



A Texas Nonprofit
Corporation Revision 2

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BYLAWS AMENDMENTS

These are the Bylaws of Aubrey Area Youth Sports Association (AAYSA), duly adopted on December 21, 2025, at an organizational meeting of the Executive Board, named in the past minutes of the Association.

ARTICLE I – NAME

The name of this organization shall be Aubrey Area Youth Sports Association. It shall hereinafter be referred to within these Bylaws as either Aubrey Area Youth Sports Association or AAYSA.

ARTICLE II - PURPOSE AND MISSION STATEMENT

Section 1: Purpose

The purpose of the Aubrey Area Youth Sports Association is to promote sports for area youth under the age of 18 that may include, but are not limited to: baseball, basketball, cheer, football (flag and contact), soccer, softball, track, volleyball, and golf. The Association's purpose is not to legislate, but to recommend, to guide, and to foster cooperation and harmony in keeping with the mission statement of AAYSA.

Section 2: Mission

The organization will promote the development of strong character, high self-esteem, good attitude, and a sense of responsibility and citizenship among our community's children through their participation in youth sports.

Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III- GOVERNMENT OF ASSOCIATION

Section 1: Offices

Principal Office - The principal address of the Association in the State of Texas shall be located in the City of Aubrey, County of Denton, Texas, and shall have a certified P.O. Box 794, Aubrey, Texas 76227. The AAYSA may have such other addresses, either within or without the State of Texas, as the Executive Board may determine or as the affairs of the Association may require from time to time.

Registered Office and Agent Address - The Association shall have and continuously maintain in the State of Texas a registered address, and a registered agent whose address is identical with such registered address, as required by the Texas Non-Profit Corporation Act. The registered address may be, but need not be, identical with the principal address of the Association, and the registered address may be changed from time to time by the Executive Board.

Section 2: Books and Records

The organization shall keep a correct and complete set of books and records of all accounts and shall keep minutes of all meetings.

Financial Records - The financial records shall be kept by and in the possession of the Treasurer and shall be made readily available for any regular and/or special meetings called by the Executive Board and at any committee meetings if requested by the committee chairperson.

Minutes - The Secretary shall keep regular minutes of its proceedings. The minutes shall be available on the AAYSA website and/or upon members' requests. Minutes shall be approved at the next Board Meeting and become available for any member to review once posted to the website.

Agenda – The Secretary shall prepare the meeting agenda and provide a copy to the board one week before the agenda's pertinent scheduled meeting. Items to be discussed and added to the agenda by the Executive Board must be submitted to the Secretary as soon as possible. Additions may be made after the Secretary has provided a copy to the board up to 24 hours before the scheduled meeting.

Section 3: Amendments to Bylaws

Annual review of the Bylaws shall occur during the 1st Quarter of each year. Bylaw changes may be proposed at any time by any member of the Association and must be submitted to the Executive Board for consideration. The Bylaws may be altered, amended, repealed, or a complete set of new Bylaws may be adopted, at any meeting of the Association by a two-thirds (2/3) vote of the total present membership (including President); provided, however, that all members have been given at least ten (10) days written notice, including a written copy of the proposed changes. Each copy of all previous bylaws shall be kept and noted that new Bylaws have superseded such, and as of which date.

Section 4: Resignation

Any director, committee member, officer, or agent may resign by giving oral and/or written notice to the President. The resignation shall take effect at the time specified therein, or immediately if no time is specified. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5: Non-Discrimination

AAYSA shall accept any member into its organization regardless of their race, color, religious belief, sexual orientation, national origin, ethnic background, and/or disability.

Section 6: Compensation

The Executive Board and any member of the Aubrey Area Youth Sports Association shall serve without salary or any form of compensation for their services. Any member may be reimbursed for expenses approved by the budget and/or the Executive Board.

