

CONSTITUTION & BYLAWS
COLE CAMP YOUTH SPORTS
A Non-Profit Organization

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Article 1: Name, Purpose and Organization

1.1 The name of the Organization shall be Cole Camp Youth Sports Association, for purposes of abbreviation, acceptable names herein shall be the “Rec League”, “CC”, or “CCYS”.

1.2 Cole Camp Youth Sports (the Organization) may conduct business as Cole Camp Youth Sports Association or Cole Camp Youth Recreation League

1.3 Cole Camp Youth Sports Association is a non-profit organization exempt from taxation under Section 501C(3) of the Internal Revenue Code.

1.4 It is the policy of this Organization not to discriminate or tolerate discrimination on the basis of race, sex, age, religious beliefs, or physical handicap.

1.5 The mailing address will be shared at a later date unless otherwise designated by the Board of Directors.

1.6 Cole Camp Youth Sports Association is a member of the Kaysinger Youth Sports and operates within the League Rules and Bylaws of the KYS. The Cole Camp Youth Sports Association Constitution and Bylaws do not supersede KYS bylaws.

1.7 The purpose of Cole Camp Youth Sports Association. shall be to promote youth boys’ and girls’ sports in the central Missouri area and to further promote the development of

leadership, character, sportsmanship, tolerance, discipline and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The organization was called Cole Camp Youth Sports Association as an open option to include other youth sports at a later time if it is desired and voted on by the Board of Directors and membership as noted in the terms of an Amendment section of these By-Laws.

1.8 Mission Statement

- a) Our organization will make every effort to make sure that every child with the desire to participate gets the opportunity to play, without regard to prior experience, athletic ability or size. Our mission is growth.
- b) We are committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust, Commitment, and the importance of Education in our young participants. As a board, we believe these values are important to their growth and to them becoming active members of our community and society as well as growing their love of sports into their high school years.
- c) We will instill in our youth the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment.
- d) These goals will be achieved through organizing our dedicated volunteers, caring parents, and business associates who wish to partner with our great youth sport program.
- e) The Camp Youth Sports Association also believes that the safety and well-being of the youth participant is the highest priority.

Article 2: Governance

2.1 The governance of the Organization shall be vested in the Board of Directors. The Board of Directors of the Organization shall consist of the following elected people; each to serve a two-year term

President, Vice President, Secretary, Treasurer, Volleyball Director, Soccer Director, Cheerleading Director, Baseball Director, Basketball Director, and Softball Director. The Executive Board will consist of the President, Vice President, Secretary, and Treasurer and be considered officers.

2.2 The Board has the authority to appoint *Ad Hoc*, Standing Committees that will aid in the administration and facilitation of the business of the organization under the direction and guidance of the Board. Volunteers or appointees to CCYS, Inc. *ad hoc* committees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

2.3 Election of Officers

Elections will generally be held in the month of June in even years. The President, Vice President, Secretary, and Treasurer will be elected in the even years. Directors will be viewed yearly.

Members of the Cole Camp Youth Sports Association in good standing (with no outstanding debt) will be able to submit a letter of intent to run for a particular office. Letters of intent will be due by the end of May. The Executive Board will review all letters and will discuss each letter of intent to be voted on at the June meeting.

2.4 Officers may only be removed from office by a unanimous vote of the Board of Directors, but ;

- a) Any other Board Member may be removed by a majority vote of the Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.
- b) Board members missing five meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Board of Directors.
- c) Said Board Member will be notified in writing of the suspension/removal vote.
- d) In the event of death, resignation or removal, a successor shall be selected by the remaining Board of Directors who shall serve the remainder of the vacant term.

2.5 Regular Monthly Meetings of the Board of Directors shall be held at the agreed upon public meeting facility.

a) A quorum (three-fourths) of Officers must be in attendance in order to vote on any matter, except when otherwise noted herein, at all Regular, Special or Emergency Board Meetings.

2.6 Minutes of meetings shall be kept on file and archived by the Secretary.

ARTICLE 3: Finance

3.1 A Business Checking account has been established and will be maintained. It's the main depository of the organization's funds. The president, vice president, and treasurer shall serve as executors of the CCYS checking account. The CCYS board of directors shall oversee the dissemination or usage of funds.

3.2 All checks require two signatures. The signatures of the President and/or Vice President and Treasurer must be on each check. Funds of the Organization in the amount of \$500 or less, for the approved expenses, may be withdrawn from the bank by the President, Vice President, or Treasurer.

