



Bylaws of Buffalo Valley Youth BVYA, Inc.

These Bylaws of Buffalo Valley Youth BVYA, Inc. (BVYA) were duly adopted on March 14, 2011, at a meeting of the Voting Members as they are defined in the Restated Bylaws of BVYA.

- **Article I: Name**
- **Article II: Statement of Policy**
- **Article III: Purpose**
- **Article IV Offices and Seal**
- **Article V: Membership in BVYA**
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Article I

NAME

1.1 Name of Organization and Brief history statement

Organization will be known as: Buffalo Valley Youth Association hereinafter referred to as the "BVYA". BVYA was formed in 1974 by a group of Schertz area citizens wanting to start a baseball and softball league in Schertz, Texas. At the time sports were played in Universal City. These parents went before Schertz City Council and entered into an agreement with the City of Schertz to provide sports to the youth of Schertz and surrounding communities. This agreement would allow BVYA to use and develop ball fields within H.P. Thulemeyer Park. In exchange for the City's support, BVYA would maintain those fields through the use of their volunteer base.

Article II

STATEMENT OF POLICY

2.1 General Policy statement

It will be the policy of BVYA to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized will remain paramount and all matters of policy will be determined on that basis.

2.2 Financial benefit statement

No BVYA member, employee or person connected with BVYA will receive any personal financial benefit beyond the reasonable value of the services provided in carrying out the purpose for which BVYA has been organized.

2.3 Sponsorship statement

In order to secure suitable and adequate financial backing to carry out the purpose of BVYA, it will be the policy of BVYA to permit only such sponsorship as is consistent with the purpose for which BVYA is organized and to select sponsors who are interested in BVYA solely or principally as a means of contributing to the welfare of young people and the support of the community.

2.4 Statement regarding alcoholic beverages and tobacco products

It will be the policy of BVYA to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with BVYA or any of its programs.

Article III

PURPOSE

3.1 Specific sports

The purpose of BVYA will be to organize and supervise the playing of various youth sports as needed under specialized rules and regulations, to secure suitable and adequate financial backing for these purposes, and to own, lease, or otherwise provide suitable playing facilities and equipment to conduct and support said sports.

3.1 Non-profit status

BVYA will exist as a non-profit Entity, for the making of distributions to organizations that qualify as exempt organizations under Section 501 (c). 3 of the Internal Revenue Service Code of 1954, the corresponding provisions of any future United States Internal Revenue Law, and the revisions as they apply thereto.

Article IV

OFFICES & LEAGUE SEAL

4.1 Principal Office.

The principal office of Buffalo Valley Youth Association shall be located in Schertz, Texas. Throughout this and other documents, the 'Corporation' and 'Association' will be considered to have the same meaning. The mailing address of the Corporation is currently PO Box 636, Schertz, Texas 78154 and the physical address is 401 Oak Street in the City of Schertz, Guadalupe County, Texas. This section of the Bylaws shall be updated by the Secretary to reflect any change in either the mailing address or the physical office address. BVYA may have other offices as the Board of Directors of BVYA (the "Board") may determine or as the affairs of BVYA may require from time to time.

4.2 Registered Office and Registered Agent.

BVYA will have and continuously maintain to the State of Texas a registered office and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but not need be, identical with the principal office of BVYA, and the Board may change the address of the registered office from time to time.

4.3 Corporation Seal and Emblem.

BVYA will use the designated seal and/or emblem as noted in these bylaws.



Article V

MEMBERSHIP IN BVYA

5.1 Classes of Members

BVYA membership is available to every person of the age of eighteen (18) or over residing within the boundaries of the Schertz-Cibolo-Universal City ISD, City of Schertz, and ETJ of the City of Schertz. Membership, subject to these age and residency requirements, shall be open to the general public and shall not discriminate on the basis of sex, race, color, or creed. Membership for the calendar year shall automatically be granted to the parents (or legal guardians, or court appointed conservators) of each child that participates in at least one BVYA sport during the calendar year. Membership of individuals that meet the age and residency requirements can also be obtained by paying annual dues (if any) or serving as a volunteer within the organization in a capacity approved by the Board of Directors.

5.2 Voting Rights of Members

Membership shall include voting rights, provided that the individual has been a member in good standing in BVYA for at least thirty- (30) days prior to the date of the matter to be voted on. Each member who qualifies will be entitled to one (1) vote on each matter submitted to a vote of the membership.

5.3 Termination, Expulsion, or suspension of membership

Any member (adult or youth, voting or non-voting) of BVYA may be expelled and their membership or relationship with BVYA terminated, canceled, or forfeited, or they may be suspended or censured, by the Board in its sole discretion or through its consideration of a recommendation of a committee of not less than five (5) Voting Members appointed by the Board, for a violation of BVYA Articles, Bylaws, Code of Conduct or Rules and Regulations to the interests of BVYA. Also, any member may resign at any time. However, resignation, expulsion, termination, suspension, or censure of a member does not relieve the member from any obligations the member may have to BVYA.

Upon The Board reaching the conclusion that the membership of a member should be terminated or forfeited or that a member should be suspended or expelled, the Board will issue a written notice of such termination, expulsion, or suspension with the reasons therefore, which may include as a valid basis for termination, expulsion, or suspension, a lack of confidence in the member to fulfill his obligations as a member, and in such notice will give the member fifteen (15) days in which to appeal this decision to the Board in writing. If such written appeal is not timely received, the termination, expulsion, or suspension is effectual and no further appeals are available.

If a written appeal is timely received, the Board, or if the appealing member is also a member of the Board or if the Board in its discretion votes to transfer the appeal to another body, then a committee appointed by the Board, will set a hearing date and time and place for the appeal and notify the member in writing of such hearing date, time and place. Such hearing date will be within ten (10) days of the Board's receipt of the appeal, and the appealing member must attend to present all information and evidence that he / she reasonably desires. Additionally, BVYA will honor all orders of suspension of members of BVYA or persons affiliated with BVYA, including, without limitation, all players, team coaches, managers, administrators, parents, game officials, issued by PONY Baseball, Pop Warner, Texas Youth Football Association (TYFA), Alamo Area Summer Swim League, Texas USA Wrestling or any other like sanctioning association of BVYA. The membership year will be the fiscal year of BVYA, although exceptions mentioned for Board Members and Officers identified in Article IX.9.2, and for Committee Members in Article XI.