ARTICLE IV – MEETINGS, NOTICE, AND VOTING

Section 1: Meetings

Place of Meetings - Meetings of the AAYSA shall be held at such place as shall be designated by the executive board. Monthly meetings of the AAYSA will be open to all members and to the general public. Any Executive sessions may be called by a 2/3 approval of the Executive Board present at any such meeting to discuss personnel or legal matters.

Executive Board Meetings - The meetings of the Executive Board shall be held at such a place as shall be designated by the Executive Board. A quorum of the Executive Board is required if the meeting is changed; then notice must be given. Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting had not been previously legally adjourned.

Special Meetings - Special meetings of the AAYSA for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Incorporation or by these Bylaws, may be called by the President or when requested by three Commissioners, or by written request from at least five voting members. Meeting minutes will be documented and posted on the association website no later than thirty days after the meeting has occurred. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting. A quorum is not required for this meeting, so long as notices of such meetings were properly given.

Emergency Actions - Any three (3) voting members of the Executive Board (which may include the President) may take emergency action on matters demanding immediate attention when it is impractical or impossible to call a meeting and shall report their actions to all of the Executive Board members either orally or in writing within thirty (30) days.

Section 2: Notice and Communication

Notice of Meetings - Written or printed notice stating the place, day, and hour, of a meeting, and the purpose or purposes for which the meeting was called, shall be delivered not less than five nor more than 30 days before the meetings, either personally, electronically or by regular mail, by or at the direction of the President, to each delegate or Board Member of record entitled to vote at the meeting unless otherwise provided in these Bylaws. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the

delegate or Board Member at their address as it appears on the records of the Association, with postage thereon prepaid.

Official Communication - Any AAYSA business must be sent to every Executive Board Member via the communication platform designated by the President or via the official board email address as it appears on the records of the association.

Section 3: Voting

These voting regulations establish criteria for participation in general elections, emphasize in-person voting, outline procedures for Executive Board voting, and set restrictions on multiple voting positions. The President's voting role is specified, ensuring that they vote only in certain circumstances to maintain impartiality and fairness.

1. General Election Voting - All representatives of the Aubrey Area Youth Sports Association have the right to participate in the General Election voting, subject to certain qualifications:
 - a). Minimum qualifications include being active as a coach or assistant coach in the previous six (6) months of sports seasons and
 - b). Attend at least two (2) general meetings in the previous six (6) months, with attendance verified by a sign-in attendance log.
2. Proxy Voting:
 - a). No proxy voting is allowed for any meetings.
 - b). Voting members must be physically present.
 - c). Notification must be made 24 hours before the meeting to attend virtually to cast a vote, subject to board approval.
3. Executive Board Voting:
 - a). The President will call for all voting, and votes will be made through an oral or electronic statement of 'Aye', 'Opposed', or 'Abstain'.
4. Two Positions:
 - a). Executive Board Members holding two or more positions within the AAYSA are limited to one vote.
5. President Voting:
 - a). The President within the AAYSA Executive Board will only vote in the event of a tie or as specifically stated in the Bylaws.
 - b). A President with multiple roles within the Executive Board retains voting rights only as the President and should vote accordingly.
6. Commissioner Election - All nominees are required to attend the election and be prepared to present their qualifications to the membership. Each Commissioner will be

elected by a simple majority vote of the AAYSA Executive Board. Refer to ARTICLE V, Section 6.

ARTICLE V—EXECUTIVE BOARD AND GOVERNING BODY

Section 1: Executive Board

The elected Officers of the AAYSA shall be as follows:

President	Voting/Elected
Vice President	Voting/Elected
Secretary	Voting/Elected
Treasurer	Voting/Elected
Communications Director	Voting/Elected
Concessions Director	Voting/Elected
Events Director	Voting/Elected
Maintenance Director	Voting/Elected
Technology Director	Voting/Elected
School Board Liaison	Voting/Elected
Executive Support Member	*Non-Voting/Elected
Past President	Non-Voting/Default

*In the event the Executive Support Member is filling an interim position, they will obtain that position's voting status. In the event the Executive Support Member is needed to make a quorum, they will be eligible to vote.