3.3 The Fiscal year of the Organization shall be the same as the calendar year January 1 thru December 31

3.4 The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved.

3.5 Any proposed expenditure over \$1,000.00 shall require more than one bid presented to the Board of Directors (e-mail is acceptable) prior to expense approval. Petty cash will be used for purchases less than \$300 incurred on behalf of CCYS. Prior approval from the President, VP, or Treasurer is needed for petty cash expenses. A receipt from purchase will be required for reimbursement and the person will also sign a receipt stating they have received funds for purchase from petty cash.

3.6 Upon the close of each fiscal year the treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all board member

ARTICLE 4: Amendments to the ByLaws:

6.1

- A. The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors.
- B. Bylaws will be reviewed for amendments annually at the Annual Board of Directors Meeting or during the course of a Special Meeting that meets the Quorum standard;
- C. All board of directors members must be given a minimum 24 hours notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members;
- D. Board members present at annual meetings or special meetings will be responsible for submitting amendment changes (if any). If a board member is unable to attend via teleconference or in person, they can submit their suggested changes via email to the President no less than 24 hours prior to annual meeting or special meeting.
- E. Bylaw amendment changes will be voted on at the following regular board meeting or a special meeting within 30 days of initial annual meeting/special meeting which pertained to amendment changes.

ARTICLE 5: Registration:

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All registration is on a first come, first serve basis. We will cut off registration according to KYS rules.

- 7.1 There will be at least one In-person registration for each sport prior to the first day of practice. Location, dates, and times of in-person registration will be announced via social media.
- 7.2 Each family must register their child(ren) under their household via form.
- 7.3 Withdrawal from the program;
 - a) If a parent/guardian withdraws their child(ren) thirty days prior to the first official day of practice, a refund of two-thirds of the registration fee will be offered providing that their equipment has been returned.
 - b) If a parent/guardian withdraws their child(ren) within 29 days prior to official practice up to ten days of official practice, a partial refund of one-third of registration fee will be offered providing that their equipment has been returned.
 - c) If a parent/guardian withdraws their child(ren) after ten days of official practice, no refund will be provided; however, all equipment must be returned.

ARTICLE 6: Coaches:

8.1 Selection of head coaches and coaching staffs:

- A) Individuals who wish to coach a Cole Camp Bluebird team will mark their interest on the player registration form.
- B) Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of CCYS objectives. Persons of interest must not have a criminal record.
- C) Same requirements will apply to assistant coaches as well.
- D) Head coaches will be responsible for the assembly selection of their own coaching staffs; no coaching staff, including the head coach, shall not exceed (5) total members;
- E) Walk-on personnel shall not be permitted on the practice or game field without approval from the head coach.
- F) Full coaching staff and names must be given to the board.
- G) All head coaches will work with the Director on creation of practice schedules.
- H) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the Director within 24 hours of the receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments or other communications from parents of players; any attempt by parents to circumvent dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board members or any other volunteer shall be subject to violation of the CCYS Code of Conduct.
- I) The chain of command to handle complaints from parents shall be as follows: Head Coach, Director, President, and Board of Directors.

Article 7: Players, Rosters and Teams

9.1 Formation of Rosters and Player Selection:

A) Players will be placed on their respective team pre-season rosters according to birth date or current KYS rules; if allowed by the KYS, players may be moved up or down one level (division) for safety reasons only.

Article 8: Code of Conduct

10.1 The Code of Conduct:

A) All players must sign and have countersigned by their parents (both), parent (if single) or legal guardian(s) the CCYS Official Code of Conduct prior to the end of Practice Week 3; parent's or legal guardian consent can also be accepted via registration site when registering a child.

B) Failure to do so may result in suspension or removal from team;

C) All coaches, CCYS volunteers, parents/guardians and board of directors must sign and return the Code of Conduct;

D) Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review; The Disciplinary committee shall consist of no less than (3) members and no more than (5) members including the President and shall be appointed by the President; The Disciplinary Committee shall report any findings or recommendations to the Board of Directors; the Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches or volunteers and no other CCYS representative shall intervene or render decisions thereunto pertaining.

E) The Disciplinary Committee may include up to but not more than one parental appointee.

Article 90: Policies & Procedures (Miscellaneous)

11.1 General procedures and policies:

A) All affiliates, members, coaches, officers or volunteers of the Organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.

B) Each CCYS board member and head coach is entitled a discount of half price of one registration fee for one of their children. A coach or board member may transfer their discount to another child in the program, but this will negate the discount for their own child.

C) CCYS is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, CCYS will never discriminate against any volunteer, officer, coach, player or affiliate based on gender, age, creed, race or sexual orientation.

Signature Sheet

__Lindy Loganbill__

Lindy Loganbill, President

__Emily Kullman__

Emily Kullman, Vice President

__Bo Brown__

Bo Brown, Treasurer

APPROVED AS TO FORM AND CONTENT:

__Mercedes Balke__

Mercedes Balke, Secretary

__8/27/2022__

Date