5.4 Resignation of Membership.

Any member may resign by filing a written resignation with the Secretary, but such resignation does not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued or unpaid.

5.5 Reinstatement of Membership

Upon written request by a former member who has been suspended or expelled indefinitely, and filed with the Secretary of BVYA, the Board of Directors may, by affirmative vote of the majority of the members of the Board, reinstate such former member to membership on such terms as the Board of Directors may deem appropriate. Provided, however, that if the suspension or expulsion of the former member was for a specified term which has since expired, said former member shall be eligible for membership pursuant to Article V herein.

5.6 Transfer of Membership

Membership in this Association is not transferable or assignable.

Article VI

GOVERNMENT OF BVYA

6.1 Government of BVYA

The Board of Directors (“Directors”) will be the governing body of BVYA, and the members of the Board will be elected as provided herein.

6.2 Affiliation with Sports Organizations.

BVYA will be directly affiliated with and comply with the authority of various sports organizations as required to fulfill the purpose of BVYA. These organizations will include but not be limited to Pony Baseball Inc, Pop Warner, Texas Youth Football Association, Texas USA Wrestling and Alamo Area Aquatic Summer League. The Board will have the authority to change affiliations with sponsoring organizations as deemed in the best interest of BVYA.

6.3 Superseding the authority of Sports organizations.

BVYA recognizes the superseding authority of any sports sanctioning organizations but reserves the right to modify rules where allowable for league play and if allowed by rules of said organizations.

6.4 Territory of BVYA.

The territory under the jurisdiction of BVYA is defined as being that part of Guadalupe, Comal, and Bexar Counties, Texas which lies within the boundaries of the Schertz-Cibolo-Universal City Independent School district, or within the City limits or Extra Territorial Jurisdiction (ETJ) of the City of Schertz. A map reflecting the territory under jurisdiction of BVYA will be on file with appropriate sanctioning sports organizations as required by said organization.

6.5 Powers & Jurisdiction.

The Board of Directors (“Directors”) of BVYA is vested with the management of the business and affairs of this league, subject to the Texas Business Organizations Code, the Certificate of Formation, and these bylaws. BVYA will have jurisdiction over all members (adult and youth), administrators, parents, game officials, coaching staffs, players, teams, all parents, and all other persons affiliated with such teams. Each member of BVYA and each of the other persons or entities listed in the immediately foregoing sentence will adhere to the Articles, these Bylaws, and Rules and Regulations of BVYA and will comply with the authority of BVYA.

6.6 Fiscal Year.

The fiscal year of BVYA will be from October 1 through September 30 to coincide with the fiscal year of the City of Schertz.

6.7 Books and Records.

BVYA will keep and complete books and records of account and will keep minutes of all meetings of the Board at its principal office. BVYA will provide a copy its annual financial statement to the City Manager of the City of Schertz as required by contract annually. BVYA will provide an audited financial statement to the City of Schertz upon request.

6.8 Resignation.

Any member of the Board, any member of any other committee of BVYA, or any officer or agent may resign by giving written notice to the President of BVYA or Secretary of BVYA. The resignation will take effect at the time specified therein, or immediately if no time is specified. Unless otherwise specified therein, the acceptance of such resignation will not be necessary to make it effective.

6.9 Amendments to Bylaws.

These Bylaws may be amended or repealed, or new Bylaws adopted, at any meeting of the Executive Board of Directors by a majority vote of the Executive Board of Directors present after a quorum has been established or at any Annual meeting of BVYA members by a majority vote of the total voting members present after a quorum has been established in accordance with paragraph 7.2 Annual Meeting. Additionally, the policy committee will review the Bylaws and make any recommendations for changes to the Board no less than annually as per 11.3.

Ten (10) day notice of these Bylaws being amended or repealed will be given to all voting members of BVYA via email as available, legal notice in local newspaper, notice on BVYA Website and posted notices at principal office.

Article VII

MEETINGS OF BVYA AND THE BOARD

7.1 Board Meetings.

Regular meetings of the Board will be held on the second Monday of each month. A quorum consisting of a minimum of five Board Members including a minimum of two (2) Executive Board members (President, Vice-Presidents, Secretary, or Treasurer) is required for this meeting. If, and only if, the date or location of the meeting is changed, then notice must be given or waived as herein provided. Special meetings of the Board may be called from time to time when called by the President or any three (3) of the other Directors. See 7.7 for meeting notice requirements.

7.2 Annual Membership Meeting.

The Annual General Membership Meeting (AGM) of BVYA will be held each year on a day to be selected by the President during the month of February on a day in that month (as approved by the Board in its discretion by majority vote) to conduct such business as may properly be brought before the general membership. The Secretary of the League will present to the President a count of the BVYA members eligible to vote as represented in 5.1. Five percent (5%) of the votes entitled to be cast, represented in person, constitutes a quorum for the AGM.

7.3 Special Membership Meeting.

Special General Membership Meetings (SGM) of the Members of BVYA for any purpose or purposes, unless otherwise prescribed by the statute or by the Articles of Incorporation or by these Bylaws, may be called by the President, a majority vote of the Board, or by petition of twenty percent (20%) of the Voting Members as determined in 5.1. Upon a like quorum being established as provided in paragraph 7.2 above, business transacted at all Special General Membership Meetings will be confined to the purpose stated in the notice of the meeting.

7.4 Meeting guidelines.

All general membership (AGM) meetings of BVYA will be held at such a place as designated by the President. All general membership meetings (AGM) or a Special General Membership Meeting ("SGM"), of BVYA will be open to the members and the general public. Only those BVYA members, who are voting Members as provided herein and, as such, have voting rights as established hereunder, will have the right to vote at such meetings.