These elected officers shall be referred to as the Executive Board and shall nominate or appoint to the following positions for a period of two years, with duties as listed below.

Section 2: Commissioners

The appointed League Board (Sports Board) members shall be as follows:

Baseball Commissioner/League Representative
Basketball Commissioner/League Representative
Cheer Commissioner/League Representative
Football Commissioner/League Representative

Flag Football Commissioner/League Representative
Golf Commissioner/League Representative
Soccer Commissioner/League Representative
Softball Commissioner/League Representative
Volleyball Commissioner/League Representative
Track & Field Commissioner / League Representative

*League Representative will serve as acting or interim representative in the absence or vacancy of any Commissioner position.

In the event the Board finds it necessary, two or more individuals may serve in a “co” capacity on any appointed position, with board approval.

Section 3: Rights and Responsibilities of Board Members

All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or removal.

All Board Members have the following rights guaranteed under parliamentary law:

- a) To be treated fairly and equitably.
- b) To receive notice of meetings, attend meetings, “make” and “second” motions when needed, and vote on motions.
- c) Nominate people for office, be nominated for office, and elect people for office.
- d) To speak on or debate an issue in turn.
- e) Object when rules are being violated.
- f) Have access to minutes of all meetings.
- g) Receive a treasurer's report once a month.
- h) Get a copy of the Association's bylaws.
- i) Not have to suffer personal abuse and attack from any other member(s).

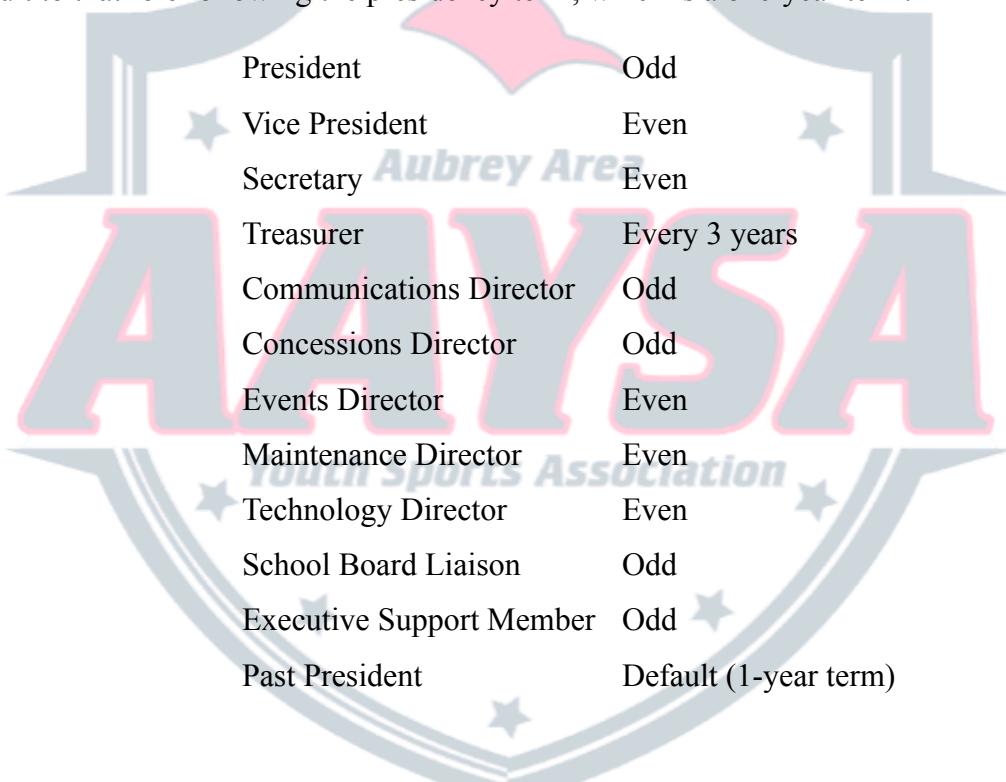
All Board Members have the following responsibilities and obligations as well:

- a) Be ready to talk knowledgeably and intelligently on a topic.
- b) Be open-minded and attentive.
- c) Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
- d) Follow the rules of debate and obey the rules of the association.
- e) Respect the rights and responsibilities of others.
- f) Abide by the final decision of the quorum vote.
- g) Bring in or recommend new members.

