coach shall:

1. Be responsible for the overall management of his/her coaching staff and team.
  - A) Head Coach and Coaching staff will submit to a criminal background check. Any candidates that has an unfavorable background check will be notified immediately by an Executive Committee member of the WTYA.
  - B) Criminal background checks will be done seasonally and at the discretion of the WTYA if additional criminal background checks are needed.
  - C) See Volunteer Coach Background Check Policy and Coaching Disqualifiers - State of NJ Public Law 1999 Chapter 432, C. 15A:
  - D) The WTYA may leverage a League's background check results, provided check meets WTYA standards, instead of conducting an additional background check.**
2. Will distribute uniforms and equipment to his/her coaches and team.
3. Will be responsible with recording all equipment and uniforms handed in at the conclusion of the season.
4. Uphold all WTYA By-Laws, policies, and procedures. Coaches will always lead by example.
5. Will sign and be responsible for knowing Coaches Code of Conduct.
6. If a Head Coach or Assistant Coach fails to turn in all issued equipment/ uniform, or violates Coaches Code of Conduct, or violates Volunteer Coach Agreement then he/she may be relieved of his/her Duties with a majority vote of the Board and may not be able to be a Head Coach or Assistant Coach for a period of no less than two (2) years.

(Amended 1/6/2021)

## **Article XII - Trustees:**

1. There shall be no more than fifteen (15) Trustees, exclusive of the Trustees serving as officers. The total number of trustees must be an odd number.
2. The total number of Trustees shall be staggered from one to three years.
3. The Trustees shall be elected at the December meetings by a majority of Executive Committee present at said meeting or as necessary. Trustees will be elected each year as terms expire.

(Amended 1/6/2021)

**Article XIII - Executive Committee:**

1. The Executive Committee shall consist of the Officers and Trustees of the Association.
2. The Executive Committee shall make recommendations to the general membership regarding all activities and policies of the Association, both proposed and present, as they see fit.
3. Vacancies on the Executive Committee shall be filled by the majority vote of the members present at the next regular meeting. The terms of those elected shall be the remaining time of the term of the vacant post.
4. Five (5) members constitute a quorum for Executive Committee voting purposes.
5. Any Officer, Trustee, Director, Assistant Director or Committee Chairman can be removed from office for cause. Cause shall include, but is limited to:
  - A) Theft, misappropriation or inappropriate use of Organization funds, equipment, or facilities
  - B) Meeting attendance of 50% is required of the regularly scheduled meetings.
  - C) Refusal to support or abide by Executive Committee decisions.
  - D) Violation of any Articles of Incorporation, By-Laws, or policies.
  - E) Conviction of a crime, exclusive of basic motor vehicle violations.

6. The Executive Board shall make the recommendation if an individual is to be removed from office by a majority vote at a regular or special meeting. The Trustee will then decide to remove an individual from office by a majority of vote at a regular or special meeting. If the recommendation received the majority vote, the individual will be immediately no longer affiliated with the Association and shall be ineligible in the future to serve as an Officer, Trustee, or any other position. Elections to fill the newly vacated position can occur immediately.

7. All topics and items discussed in Executive Committee meetings are to remain internal and are not to be discussed outside of the meeting to the General Public. Anyone found to be in violation of this will be asked to resign from the WTYA.

(Amended 8/1/2016)

**Article XIV - Bonding:**

1. The President, Vice President, and Treasurer, at a minimum shall be bonded by a recognized insurance company.

**Article XV - Activities:**

1. Any additions to or deletion from the activities directed by the Washington Township Youth Association shall be approved by a majority vote of the Executive Committee present at the regular monthly meeting.
2. Any and all complaints concerning activities shall be given to the sport director, who shall undertake to settle the complaint in an amicable manner, consulting those concerned and rendering a fair and just decision. If the decision is not acceptable to the parties concerned, the matter shall be settled by a majority vote of the Executive Committee.

(Amended 8/1/2016)

**Article XVI - Policies and Procedures:**

1. Policies and procedures may be amended or added by a majority vote of the Executive Committee present at two (2) consecutive regular monthly meetings.
2. A policy and procedure manual will be kept of all current policies. Policy number will start with 16-001 and increase by 1 with each new policy.

**Article XVII - Dissolution:**

1. If the Washington Township Youth Association, Inc. shall be dissolved, all assets shall be disbursed at the discretion of the Executive Committee upon dissolution to an organization with like activities and objectives.

Article XVIII - By-Law Changes:

1. By-Laws shall be amended only by a majority vote of the Executive Committee present at two (2) consecutive regular monthly meetings.

Article XIX - Fundraising:

1. All monies earned or donated through fund raising activities, in the name of the Washington Township Youth Association, Inc. must be turned over to the Association within two (2) weeks after the end of the sports season. Distribution and reception of funds shall be governed by the Funds Management policy.

**Article XX - WTYA John Solecitto Memorial Scholarship:**

- 1. At the end of each school year, the WTYA may award the John Solecitto Memorial Scholarship to a Washington Township senior at Warren Hills Regional High School. The selection, process, and criteria are defined in**

**the Scholarship Policy. The scholarship will be coordinated with the Warren Hills Scholarship Committee. Any award amount will be set by the WTYA.**

(Amended 1/6/2021)