7.5 Closed Door Executive meetings.

An Executive or closed-door session will be a closed to public meeting. Executive or closed-door meetings at the AGM or any meeting of the Board may be called by a two-thirds (2/3) approval of the Executive Members who are present and entitled to vote to discuss personnel, real estate, or legal matters concerning BVYA. A quorum consisting of a minimum of five Board Members including a minimum of two (2) Executive Board members (President, Vice-Presidents, Secretary, or Treasurer) is required for this meeting.

At any meeting, voting members and visitors other than the Board of Directors will be asked to leave the meeting until such matters are discussed and voted on during the executive session. Commencing thereafter, the Board members will be asked to return to the meeting whereby the Executive Board members are required to only give the outcome of the executive session. Agenda items for closed-door executive meetings will be as governed by Roberts Rules of Order and the Texas Open Meetings Act.

7.6 Emergency Actions.

Any three (3) members of the Board (which MUST include the President or at least one (1) of the Vice Presidents) may take emergency action on matters demanding immediate attention when it is impractical or impossible to call a meeting and will report their actions to all Board members within three (3) days of taking such action.

7.7 Notice of meetings.

Written or printed notice stating the place, date, and hour of **an Annual General Membership Meeting** or a **Special General Membership Meeting** and the purpose or purposes for which the meeting was called will be posted at the registered office, on the BVYA website, and printed in the local paper as a legal notice not less than ten (10) nor more than fifty (50) days before the meeting unless otherwise provided by these Bylaws. Written or printed notice of a special meeting of the Board stating the place, day, and hour of such meeting and the purpose(s) for which the meeting is being called will be delivered not less than twenty four (24) hours before the meeting, either personally, email or phone call to each Director and notice will be posted on BVYA website and at registered office. If mailed, such notice will be deemed to be delivered when

deposited in the United States Mail addressed to such member at his or her address as it appears on the records of BVYA, with postage prepaid thereon.

7.8 Proxy.

There will be no vote by Proxy or by mail for any AGM, SGM, meeting of the Board or any committee of BVYA, and proxies may not be used for any other purpose.

7.9 Roberts Rules of Order

The rules contained in the most current edition of "Roberts Rules of Order" will govern BVYA meetings and meetings of the Board of Directors and BVYA committees. In all cases in which they are applicable and not consistent with these Bylaws and any special rules of order, BVYA will use the Robert's Rule of Order as a guide.

Article VIII

NOTICE

8.1 Manner of Giving Notice.

Whenever, under the provisions of applicable statutes, the Articles of Incorporation, or these Bylaws, notice is required to be given to any Voting Member or any Director of BVYA, and no provisions are made as to how such notice will be given, it will be construed to mean personal notice will be given in writing, by mail, postage prepaid, addressed to such Voting Member or Director at the address appearing on the records of BVYA. Any notice given by mail will be deemed given at the time when the same is thus deposited in the United States mail as aforesaid.

8.2 Waiver of Notice.

Whenever any notice is required to be given to any Voting Member or Director of BVYA under the provisions of applicable statutes, the Articles of Incorporation, or these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated in such notice, will be deemed equivalent to the giving of such notice. Attendance at a meeting will constitute a waiver of notice of such meeting, except where a person attends for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

Article IX

BOARD OF DIRECTORS

9.1 General Powers

The activities and affairs of the corporation shall be managed and all corporate powers shall be exercised by or under the direction of the Board of Directors, subject to the provisions of the Texas Non-Profit Corporation Act and limitations in the Articles of Incorporation and these Bylaws. The Board of Directors may delegate the management of the day to day operation of the corporation to an Executive Director, Sports Directors, a management company, committee (however comprised) or other person, provided that the activities and affairs of the corporation shall be managed and all corporate power shall be exercised under the ultimate direction of the Board of Directors. Directors shall be residents of Texas and members of the corporation. The members of the Executive Board of Directors will be entitled to one (1) vote on all matters brought before the Board.

9.2 Election and term of Office

The Executive Board, i.e., the members of the Executive Board will be elected for a term of two (2) years. The terms of the Directors will be staggered as provided below. The term of office will be from April 1 to March 31 of each year. An annual election will be conducted at the Annual General Membership Meeting on a date designated by the President, see Article VII.7.2 to elect those Directorships available for election in the year listed below opposite the Directorship, in the month of February as per Article VII.7.2.

9.3 Executive Board Members

Executive Board of Directors

Place #1: President (Even years)

Place #2: Vice-President Outdoor Sports (Odd years)

Place #3: Vice-President Indoor Sports (Even years)

Place #4: Treasure (Odd Years)

Place #5: Secretary (Even Years)

Place #6: Concession Director (Odd Years)

Place #7: Safety-Training Director (Even Years)

Place #8: Field Equipment-Facilities Director (Odd years)

Place #9: Sports Equipment Director (Even Years)

Place #10: Public Relations & Special Events Director (Odd years)

Directors may serve on the Board without limitation as to the number of terms (consecutive or otherwise). Directors elected to any position that is unoccupied take office immediately, and their membership year will be advanced to cover the period of time from the date of election through the coming term of office.

Creation of new positions on the Board and their responsibilities will require an amendment to the Bylaws as per Section 6.9 of these Bylaws and will be the duty of the Board, subject to confirmation by the general membership in a special election.

9.4 Commissioners & Co-Commissioners

Commissioners of individual sports will be elected by the Executive Board as needed during the respective sports seasons, and can remain without limitations as to the number of terms, consecutive or otherwise. The commissioner will have an active term that coincides with the specific sports season. The Executive Board has the right to dismiss or remove a Commissioner for any reason by majority vote of the Executive Board. The respective Sports Commissioner, subject to Board of Directors approval, may appoint co-Commissioners to specific age groups. The purpose of Co-commissioners will be to assist the overall sport commissioner with his/her duties as determined by the Commissioner.