- h) Participate in committees as requested or needed.
- i) Promote the association's growth, influence, and enhance the Association's reputation.
- j) All Executive Board Members must be available for all sports and their respective seasons.

Section 4: Election of Officers

The election of Officers is staggered on alternate years. President, School Board Liaison, Concessions Director, Executive Support Member, and Communications Director are elected in odd years, and Vice President, Secretary, Events Director, Maintenance Director, and Technology Director in even years. The Treasurer will serve a 3-year term (beginning 2023). Each Board Member has one vote, except for the Executive Support Member, who will vote in the absence of a board member, except for the President and Vice President. The Past President will default to that role following the presidency term, which is a one-year term.



President	Odd
Vice President	Even
Secretary	Even
Treasurer	Every 3 years
Communications Director	Odd
Concessions Director	Odd
Events Director	Even
Maintenance Director	Even
Technology Director	Even
School Board Liaison	Odd
Executive Support Member	Odd
Past President	Default (1-year term)

Eligibility - To be eligible, any candidate of the Executive Board must reside within the AAYSA jurisdiction, must not be bound by any other sports association, and must have at least one (1) child actively participating in an AAYSA-sanctioned sport at the time of appointment or election and throughout their term of service. Should any member of the Executive Board change residence outside said jurisdiction, the position shall be grandfathered until the end of the term of such position. Failure to maintain eligibility defined above may result in removal from the position, subject to Board review and action.

Any Board Member who desires to seek election to another office must resign upon acceptance to another role from the office he/she is holding. To qualify for the positions of President and/or

Vice President, a candidate must have previously served at least one (1) year as an AAYSA Board Officer. To qualify for any other board position, a candidate must have previously served as an AAYSA Commissioner for a minimum of one full sports season. Any other officer candidate can be appointed by the Executive Board in the event of a vacancy. In the instance that a qualified candidate is not available, a candidate can be approved by a majority vote of the Executive Board on the day of the election.

Election –

Elections will be held during the October general meeting prior to the end of terms to allow for the transition of positions in January, unless a special election is called by the Board to replace a Board Member who has resigned or otherwise left the office vacant.

All nominees are required to attend the election and be prepared to present their qualifications to the membership. A ballot will be distributed to all voting members. The candidate receiving the largest number of votes for each position shall be declared the winner. The Secretary will conduct the recount. Only members who are present physically or electronically with prior approval at the meeting are allowed to vote and may only receive one ballot.

Open Position - Any position not filled during the October general meeting shall be deemed a vacancy of the Executive Board as subject to the terms within these Bylaws.

Section 5: Term of Officers

The term of each Executive Officer position will be two years, and each may succeed themselves in such office. The Treasurer shall serve a three year term.

Section 6: Term of Commissioners

The term of each Commissioner position will be two years, and each may succeed themselves in such office. The Commissioner election will be held every two years to coincide with the general election.

Eligibility - To be eligible, the commissioner nominee is not bound by any other sports association, subject to board approval. A Sports Commissioner may be a Coach, Assistant Coach in their sport during their term as Commissioner, and not for any other club, select teams, or outside organizations. All Commissioner appointments are subject to approval by the Board of Directors. Failure to maintain eligibility as defined above may result in removal from the position, subject to Board review and action.

Section 7: Vacancies

Vacancies on the Executive Board shall exist upon (a) the death, resignation, or removal of any Executive Board Member; or (b) by declaration of a majority vote of the current Executive Board. A majority of the Executive Board may declare the office of an Executive Member vacant if the Executive Member is (1) adjudged incompetent by a court; (2) fails to accept

election to the Executive Board; (3) for extreme misconduct; (4) is subject to dismissal/removed from their role as defined in ARTICLE V, Section 9.

Vacancies to the Board will be filled on an interim basis by the Executive Support Member. Such an interim position will be held until the position is filled or until the next scheduled election for that position, whichever occurs first.

Section 8: Removals

An Executive Board Member, Commissioner, Coach, or general member may be removed from office or the association for the following:

- a) Code of Conduct Violations
- b) Convicted of a crime involving moral turpitude.

In addition to the items listed above, an Executive Board Member or Commissioner may be subject to removal for the following:

- a) Not attending two (2) consecutive scheduled meetings or a minimum of eight monthly meetings a year. Such absences are excused by the Executive Board no later than 24 hours before scheduled meetings. A vote of 'no confidence' by the Executive Board shall be taken upon the first board meeting following the second consecutive unexcused absence. Should the vote of 'no confidence' pass, his/her office shall then be filled by an appointment approved by the majority of the Executive Board as an interim until the election meeting for the vacant position.
- b) Failure to fulfill duties as assigned in ARTICLE VI.
- c) Behavior Detrimental to the Association
- d) Conflict of Interest or Ethical Misconduct
- e) Violation of Confidentiality
- f) Disruption of Board Unity
- g) Disparaging Behavior
- h) Any conduct that reflects poorly on the association.

The subject in question shall be given notice of the proposed removal and an opportunity to respond before any final action is taken. Refer to ARTICLE IX.

Section 9: Grievances

Grievances against the Association or specific Executive Board Members, Coaches, or Commissioners require a written complaint detailing the issue, involved parties, and desired resolution to be submitted to a designated body. The Executive Board will review, investigate, and report findings with recommendations to the governing body. The involved party or parties will have an opportunity to respond, and potential actions may range from dismissal to removal, with confidentiality maintained and retaliation prohibited. Further actions will be reviewed and decided by the Executive Board as a whole and voted on with a majority vote.

Section 10: Conflicts of Interest

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Conflict of Interest - Any member of the Board, Delegate, or any other Member of the association shall abstain from discussion of 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 hearing protests or appeals related to the member's team, club players or coach, or parents or managers involved with the member's team or club. If two (2) Board members have a familial, marital, or domestic relationship and a matter arises requiring a vote, one (1) of the related Board Members shall disclose the relationship and recuse themselves from voting on the matter. The recusal shall be documented in the meeting minutes.

Other Conflicts of Interest - It is the policy of the Association that no Member of the Board, Delegate, Member, or any employee of the Association shall have any association with or interest in any business enterprise which would conflict with the proper performance of his/her duties or responsibilities of which might tend to affect his/her independence or judgment with respect to transactions between the Association and any such business enterprise.

Material Interest - It is also the policy of the Association that no Member of the Board, Delegate Member, or any employee of the Association shall have, directly or indirectly, any material personal business or financial interest with, or in any business enterprise with which, the Association does business, including, without limitation, the member, or any person in the immediate family of the member, holding a position with a supplier of goods and/or services to the Association, unless the material facts of the relationship or the interest in the business are disclosed to the Board and the Board in good faith authorizes the contract, of the disinterested Officers. If a member of the Board, rather than a member, is the person making the disclosure, the interested Member may be counted in determining the presence of a quorum at a meeting of the Board, whereas the disinterested Board Members consider whether to authorize the contract, transaction, or relationship.

Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be allowed to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is

discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest—Procedures for addressing the conflict shall be as follows:

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board shall determine by a majority vote whether the transaction or arrangement is in the Organization's best interest and enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy - If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and allow the member to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE VI—DUTIES AND RESPONSIBILITIES

Section 1: The President

The President will be the principal Executive Officer of the AAYSA and will facilitate all the business affairs of the AAYSA. The President, when present, will preside over all meetings of the AAYSA. He/she is empowered to take prudent and reasonable action in cases not covered in these Bylaws, and such authority is implicit in the office. Duties include, but are not limited to:

- a) Sign all written contracts approved by the Executive Board on behalf of the AAYSA.
- b) Vote only in the event of tie decisions, and or in an emergency demanding immediate attention as stated in ARTICLE IV, Section 1, and or any By-law changes as stated in ARTICLE III, Section 3.
- c) Perform such duties as assigned by the Executive Board.

- d) Serve as, or delegate to a member of the Executive Board, the liaison role between AAYSA and the City of Aubrey, Aubrey ISD, and any other municipal entity as needed.
- e) Oversee (in conjunction with the appropriate Sports Commissioner, where applicable) the process of obtaining background checks on all prospective AAYSA Executive Board Members and Coaching candidates.
- f) Oversee any communications to AAYSA members regarding other sports which are not governed by a specific Commissioner.
- g) Call to order annual review of the Bylaws of AAYSA during the 1st Quarter of each year and propose any appropriate amendments for Executive Board consideration and action.
- h) Oversees and ensures the AAYSA-Aubrey ISD Facilities Use Agreement is accurate and up to date.

Section 2: The Vice President

The Vice President will, in the absence of the President, assume all the President's roles and responsibilities. In addition, he/she will assume the following duties:

- a) Chair all Fundraising and Sponsorship Committees, when established.
- b) Background check compliance for each sport prior to the first day of schedule practices and badge creation and compliance.
- c) Oversee and audit commissioner compliance for required trainings as listed below:
 - i. CPR/First Aid/BLS
 - ii. Child Abuse and Neglect
- d) Work with the Events Director on planning, coordinating and participating in annual events.
- e) Present updates on each of the aforementioned during monthly meetings and as requested.
- f) Act as a primary point of contact for receiving complaints from parents, coaches, volunteers, participants and any other organizations.
- g) Create and monitor parent surveys for each sports season.

Section 3: The Secretary

The Secretary is responsible for managing the organization's official records, communications, and membership information as listed below:

- a) Meeting Management: Prepare agendas, record agendas and minutes, post meeting notices, and present minutes for approval.
- b) Record Custodian: Maintain all meeting records and transfer original documents to the successor within one week of term end.
- c) Communications Handling: Monitor AAYSA communications sent directly to the association and ensure they are routed to the appropriate board member or commissioner.
- d) Membership Directory: Maintain and reconcile a directory of current AAYSA members, Executive Board Members, and commissioners (names and addresses).

Section 4: The Treasurer

The Treasurer will manage the custodial affairs of all financial records. Duties include, but are not limited to:

- a) Prepare a monthly financial report for AAYSA. This monthly financial report will be broken down into (1) general activities of the AAYSA and (2) separate categories for each of the different sports included in AAYSA.
- b) Review, make recommendations, and report on approved budgets provided by all sports commissioners and Executive Board members with spending privileges.
- c) Keep accurate records of all monetary transactions and budgets. All documents and records shall be transferred to the successor within one week from the end of the term.
- d) Within 30 days after the end of each season, the Treasurer shall transfer all remaining funds from each sport account to the General Account, while allowing the sport to retain up to \$500 in rollover funds (if available), as well as any funds generated through approved fundraisers, donations, or previously Board-approved earmarked amounts.
- e) Assume accountability for the deposit of all revenues.
- f) Accountable for the custody of all monies, including the reconciliation of bank statements.
- g) Ensure the preparation of a yearly tax return.
- h) Oversee the record-keeping of inventory and fixed assets.
- i) Conduct periodic reviews to ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status. The periodic reviews shall, at a minimum, include the following subjects:
 1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
 2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in impermissible private benefit or in an excess benefit transaction.

- j) Check to ensure annual insurance standards and payment submissions. Forward a copy to the President and the Secretary for the records.
- k) Process board-approved scholarships

Section 5: Communications Director

The Communications Director plans, manages, and oversees all aspects of the digital marketing for the AAYSA.

- a) Plan any digital campaigns.
- b) Maintain a social media presence.
- c) Assist the Technology Director with updating the AAYSA website.
- d) Responsible for coordinating/scheduling any media committees, as deemed necessary.
- e) Work with commissioners and board members to ensure all relevant information regarding seasonal registration, program updates, and special events is collected, prepared, and communicated in a timely manner.
- f) Ensure all required information is distributed through official channels including email via the website and public social media postings.
- g) Post all scheduled board meetings in accordance with AAYSA communication practices.

Section 6: Technology Director

- a) Responsible for the ongoing maintenance, updates, and content management of the AAYSA website.
- b) Identify and resolve website bugs and technical issues to ensure optimal performance.
- c) Partner with board members and commissioners to guarantee the accuracy and up-to-date nature of all information presented on the main AAYSA webpage.

Section 7: Maintenance Director

- a) Maintain and Repair Facilities & Equipment: Oversee the upkeep and repair of all AAYSA-owned or managed properties and equipment.
- b) Ensure Safety: Implement and maintain safety standards for all facilities and equipment.
- c) Develop Maintenance Schedules: Communicate with commissioners to create and manage schedules for routine maintenance.
- d) Provides seasonal budgets to the board for maintenance and repairs.
- e) Documents and reports the damages and predicted costs associated with the wear and tear of facilities and equipment.

Section 8: Concessions Director

- a) Manage inventory of all concession supplies and food items.
- b) Order and purchase concession supplies within budget guidelines.
- c) Provide a seasonal budget with anticipated expenditures and sales.

- d) Handle cash and maintain accurate sales records and deposits.
- e) Set pricing for concession items to maximize revenue while remaining affordable.
- f) Provide regular reports on concession sales and inventory to the Board.
- g) Work with each commissioner to manage concession volunteer hours.

Section 9: School District Liaison

- a) Attends and reports on monthly school board meetings.
- b) Acts as a representative of AAYSA at school functions.
- c) Leads and executes seasonal inventory for all sports with current sports commissioners and, if necessary, recruits volunteers.

Section 10: Events Director

- a) Plan and execute AAYSA events, including but not limited to opening day ceremonies, youth sports nights, fundraisers, and other special events.
- b) Secure event venues, permits, and necessary resources.
- c) Coordinate with vendors such as caterers, rental companies, entertainment, and security.
- d) Works with the Communications Director to create and distribute event-related communications to participants, volunteers, and the community.
- e) Coordinate and document volunteers for events.

Section 11: Executive Support Member *non-voting member

- a) Assist board members with duties and tasks as assigned.
- b) Fills vacant positions in the interim until a candidate is voted in.
- c) If an executive board member is out for an excused leave, the Executive Support Member will fill that role until the primary Board Member is fit to return to their duties. During this interim period, the Executive Support Member will assume the interim role and obtain those voting rights.

Section 12: Past President non-voting member

- a) Serves as a resource for the current leadership in an advisory role, offering guidance based on past experiences and knowledge of the organization.
- b) Advises on the precedents, traditions, and history, and assists with information dissemination.

Section 13: The Sport Commissioners

The Sport Commissioner is an AAYSA representative for their respective league. The Sport Commissioner will primarily be responsible for the league's operation. Duties include, but are not limited to:

- a) The Sport Commissioner has the authority to appoint members to assist in the operation of their sport and is encouraged to delegate whenever possible.
- b) Schedule and organize skill evaluations/tryouts, if appropriate.
- c) Arrange season scheduling and games and coordinate practice scheduling of available facilities.
- d) Secure birth certificates and medical release forms (copy to AAYSA Secretary, originals to Coaches) for players and complete necessary contracts signed by their parents or legal guardian.
- e) Conduct a seasonal meeting for the coaches in the league.
- f) Work with the coaches to prepare orders for uniforms and expendable equipment.
- g) Manage AAYSA-owned equipment, performing seasonal inventory audits alongside the executive board.
- h) Oversee scheduling and payment of officials.
- i) Make recommendations to the Executive Board as to which league affiliation best meets the objectives of the AAYSA.
- j) