

Constitution and By-Laws of the Deep Run Valley Sports Association

Constitution

ARTICLE I:

NAME

Section 1:

The name of this organization shall be the **DEEP RUN VALLEY SPORTS ASSOCIATION, INC. (DRVSA)**.

Section 2:

The principle office of **DRVSA** shall be located in Hilltown Township near the corner of Callowhill Road and Hilltown Pike on the sixteen acre tract presently owned by **DRVSA**.

ARTICLE II:

AFFILIATION

Section 1:

DRVSA may from time to time be affiliated directly with Little League Baseball, Inc., Connie Mack Baseball, Eastern Pennsylvania Youth Soccer Association, the United States Youth Soccer Association, ASA Softball and other state and/or national programs which might be deemed appropriate for our boys and girls.

ARTICLE III:

PURPOSE

Section 1:

It shall be the dedicated purpose of **DRVSA** to provide an environment through sports education in which the boys and girls of Upper Bucks county can realize self-development through practice, teamwork through participation, and achievement through competition.

ARTICLE IV:

MEMBERSHIP

Section 1:

Any person of good character who is willing to participate and further the purpose of **DRVSA** may be a member.

ARTICLE V:

GOVERNMENT

Section 1:

The government of **DRVSA** shall be vested in a Board of Directors and Officers as elected yearly (in November for the following calendar year) by the current Board of Directors.

Section 2:

The officers and members of the Board of Directors will be elected in the manner prescribed by the By-Laws and shall hold office for a period of one (1) year or until their successors are duly elected.

ARTICLE VI:

DISSOLUTION

Section 1:

Upon dissolution of **DRVSA**, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 © 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or a state or local government, for public purpose. **DRVSA** is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations under Section 501 © 3 of the Internal Revenue Code (or the corresponding section of any future federal tax code). No part of the net earnings of **DRVSA** shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that **DRVSA** shall be authorized and have power to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 © 3 purposes. No substantial part of the activities of **DRVSA** shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and **DRVSA** shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

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Notwithstanding any other provision of these articles, **DRVSA** shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) 3 of the Internal Revenue Code (or corresponding section of any future federal tax code) or (b) by a corporation, contributions to which are deductible under Section 170 (c) 2 of the Internal Revenue Code (or corresponding section of any future federal tax code).

ARTICLE VII:

AMENDMENTS

Section 1:

This Constitution may be amended by two-thirds (2/3) vote of the voting eligible Board of Directors present at any regular or special meeting provided a two (2) week notice to the general Board of Directors has been posted on the **DRVSA.org** website announcing the purpose of the meeting.

BY – LAWS

ARTICLE I:

MEMBERSHIP

Section 1:

Membership in **DRVSA** shall be as provided in the Constitution.

Section 2:

Dues shall be set at the beginning of each fiscal year and payable on registration days.

ARTICLE II:

GOVERNMENT

Section 1A:

The government of **DRVSA** shall be as provided in the Constitution with the following officers and members of the Board of Directors, each of whom shall have one vote and each being a director.

President – Officer

Administrative (1st) Vice President – Officer

Operations (2nd) Vice President – Officer

Secretary – Officer

Treasurer – Officer

Publicity Chairman

Solicitations Chairman

Grounds Chairman

Concession Stand Chairman

Fundraising Coordinator

Baseball Commissioner

Baseball Player Agent

Amend 11/27/01

Connie Mack Baseball Commissioner

Softball Commissioner and Intramural Softball Commissioner

Softball Player Agent

Boys Soccer Commissioner

Boys Soccer Player Agent

Girls Soccer Commissioner

Girls Soccer Player Agent

Travel Soccer Commissioner

Boys Basketball Commissioner

Boys Basketball Player Agent

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Girls Basketball Commissioner
Girls Basketball Player Agent
Equipment Chairman
Computer Liaison
Webmaster

Amend 11/27/01

Section 1B: The Nominating Committee may nominate Co-Chairmen for the following Board positions: Fundraising Coordinator, Grounds, Concession Stand, Solicitations, Equipment, and Publicity. Co-Chairmen shall equally divide responsibilities by season and each shall have a vote at all Board meetings.