9.5 Removal of Board Members.

Any member of the Board will be required to resign following a majority vote of the Voting Members of BVYA of 'no confidence' at a Special General Membership Meeting (SGM); or twenty percent (20%) vote of the Voting Members, as represented in 5.1, may petition a vote of "no confidence" by the Board regarding a Board Member but the petition must be submitted in writing to the Board, which in turn will review and vote to approve or reject the petition within fifteen (15) days of receipt of such petition. Such vote must be passed by a two-thirds (2/3) majority of the Board. Approval of the petition will result in removal.

Any member of the Board who is absent from two (2) consecutive regular Board Meetings or four (4) or more total meetings (regular or special) of the Board in any fiscal year may have his office declared vacant by a majority vote of the Board.

Any position on the Board which is vacated because of resignation, removal, death, or other cause may be filled by appointment by the President and ratification by two-thirds of the Board of Directors to serve until the term of office of that Directorship ends as provided herein.

9.6 Compensation & Reimbursements

The members of the Board will serve without salary for their services performed as Board Members, with exception to Buffalo Bucks earned for purposes of Registration credits. Any Board member may be reimbursed for reasonable out of pocket expenses approved by the Board. All reimbursements must be submitted to Treasurer utilizing reimbursement forms as provided. Reimbursement greater than \$250.00 will require Board Approval.

9.7 Written Reports

All Directors and Officers of BVYA will report all functions of their office, in writing, at each Annual General Membership Meeting (AGM). The reports will summarize the past year's activities and future plans and concerns.

9.8 Parliamentarian

Director Place #5 Secretary will act as the league Parliamentarian at all Annual General Membership Meetings (AGM) and at any Special General Membership Meeting (SGM) or Director meetings using Roberts Rules of Order, Newly Revised as a guide.

9.9 Minutes.

The Board and each committee of BVYA will keep regular minutes of their respective proceedings. The minutes will be placed in the respective minute book of each such body, and the minutes will be approved at the next meeting of such body.

9.10 Grievance Involving Members of the Board.

A member of the Board may be a coach, administrator, or other official with, or otherwise be affiliated with, a sports team registered with BVYA. If any grievance or complaint involving such team or club is filed with BVYA at any level, such Director may not act on behalf of the team, nor vote on, that grievance.

9.11 Serving in two positions at same time.

A Member of the Executive Board may serve as a sport Commissioner, approved by a majority of the Board. There is no limitation on the number of terms a Commissioner may serve, but their appointment must be approved by a majority of the Board each year. It is recommended that members of the Executive Board NOT serve as commissioners. In event no volunteer steps forward to serve as a Sports commissioner, then Board members may be appointed by the President to serve in such capacity till one is found.

9.12 Expenditures Authority

All unbudgeted expenditures exceeding \$500.00 will require board approval. Emergency expenditures exceeding \$500.00 for unbudgeted equipment or repairs are authorized with the approval of no less than two (2) Board members in Place 1 through place 5 and will be reviewed by the Board at the next following regularly scheduled Board meeting.

9.13 Transition to new bylaws approved with acceptance of new Bylaws at meeting March 14, 2011

If these restated Bylaws are adopted, specifically Sections 9.3 reorganizing the member definitions and Article X redefining the specific places for Board members, the following transition steps will be adopted as part of these bylaws.

If bylaws are approved then even numbered places 2,4,6,8,10 are changed as follows:

Current Position #2, Vice-President, will become Place #2, **Vice President of Outdoor Sports**

Current Position #4, Treasurer, will remain Place #4, **Treasurer**

Current Position #6, MAL, will become Place #6, **Concession Director**

Current Position #8, MAL, will become Place #8, **Field Equipment & Facilities Director**

Current Position #10, MAL, will become Place #10, **Public Relations & Special events Director**

If bylaws approved then Places 1,3,5,7,9 are changed as follows:

Current Position #1, President will remain Place #1, **President**

Current Position #3, Secretary, will become Place #3, **Vice-President of Indoor Sports**

Current Position #5, Trustee will be dissolved and become **Place #5, SECRETARY**

Current Position #7, MAL, will become Place #7, **Safety-Training Director**

Current Position #9, MAL, will become Place #9, **Sports Equipment Director**

Current Board members will assume these new responsibilities immediately upon approval of these revised bylaws and elections will be held as per bylaws provisions.

Article X

OFFICERS, COMMISSIONERS, CO-COMMISSIONERS, EMPLOYEES, AND AGENTS: POWERS AND DUTIES

10.1 Executive Board Officers: The Officers of BVYA will be:

PLACE 1 PRESIDENT

The President of BVYA is:

- Charged with the overall administration and executive functions of the League
- Be an authorized signature for all checking, savings, and investment accounts for the league
- Will have served on the Board of Directors in some capacity for a minimum of one year
- Be a member in good standing and not in arrears to the Association for any outstanding funds.
- Preside at all Annual General Membership Meetings and all Special General Membership Meetings of BVYA and all meetings of the Board.
- Except the Standing Committees, which will be appointed as provided herein, the President will appoint all other committees that he / she will deem necessary to carry out the business of BVYA.
- Is an ex-officio voting member of all Standing Committees and all other committees and will cast the deciding vote in event of a tie at any meeting at which he / she is presiding, or he / she may waive the right to do so.
- Will submit an annual report in writing at the AGM, and said report will become part of the minutes of such meeting.
- Will be responsible for insuring that all persons with responsibility for the funds of BVYA, including, without limitation, check-signing authority on a bank account of BVYA, are fidelity bonded.
- Is empowered to take prudent and reasonable action in cases not covered in the Articles of Incorporation, these Bylaws, and the Rules and Regulations of BVYA, and such authority is implicit to the office. However, any such action will be reported to the Board and attached to the minutes of the next meeting of the Board.
- Will attend to the duties of BVYA affiliation with Pony Baseball Inc, TFYA, AAASL, Pop Warner, Texas USA wrestling or other affiliated sports organizations, or will appoint his proxy for this duty.
- Serve as the official liaison between the league and other organizations, including the City of Schertz, Schertz-Cibolo-Universal City ISD, and other government entities or will appoint his proxy for this duty.
- He/She may sign, with the Executive Director, Vice-Presidents, Secretary or Treasurer or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or these Bylaws or by statute to some other officer or agent of the Corporation.
- In event the President is coaching or managing a team, any disputes or committee decisions regarding that team and age group will be deferred to the respective Vice-President of that Sport.
- Will act as the Executive Director of the League in the absence of such Director
- Perform other duties that are normally associated with the office of President.
- Be the deciding vote in all matters brought before the Executive Board or committees of the Association

PLACE 2 VICE-PRESIDENT of OUTDOOR SPORTS

The Vice President of Outdoor Sports will:

- Be a member in good standing and not in arrears to the Association for any outstanding funds.
- Be an authorized signature for all checking, savings, and investment accounts for the league
- Oversee the outdoor sports of BVYA to include Baseball, Softball, Fall Baseball, Football and Cheer
- Perform such duties as may be assigned by the President
- Assist the President in the performance of the President's duties
- Preside at meetings in the absence of the President
- Maintain the title of Chairperson of the Finance Committee
- He / she will exercise and discharge such other duties as may be required by the board.
- He/She may sign, with the Executive Director, Vice-Presidents, Secretary or Treasurer or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or these Bylaws or by statute to some other officer or agent of the Corporation.
- Recruit and recommend commissioners for outdoor sports
- Help sports commissioners to prepare a budget for the year's activities

PLACE #3 VICE-PRESIDENT INDOOR SPORTS

The Vice-President of Indoor Sports will:

- Be a member in good standing and not in arrears to the Association for any outstanding funds.
- Be an authorized signature for all checking, savings, and investment accounts for the league
- Oversee the indoor sports of BVYA to include Basketball, Volleyball, wrestling , and Swim team
- Perform such duties as may be assigned by the President
- Assist the President in the performance of the President's duties
- Preside at meetings in the absence of the President and Place #2 Vice President of Outdoor Sports
- He / she will exercise and discharge such other duties as may be required by the board.
- He/She may sign, with the Executive Director, Vice-Presidents, Secretary or Treasurer or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or these Bylaws or by statute to some other officer or agent of the Corporation.
- Help sports commissioners to prepare a budget for the year's activities
- Recruit and recommend for approval to the Board respective commissioners of indoor sports

PLACE 4 TREASURER

The Treasurer will:

- Have charge and custody of all funds of the league
- Be an authorized signature for all checking, savings, and investment accounts for the league
- Will oversee and supervise the financial business of the league, and will perform in general all duties incident to the office of the Treasurer and such other duties as may be required by law, by the Certificate of Formation, or by these bylaws, or which may be assigned from time to time by the Board of Directors.
- Render reports and accountings to the Directors as required by the Board of Directors, including preparation of a monthly report for the Board of Directors, providing an accounting of all transactions and of the financial conditions of the league;
- Devise a annual budget which will be approved by the Board of Directors
- Will set up all checking, savings, and investment accounts of the League and deposit all such funds in the name of the League in such accounts with the approval of the Board of Directors;
- Keep all financing records, books, and annual reports of the financial activities of the league at the principal office of the League and make them available at the request of any Director or member of the public during normal business hours for inspection and copying. Such request will be in writing with a forty-eight (48) hour notice.
- Keep tax exempt status for the League updated and submit all required records to the League designated CPA for filing of League tax returns as required by law.
- Serve as chairperson of the Planning and Finance Committee
- The Treasurer will pay all bills properly passed on, and duly budgeted, and all bills approved by the Board.

PLACE 5 SECRETARY

The Secretary will:

- Attest to and keep the bylaws and other legal records of the League, or copies thereof, at the Principal office of the league;
- Be an authorized signature for all checking, savings, and investment accounts for the league
- Take or ensure that someone takes minutes of all meetings of the committees and Board of Directors and keep copies of all minutes at the principal office of the league;
- Keep a record of the names and addresses of the Directors at the principal office of the league; and supply Board members with copies of the minutes of meeting within 72 hours wherever possible;
- With the approval of the Board of Directors, set up procedures for any elections held by the League, and keep a record of all votes cast in such elections; ensure that all records of the League, minutes of all official meetings, and records of all votes, are made available for inspection by any member of the Board of Directors at the principal office of the League during regular business hours;
- See that all notices are duly given in accordance with the bylaws or as required by law;
- See that all books, reports, statements, certificates and other documents and records of the League are properly kept and filed
- Be responsible for all correspondence on behalf of BVYA, and will transmit all records and correspondence to any person elected to succeed him or her in that office.
- In the case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to fulfill the duties of the Secretary, the Executive Assistant, if one, will perform the functions of the Secretary. If there is not an Executive Assistant, the President shall appoint a member of the Board to fulfill the Secretary duties until such time a replacement can be elected

PLACE 6 CONCESSION DIRECTOR

The Concession Director will:

- Be responsible for all BVYA concession stands and concession equipment used by BVYA in the performance of BVYA programs.
- Will report to the President and Executive Board at the monthly meetings any equipment needs or want
- Will be responsible for the operation and supervision of all BVYA concession stand operations.
- Will be responsible for creating concession schedules for volunteers in order that concession stands are properly staffed and operated during BVYA activities, to include any tournaments or special events.
- Will be responsible for submitting an annual written needs analysis report as well as current status at each AGM or SGM meetings.
- Will be jointly responsible for managing all concession inventories to include creating vendor orders for supplies
- Will jointly submit to the Treasurer written equipment needs report with estimated pricing at the end of each session so that the needs may be inputted into the annual budget.
- Will submit to the Executive Board any equipment purchases needed that are outside the annual approved budget.
- Will submit request to Board for approval of any equipment purchases over the dollar amount of \$500.00.
- Will have the authority to appoint concession committees made up of BVYA members for the purpose of helping accomplish these tasks.
- Will have the authority to purchase concession supplies for the completion of BVYA sports sessions as needed.
- Will be responsible for making sure that all BVYA concession operations are in compliance with local City and State regulations as required.
- Will be required to attend annual Food handler's classes and be certified by the local City officials.
- Will submit to the Board a list of recommended members who should be also certified at Food Handlers classes.
- Will have the authority to organize and appoint parent committees to help with the operation of BVYA concessions
- Will be responsible for coordinating concession work schedules for volunteers and Board Members with the league scheduler and the commissioner of that Sport.

PLACE 7 SAFETY & TRAINING DIRECTOR:

The Safety and Training Director will:

- Schedule all League certification clinics that BVYA are responsible for
- Coordinate with the respective commissioners dates and times for league certification clinics Kids Sports Network (KSN) or other organizations the certifications of coaching staffs
- Schedule score keeping clinics
- Schedule and coordinate any and all other training needed for coaches or players
- Inspect playing fields and facilities for safety hazards and recommend to board corrective actions to be made.
- Review with coaches safety issues, mandate correction actions where needed, report to Board safety violations
- Report to President any facility safety issues so that he /she may coordinate corrections with City or SCUCISD
- Schedule training sessions for volunteers regarding the safe and proper use of Field maintenance equipment to include mowers, tractors, trimmers, trailers, and other power devices
- Any other duties as needed to insure the safe operation of the league and implementation of league sports.
- Will submit request to Board for approval of any equipment purchases over the dollar amount of \$500.00.

PLACE 8 FIELD EQUIPMENT – FACILITIES DIRECTOR:

Field and Facilities Director will:

- Be responsible for all BVYA equipment and coordinating maintenance of all facilities and fields used by BVYA in the performance of BVYA programs. This excludes SCUCISD gyms and fields unless otherwise noted.
- Report to the President and Executive Board at the monthly meetings any equipment needs or wants.
- Be responsible for maintaining an accurate league inventory of all field equipment and field maintenance equipment in the League’s administration software.
- Maintain and monitor all field maintenance equipment to include tractors, mowers, groomers and other miscellaneous tools.
- Report any maintenance or replacement issues to the Executive Board at monthly meeting
- Be responsible for submitting an annual written needs analysis report as well as current status of equipment and facilities at each AGM or SGM meetings.
- Be responsible for assisting the safety and training director with orientation and training of coaches to use field maintenance equipment.
- Submit to the Treasurer a written needs report with estimated pricing at the end of each session so that the needs may be inputted into the annual budget.
- Submit to the Executive Board any equipment purchases needed that are outside the annual approved budget.
- Will submit request to Board for approval of any equipment purchases over the dollar amount of \$500.00.
- Have the authority to appoint equipment committees made up of BVYA members for the purpose of helping accomplish these tasks.
- Have the authority to purchase equipment and materials within the confines of the annual budget for the completion of BVYA sports sessions not to exceed \$500.00 without Board approval.
- Coordinate with the League scheduler, if one, to make maintenance schedules for teams and volunteers

Facilities & Maintenance Equipment Director will have authority over the following equipment

Bases for field	Tractors	Fences & gates
Pitching Mounds portable & fixed	Mowers	Soft toss stations
Batter box templates	Field groomers and drags	Water hoses & sprayers
Line markers	Gators	Bleachers & score tables
Rakes, shovels, brooms, & other items	Trailers	Trash cans
Chalk	Tackling sleds	Picnic tables
Field Dry	Tackling dummies	Sprayers
Fuel to include gasoline & diesel	Scoreboards	Line painters
Trimmers & trimmer supplies	Lighting systems (City maintained)	And any other complex issues as directed by board

PLACE 9 SPORTS EQUIPMENT DIRECTOR:

The sports equipment director will:

- Be responsible for all BVYA sports equipment used by BVYA in the performance of BVYA programs.
- Report to the President and Executive Board at the monthly meetings any equipment needs or wants
- Be responsible for maintaining an accurate league inventory of all sports related equipment. Said inventory will be entered and kept current in League administration software.
- Be responsible for submitting an annual written needs analysis report as well as current status at each AGM or SGM meetings
- Be responsible for the disbursement of all equipment to all players and coaches during each sports session.
- Be responsible for retrieving and equipment turn in at the end of each sport session
- Inventory and submit at the end of each sports session a list of all equipment needed for the next sports season to the Board
- Submit to the treasurer a written needs report with the estimated pricing at the end of each session so that needs may be inputted into the annual budget
- Have the authority to appoint equipment committees made up of BVYA members for the purpose of helping accomplish these tasks.
- Have the authority to purchase equipment and materials within the confines of the annual budget for the completion of BVYA sports sessions not to exceed \$500.00 without Board approval.

Current equipment that falls under the authority of the Sports Equipment Director will include the following

Baseball / Softball	Basketball	Volleyball	Football
Uniforms (jerseys, hats)	Uniform jerseys	Uniform jerseys	Jerseys
Batting helmets	Mesh equipment bags	Mesh equipment bags	Helmets
Chest protectors	Practice basketballs	Practice volleyballs	Practice footballs
Shin guards	Game basketballs	Game volleyballs	Game footballs
Catcher's helmets	Scorebooks	Scorebooks	Helmet inserts
Catcher's mitts	First aid kits for gyms	First aid kits for gyms	Shoulder pads
Equipment Duffel bags	Scoreboard controllers	Scoreboard controllers	Pants
Throw down bases	Pencils, pens, erasers	Pencils, pens, erasers	Water bottles
Score board controllers	Air pumps	Air pumps	First aid kits
Practice balls	Reduced height goals	Other player equipment	Tackling dummies
Game balls	Other player equipment		Water jugs & cups
Batting tees			Flag team flags
Throat protectors			Other player equipment
Other player equipment			

PLACE 10 SPECIAL EVENTS DIRECTOR

The Special Events Director will:

- Be the League Registrar and Elections Officer
- Schedule all registrations, election events, website, and special events needed by BVYA.
- Coordinate and prepare necessary documents for league elections such as ballots, legal notices
- Be responsible for scheduling manpower for election tables
- Be responsible for any and all activities required to complete BVYA elections and registrations.
- Be responsible for submitting the ballots at the close of the election to the League Secretary or President for tabulating
- Be responsible for coordinating and scheduling manpower for all registrations for all sports for BVYA.
- Have the authority to establish and form committees of parent volunteers to assist with registration activities
- Coordinate with the Board special events
- Make recommendations and monitor the league website
- Act as public information director for the league in corresponding with local media, newspapers and other media outlets to promote BVYA activities.

10.2 Other Positions

The Board may from time to time elect to establish these other non-officer positions in BVYA.

- **Administrator:** The Administrator of BVYA will be the chief administrative staff person of BVYA and, subject to the supervision of the Board, will report directly to the President, or his designee, and will perform such duties as may be incident to his or her office or specifically delegated by the Board. The Administrator will be selected by and serve at the pleasure of the Board and receive such compensation and other stipend as the Board may from time to time determine. The Administrator will be an at-will employee of BVYA and may be terminated at any time by a majority vote of the Board in its sole discretion. The Administrator will be responsible for the input of registration data into league administration software. The administrator will work with each individual sport commissioner to help complete player drafts and necessary paperwork required for creation of teams. The administrator will work with each commissioner to determine eligibility of all players and teams within the jurisdiction of BVYA. The administrator will assist the Treasurer when needed to keep league financial software updated.
- **Schedulers:** The Board will appoint a League scheduler where needed to schedule and coordinate all practices and games required for BVYA sports. The scheduler will be responsible for scheduling all use of all facilities, fields and gyms needed for BVYA activities
- **Commissioners:** The Board will appoint for each sport a Commissioner who will be responsible for the overall administration of that sports session. Duties are to include:
 - Conduct Coach's meetings
 - Work with Administrative person to conduct Computer generated drafts for divisions
 - Conduct player tryout/exhibitions and player drafts
 - Work with League scheduler to prepare practice schedules
 - Work with League scheduler to prepare game schedules
 - Act as point of contact for all Coaches regarding schedule changes and needs
 - Work with Umpire director to schedule umpires or officials for all games
 - Conduct and coordinate coach's certification clinics
 - Monitor games and coach's
 - Develop field maintenance schedules and monitor
- **Executive Director:** The Board of Directors may, upon resolution, appoint an Executive Director to serve at the Board's discretion and to carry out whatever tasks the Board from time to time resolves. The Executive Director will be compensated as will be determined by the Board of Directors. Subject to such supervisory powers vested in the Board of Directors, the Executive Director will supervise, direct, and control the business of the League and actively manage its business, and will have such other powers and duties as may be prescribed by the Board of Directors or by these Bylaws. The Executive Director may engage in negotiations involving commitments of the resources of the League or the acceptance of money or resources by the League in furtherance of the purposes of the League as set out in the Certificate of Formation and these bylaws. The Executive Director will generally be expected to attend all meetings of the Board of Directors and Executive Committee.
- **Fundraiser / Advertising Director:** The Fundraiser & Advertising Director will be responsible to handle all associated fundraising and advertising duties for BVYA. The Board of Directors will annually review the agreement with the Fundraising & Advertising director (see attachment) and modify said agreement as needed by majority vote of the Board. This agreement shall run concurrently with BVYA fiscal year, October 1 thru September 30. This agreement may be cancelled with 30 days written notice either by the Director or by majority vote of the Board of Directors.

Article XI

STANDING COMMITTEES

The Board will have the authority to create committees and appoint Committee Chairpersons to handle tasks within BVYA as deemed necessary by the Board. Each Committee Chairperson will be member of the Executive Board and will be appointed by the President at his / her discretion. Committee Chairperson will appoint no less than two (2) and no more than four (4) individuals to their respective committee. Committee meetings are open to the membership of BVYA. Upon any committee member being absent from a total of four (4) meetings of the committee, that position may be declared vacant at the discretion of the Board. The committee chairperson may be asked to present a committee report, orally, or in writing at the next regular monthly meeting of the Board. A majority of the members of a Standing Committee will constitute a quorum for that committee.

11.1 Appeals and Disciplinary Committee (“A&D Committee”).

The A&D Committee will review written complaints on coaches, assistant coaches, or players. Upon written request, the Committee will make an assessment of said coach, assistant coach, or player during a game or practice. At least one member of the A&D Committee will be a parent who is not a coach or game official. The chairperson will call all meetings of the Committee. A majority of this Committee will constitute a quorum. The Committee will follow the procedures outlined in the Rules and Regulations of BVYA when conducting disciplinary and protest hearings.

11.2 Rules Committee

The Rules Committee will be responsible for annually reviewing BVYA Rules and Exceptions to various sports Rules or other sanctioning bodies used in league play. It will represent one parent from each age group and at least one (1) member who is a game official. All proposed the majority of Voting Members present, upon a quorum as required herein being established would present amendments to the Rules and Regulations to the membership of the Executive Board for approval.

11.3 Policy Committee

The Policy Committee will be responsible for annually reviewing BVYA standing policies in effect at BVYA. The Policy Committee will review the Bylaws and other policies incorporated into these bylaws no less than annually and at the direction of the Board of Directors prior to an annual review and will present recommended changes or amendments to the Board of Directors.

11.4 Finance Committee

The Finance Committee will be composed of a chairperson (Vice President of Board) and at least two other members. The Finance Committee will, in cooperation with the Treasurer, prepare an annual budget for BVYA, will be charged with preparing all financial records for submission to the Board Approved Accountant for preparation of annual tax reports. The Finance Committee will review the final tax filings and be responsible for preparing financial reports for the City of Schertz.

Article XII

MISCELLANEOUS

12.1 Administrative Remedies

In no event will any person or persons or organizations under the jurisdiction of BVYA resort to any court, including any county, state, or federal court, until all appeal procedures and all other administrative remedies available within BVYA have been exhausted. For violations of this rule, the offending party will be subject to the sanctions of suspension and fines as set forth by BVYA, and will be liable for all expenses incurred by BVYA and its Directors, officers, and members in defending in court action, including, but not limited to, court costs, attorneys fees, and reasonable compensation for time spent by BVYA officers and members in responding to and defending against allegations in the actions, including responses to discover and court appearances travel expenses, and the expenses for holding special meetings necessitated by the court action.

12.2 Conflict of Interest

Any member of the Board, a Standing Committee, or any other committee of BVYA will abstain from discussion and voting upon any subject matter being considered by the respective body if such would constitute a conflict of interest, directly or indirectly, with any individual, player, coach, manager, official, referee, parent or team, including, without limitation, those conflicts of interest related to hearings protests or appeals related to the members team, players or coach, or parents or managers involved with the member's team.

12.3 Access to BVYA facilities and equipment

The President or Executive Director will approve access to BVYA office and concession stands. Only personnel who require access to these facilities will be issued keys and alarm codes. Use of BVYA equipment, to include but not limited to tractors, mowers, concession equipment, trailers, and other sports equipment will be approved by the President or respective Vice-President prior to use. Any Board member using said equipment would be responsible for its return in same condition as it was when it was checked out. NO BVYA owned equipment should be used for business use by any BVYA member.

Article XIII

POLICIES AND PROCEDURES

The Board of Directors will develop and review annually procedures and policies for the league. These Policies will include but are not limited to the following items, Refund policies, Scholarship policy, registration policy, and Coaching staff selection policy, Criminal Background Policy. The Finance Committee will review the refund policies for BVYA sports. Because of the various expenses impacting each sport, the Board of Directors will have a Refund Policy that addresses each individual sport. The Finance Committee will review the Refund policies annually and changes will be presented to the Board of Directors for approval.

Article XIV

Dissolution of BVYA

BVYA, as described in these Articles shall exist in perpetuity for the purposes as described in Article I unless and until dissolution of BVYA is approved by action in a special meeting. Advance notice of one hundred eighty (180) days will be required. Notice of intent to dissolve BVYA will be advertised in all local newspapers or journals, by radio and or television and by public posting. Vote shall be by written agreement by a majority (over 50%) of all BVYA members as defined in Article V.5.1a. Following presentation of this written agreement and verification of signatures and addresses of BVYA members, The Executive Board will terminate all programs and within the next seven (7) days sign over all holdings, including money, land, equipment, etc, to the City of Schertz, Texas in accordance with the law assignment by non-profit organizations in the great State of Texas.

Overview of changes made in 2011

- **Article I: Name**
 - Defines name of organization and brief history
- **Article II: Statement of Policy**
 - Changed and rewritten to define statement of policies with new subsections 2.1,2.2,2.3,2.4
 - Article II.2.4 addresses the advertisement of tobacco and alcohol items (not in current by-laws)
- **Article III: Purpose**
 - Addresses specific sports and Non-profit status
- **Article IV Offices and Seal**
 - Describes the principal office and agent, as required by Tax Laws and identifies the League Seal.
- **Article V: Membership in BVYA**
 - Article V.5.1 defines types of members for BVYA
 - Article V.5.2 defines Voting rights of members.
 - Article V.5.3 explains the process for Termination, expulsion or suspension of a member and membership term (Fiscal year)
 - Article V.5.4 defines resignation of a member
 - Article V.5.5 defines the reinstatement of a member
 - Article V.5.6 addresses the transfer of membership
- **Article VI: Government of BVYA**
 - Defines the government of BVYA with explanations regarding jurisdiction, affiliations, powers, fiscal year, resignations, and amendments to bylaws
 - Article VI.6.9 allows the modification of the bylaws by the Executive Board on a more liberal basis rather than yearly. It also requires the policy committee to review the bylaws no less than annually.
- **Article VII: Meetings of BVYA and the Board**
 - This revision better defines the Annual meetings, SPECIAL annual meetings, closed door and regular Executive Board meetings.
 - Article VII.7.2: Defines an annual membership meeting requirement
 - Article VII.7.5 better defines Closed door executive meetings
 - Article VII.7.6 Defines emergency action permissions
 - Article VII.7.8 addresses the use of proxies for voting
 - Article VII.7.9 addresses the use of Robert's Rules of Order
- **Article VIII: Notice**
 - Defines methods of giving notice for meetings
- **Article IX Board of Directors**
 - Art IX.9.1 defines General powers of Board
 - Art IX.9.2 defines term of office and election requirements
 - Art IX.9.3 changes Member at Large (MAL) definition to "PLACE" and defines the positions and requires resignation of a Board member before running for another position
 - Art IX.9.4 allows for the appointment of commissioners and the Board's ability to dismiss
 - Art IX.9.5 allows for removal of Board members, attendance requirements, and appointing replacement Board Members
 - Art IX.9.6 addresses compensation and reimbursements
 - Art IX.9.7 deals with reports
 - Art IX.9.8 appoints Secretary as league parliamentarian
 - Art IX.9.9 addresses minutes for each meeting, board or committee
 - Art IX.9.10 Addresses grievances
 - Art IX.9.11 Addresses serving two positions at one time, such as Board and commissioner positions.
 - Art IX.9.12 Addresses league expenditures in excess of \$500.00
 - Art IX.9.13 defines the transition process from old bylaws to new version
- **Article X Executive Board Members**
 - Defines Board member positions and responsibilities
 - **Allows Board to create and define non-board positions such as** Administrative position, Executive Director Position, Fundraiser/Advertising Director position, League scheduler and Commissioner positions

- **Article XI Standing Committees**
 - Defines the different types of committees and their responsibilities

- **Article XII Miscellaneous items**
 - Administrative remedies
 - Conflict of interests
 - Access to facilities and equipment

- **Article XIII Policies and procedures**
 - Development of policies and procedures

- **Article XIV Dissolution of BVYA**
 - Defines the steps in event BVYA is dissolved