Section 2: The Board of Directors shall manage **DRVSA** and shall have control of the property subject to the will of the membership. No expenditures, financial commitments or obligations shall be made without the approval of the majority of the Board of Directors except as expressly set forth herein.

Section 3: A vacancy in any office shall be filled following the recommendations of the Nominating Committee by a vote of the Board of Directors.

Section 4: A director of this Corporation shall not be personally liable for monetary damages for any action taken, or any failure to take action, unless the director has breached or failed to perform the duties of his office under Section 8363 of the Director's Liability Act of the Commonwealth of Pennsylvania (relating to standard of care and justifiable reliance) and the breach or failure constitutes self-dealing, willful misconduct or recklessness. This provision shall not apply to the responsibility or liability of a director pursuant to any criminal statute or the liability of a director for payment of taxes pursuant to local, State or Federal Law.

ARTICLE III: ELECTIONS

Section 1: Not later than the first Board meeting in August the President shall appoint a Nominating Committee of not less than three (3) members.

Section 2: The Nominating Committee shall submit in writing its recommendations at the first meeting in October.

Section 3: Additional names may be nominated from the floor at the time of balloting at the second meeting in November.

Section 4: Elections shall take place at the second meeting in November and all officers shall assume their elected offices as of the first meeting in January.

Section 5: Each candidate must be elected by a majority vote by ballot.

ARTICLE IV: MEETINGS

Section 1A: **DRVSA** shall have at least twelve (12) scheduled meetings a year as follows:

The general Board of Directors meeting will held be the 2nd Tuesday of each month

Amend 11/08/02

A motion was made and seconded to approve the proposed Bylaw changes, establishing the requirement of one Board Meeting per month. Any Executive member may call for an additional meeting during the month if needed.

Section 1B: Specific considerations:

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January: Yearly Calendar
February: Budget & BB/SB Rules Revisions Approval
May: Soccer Rules Revisions Approval
September: Basketball Rules Revisions Approval
October: Indoor Soccer Rules Revisions Approval
November: Elections of Officers

Section 2: A quorum for a meeting shall consist of nine (9) voting eligible **DRVSA** board members of which three (3) must be **DRVSA** Executive Board members.

Section 3: Special meetings may be called at the request of at least five (5) **DRVSA** board members or two (2) **DRVSA** Executive Board officers.

ARTICLE V: RULES OF ORDER

Section 1: Robert's Rules of Order shall govern all proceedings of all meetings except as provided in these By-Laws.

Section 2: Any decision acted upon must have 75% approval of those Board members present in order for reconsideration within six months of the original action, such motion to reconsider must be made by a Board Member that voted with the prevailing side of the original action

ARTICLE VI: REMOVAL FROM OFFICE

Section 1: Any officer or director may be removed from office as a result of failure to fulfill the duties of his/her office or for conduct detrimental to the best interest of **DRVSA**.

Section 2: Removal Procedures:

- A. A petition stating the charge must be filed with the Secretary and signed by a majority of the Board or twenty-five percent (25%) of the active membership.
- B. Said officer or director shall be permitted written notice of the charge five (5) days before the question is to be placed on the agenda.
- C. The petitioners shall present their case first, the officer or director second. A two-thirds vote of the Board of Directors shall be necessary for removal.
- D. Should the officer be the Secretary, the Treasurer shall receive and distribute the petition. Should the officer be the President, the Administrative Vice President shall preside during the proceedings.

ARTICLE VII: FINANCES

Section 1: The funds of this organization shall be deposited with any approved insured institution.

Section 2: Disbursement of funds shall be made through the checking account except where the amount is **Twenty-Five Dollars (\$25.00)** or less. Receipts shall accompany all transactions.

Section 3: Any individual purchase exceeding Five Hundred Dollars (\$500) that was not presented to the **DRVSA** Board of Directors during the budget approval process must be specifically approved

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by the **DRVSA** Board of Directors before any funds can be spent. The BOD shall have the option of requiring at least two (2) bids for any major expenditure where it is determined that the best interests of **DRVSA** would be served by soliciting such bids.

Section 4: Yearly budget must be presented to the Board at the January meeting and approved in February.

Section 5: The Officers, Solicitations, Concession Stand Chairperson, paid administrator or any other individuals who have access to **DRVSA** funds shall be covered by a blanket position bond in the amount of Thirty Thousand Dollars (\$30,000)

Section 6: The fiscal year shall begin the first day of January and end with the last day of December of the same year.

Section 7: All **DRVSA** athletic teams who wish to participate in approved fundraising activities must comply with the requirements and provisions of the “**DRVSA Fundraising Policy**”. The **DRVSA** Executive Board reserves the right to administer additional penalties to any coach and/or team that do not adhere to the “**DRVSA Fundraising Policy**”

Section 8: Donations made to **DRVSA** in memory of an individual or individuals shall be kept in a separate fund called the “Memorial Fund” separate from other accounts, the proceeds of which shall carry over from one fiscal year to the next. These funds may not be used for general operating budget.

- A. The Treasurer is responsible for accounting for these monies each January in the annual budget report and at the discretion of the Board.
- B. The Administrative Vice President is responsible for contacting individuals or family members in whose name donations have been made in order to ascertain if a specific project or goal is intended, or if the donations are to be used in whatever way the Board deems appropriate.
 - 1. Such plans shall be presented in a timely fashion by the Administrative Vice President for board approval by a majority vote.
 - 2. Projects which fail to receive Board approval may be changed and represented, or withdrawn by the donor(s) in which case such donations shall be returned to the donor(s). No projects may be undertaken without Board approval.
 - 3. Donations for more than one individual may be combined in order to finance a project; such a project may be dedicated in a public way to these individuals with Board approval.
- C. The administrative Vice President is responsible for acknowledging donations, administration of the memorial account, and also management of memorial projects.

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ARTICLE VIII: DUTIES OF THE OFFICERS

Section 1: The duties of the **President** shall be as follows:

- A. Attend required board meetings.
- B. Supervise the affairs and activities of **DRVSA**.
- C. Represent **DRVSA** within the community.
- D. Have the budget prepared for review by the first board meeting in January.
- E. Appoint an Audit Committee excluding the Treasurer to audit the books for the previous year.
- F. Preside and maintain order at all meetings.
- G. Supervise and assist the officers in the performance of their duties.
- H. Make an annual report to the membership.
- I. Review in detail the By-Laws and Polices of **DRVSA**, which include the duties and responsibilities of each new Board member.
- J. Appoint a budget committee, chaired by the Administrative Vice President consisting of those responsible for budget preparation with expenditure and receipts in excess of \$250.
- K. Set a schedule of meetings.
- L. Co-sign all general fund checks.
- M. Establish and maintain an agenda for each meeting.
- N. Ex-officio member of all committees.

Section 2: The duties of the **Administrative Vice President** shall be as follows:

- A. Attend required meetings.
- B. Perform the duties of the President in his absence.
- C. Provide encouragement and assistance for committee participation.
- D. Act as the President's liaison, provide appropriate guidelines, and be responsible for the performance of each of the following:
 - 1. Publicity Chairman
 - 2. Solicitation Chairman
 - 3. Concession Chairman
 - 4. Fundraising Coordinator
- E. Assist the President in carrying out all administrative matters pertaining to **DRVSA**.
- F. Act as an ex-officio member of all committees designated by the President and Board of

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Directors in all matters pertaining to Administrative affairs.

- G. Carry out other special duties and assignments which the Presidents delegates.
- H. Act as Chairman of the Budget Committee.
- I. Act as Parliamentarian or appoint a Parliamentarian to attend all meetings as a non-voting member of the Board.
- J. Generation of a newsletter at least four times a year.
- K. Appoint and be responsible for all Awards Banquet Committees, awards/trophies and plaques to the Minor Divisions.
- L. Supervise travel of **Deep Run** teams on trips other than regular seasonal travel/tournament games.
- M. Supervise Opening Day activities including team photos.
- N. Act as the coordinator for all indoor facility scheduling.

Section 3:

The duties of the **Operations Vice President** shall be as follows:

- A. Attend required meetings.
- B. Perform the duties of the President in absence of the President and the Administrative Vice President.
- C. Assist the President in carrying out all operational aspects of **DRVSA**.
- D. Act as the President's liaison, provide appropriate guidelines, and be responsible for the performance of each of the following:
 - 1. Equipment Chairman
 - 2. Grounds Chairman
 - 3. Commissioners for Baseball, Basketball, Soccer, and Softball.
 - 4. Player agents for Baseball, Basketball, Soccer and Softball.
 - 5. Travel Soccer Commissioner.
 - 6. Computer Liaison.
- E. Act as ex-officio member of all committees designated by the President and Board of Directors in all matters pertaining to the operational affairs of **DRVSA**.
- F. Carry out other special duties and assignments which the President delegates.
- G. Be responsible to conduct a rules and regulations review meeting at the end of each playing season for all concerned.
- H. Be responsible for establishing the playing schedule for Board approval.
- I. Coordinate preseason practice field schedules.
- J. Be responsible and coordinate registration for all sports activities.

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Section 4:

The duties of the **Secretary** shall be as follows:

- A.** Record the minutes of all board meetings and send them to all board members and make them available to coaches in season (baseball/softball: January-July; soccer: July-December; basketball: November-March) at least one (1) week prior to the next scheduled meeting.
- B.** Be responsible for sending out notices of all meetings and activities pertaining to **DRVSA**.
- C.** Maintain complete records of all **DRVSA** activities.
- D.** Order all necessary stationary and supplies.
- E.** Assist the Administrative Vice President with the generation, printing and mailing of the quarterly newsletter.
- F.** Make up complete list of Board of Directors, including names, addresses, and telephone numbers.

Section 5.

The duties of the **Treasurer** shall be as follows:

- A.** Attend all required meetings.
- B.** Assume complete responsibility for all **DRVSA**'s finances.
- C.** Keep **DRVSA**'s books and financial records.
- D.** Report on **DRVSA**'s financial status including the Concession Stand every month.
- E.** Sign checks that are co-signed by the President. Co-sign all other **DRVSA** checks.
- F.** Maintain a list and location of **DRVSA**'s assets.
- G.** Give a fiscal report at the June and December board meetings.
- H.** Keep each Chairman/Director aware of the spending relative to the approved budget.
- J.** Be a member of the Budget Committee.
- K.** Handle all insurance claims.

Section 6:

The duties of the **Solicitation Chairman** shall be as follows:

- A.** Invoice sponsors.
- B.** Secure new sponsors as required.
- C.** Secure sponsors for printed schedules and other special printings.
- D.** At end of season, distribute team pictures and team standings to each sponsor.

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- E. Handle all contact with sponsors.
- F. Arrange for sponsors, or their representatives to attend Opening Day activities and winning sponsors to attend Awards Banquets.
- G. Meet with Player Agent and Equipment Chairman for appropriate sport prior to team formation.

Section 7: The duties of the **Publicity Chairman** shall be as follows:

- A. Collect news, scores, final standings from the commissioner, etc. and prepare for presentation to news and sports editors of the local newspapers.
- B. Publicize registration in newspapers and through distribution of flyers in schools. Hang posters in local businesses.
- C. Publicize opening day activities.
- D. Encourage community interest and participation in our program.
- E. Act as Public Relations representative for **DRVSA**.
- F. Instruct coaches on how to submit results of games for publication.
- G. Update outside sign.

Section 8: The duties of the **Grounds Chairman** shall be as follows:

- A. Assume complete responsibility in seeing that playing fields, buildings, grandstands, fences etc. are in suitable condition for all games.
- B. Secure necessary equipment for the maintenance of the grounds and be responsible for the overall care of same.
- C. Secure necessary services for repair and upkeep of building.

Section 9: The duties of the **Player Agents** shall be as follows:

- A. Conduct the annual player sign-up, which includes:
 - 1. Responsibility for checking the age and eligibility of each player;
 - 2. determining that all players signed up at registration are assigned to proper teams;
 - 3. Supervising and coordinating the transfer of all players from team to team.
- B. Maintain yearly roster for teams and store in Clubhouse in a permanent file.

Section 10: The duties of the **Commissioners** shall be as follows:

- A. Represent the division representatives, coaches, umpires, referees and players of divisions at all board meetings.
- B. Assist the player agent at registration of players and making up team rosters for teams and

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their division.

- C. Present coaches for Board approval.
- D. Assume complete responsibility with the division representatives for securing and coordinating umpires and referees for the appropriate division.
- E. Be responsible for the indoctrination and schooling of all division representatives, umpires, referees, and coaches.
- F. Act as the President's liaison as the Safety Officer and be responsible for supervising and coordinating of at least one special safety and indoctrination meeting for all coaches.
- G. Conduct a training seminar at least once a year, prior to the start of the season.
- H. Appoint or act as the official representative(s) to attend meetings of the appropriate league with which the sport is affiliated (i.e., Little League, Upper bucks, Inter-County).
- I. Be responsible for maintaining current standings of teams and post on bulletin board.
- J. Reschedule all make-up games.
- K. Attend Executive Board meeting when required by the Executive Board.
- L. Distribute printed rules and **DRVSA** special rules to all managers and coaches.
- M. Notify coaches of teams winning their division about Awards Banquet.
- N. Be responsible for scheduling facilities for indoor events through the Administrative Vice President.

Section 11: The duties of the **Equipment Chairman** shall be as follows:

- A. Insure that the equipment be of the best quality at the most reasonable cost.
- B. Control the distribution of equipment in compliance with the following policies:
 - 1. Inspect and inventory existing equipment at end of each season;
 - 2. Repair and store existing equipment.
 - 3. Evaluate and project equipment needs for next season.
 - 4. Solicit competitive bids on all new equipment to be procured.
 - 5. Distribute equipment to coaches.
 - 6. Collect equipment from coaches at the end of the season within a reasonable amount of time.
 - 7. Attend coaches meetings.
 - 8. Communicate with coaches outlining their responsibilities with regard to equipment.
 - 9. Instruct coaches on how to requisition additional needed equipment.
 - 10. Procure equipment as approved by the Board.

Section 12: The duties of the **Concession Stand Chairman** shall be as follows:

- A. Organize and administer the effective management of the concession stand.

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- B.** Appoint managers as needed to help in a daily supervisory capacity and:
 - 1. Establish definite lines of responsibility and authority.
 - 2. Print and post the “Concession Stand Policy”.
 - 3. Require team parent to count cash box at end of last shift.
- C.** Instruct managers in proper equipment operation.
- D.** Buy all food to be sold at Concession Stand.
- E.** Maintain record of sources of supply and prices.
- F.** Negotiate with vendors.
- G.** Secure bids on all food procured.
- H.** Audit invoices to check compliance with the agreed upon terms.
- I.** Submit a monthly report of income to Treasurer by the tenth (10) of each month.
- J.** Establish rosters of people to work in concession stand.

Section 13: The duties of the **Fundraising Coordinator** shall be as follows:

- A.** Organize and manage moneymaking projects for **DRVSA**.
- B.** Appoint sub chairman as needed.
- C.** Submit all moneymaking projects with estimated income to the Board at the first meeting in January for approval.

Section 14: The duties of the **Computer Liaison** shall be as follows:

- A.** Be responsible for any and all computer related activities within **DRVSA**.
- B.** Be responsible for determining and maintaining the budgetary criteria for computer related supplies, equipment and cost.
- C.** Be responsible for gathering **DRVSA** computer related needs and recruiting and employing resources (programmers) to meet those needs.
- D.** Be responsible for training all persons using the computer.
- E.** Interface with the Vice President of Operations in determining registration requirements, and,
 - a. Maintain and control all registration forms and permanent records.
 - b. Solicit and administer computer input persons (typists) to input and edit the record information.
 - c. Solicit and administer computer input persons to verify input data.
 - d. Print and distribute reports:
 - 1. Registration forms
 - 2. Alpha listing (within sex, within age) of players.

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3. Alpha listing of players,
 4. Player draft pool listing within division.
 5. Team rosters.
 6. Volunteer listing.
 7. Mailing address labels.
- F.** Coordinate and create computer input for teams with Solicitations (Sponsors), Commissioners (Coaches), and Player Agents (player assignments).
- H.** Maintain an accurate record of changes to the Constitution, By-laws and Policy.

Article IX: AMENDMENTS

Revision dates

The By-Laws shall be amended by a two-thirds (2/3) vote of the voting eligible Board members present at any meeting. Two (2) weeks notice of proposed amendments shall be given.

Oct. 24, 2000

The by-Laws of the **Deep Run Valley Sports Association** were amended by the following action that was taken at the Board of Directors Meeting on October 24, 2000:

ACTION: A motion was made and seconded to approve the creation of a new Board position for Umpires in Chief. The responsibilities of the position will include the recruitment, training and scheduling of umpires. The Umpire in Chief will also chair the Protest Committee, and may perform other duties as needed. The motion passed by a unanimous vote.

Nov. 27, 2001

The by-Laws of the **Deep Run Valley Sports Association** were amended by the following action that was taken at the Board of Directors Meeting on November 27, 2001:

ACTION: A motion was made and seconded to approve the creation of two new Board positions – one for a Webmaster, and one for a Connie Mack Baseball Commissioner. The motion passed by unanimous vote.

Dec. 11, 2001

The by-Laws of the **Deep Run Valley Sports Association** were amended by the following action that was taken at the Board of Directors Meeting on December 11, 2001:

ACTION: A motion was made and seconded to approve the creation of a new Board position for a Tournament Coordinator. The responsibilities of the position will include the review of existing rules concerning the hosting of tournaments for all sports and will recommend changes as needed. The Tournament Coordinator will oversee and direct the hosting of all tournaments. The Tournament Coordinator will report to both the Administrative Vice President and Vice President of Operations. The motion passed by unanimous vote.

Dec. 10, 2002

The by-Laws of the **Deep Run Valley Sports Association** were amended by the following action that was taken at the Board of Directors Meeting on December 11, 2001:

ACTION: A motion was made and seconded to approve the proposed Bylaw changes,

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establishing the requirement of one Board Meeting per month. Any Executive member may call for an additional meeting during the month if needed. Also, a motion was made and seconded allowing for the election of two directors to serve in the capacity of Tournament Coordinator. The motions passed by unanimous vote.

Nov. 8, 2005

The by-Laws of the **Deep Run Valley Sports Association** were amended by the following action that was taken at the Board of Directors Meeting on November 8, 2005:

ACTION: A motion was made and seconded to approve the proposed by-law changes of:

- 1.** Removing Article IX that addressed primary seasons.
- 2.** Removed the “**Tournament Coordinator**” position from the board of directors
- 3.** Replacing the **Ways & Means Chairman** from the board and replacing it with the **Fundraising Coordinator**.
- 4.** Providing the executive board to authority to administer additional penalties to any coach/team who violates the **DRVSA** Fundraising Policy
- 5.** Removed the Article II, Section 2 of the constitution that addressed the geographical boundaries of **DRVSA**
- 6.** Amended Article VII of the Constitution to require that the **DRVSA** provide two (2) weeks notice instead of four (4) to the general board of directors when a vote will take place on changing an amendment.
- 7.** Changed Article IV, Section 1A of the by-laws to state that **DRVSA** will have twelve (12) yearly scheduled board meetings instead of twenty-three (23).
- 8.** Changed Article IV, Section 2 to state that a voting quorum at a board meeting will now consist of nine (9) voting eligible board members of which three (3) must be executive board members.
- 9.** Made Changes to the following Sections under Article VII in the by-laws:
Sections: 3, 5, 7, 8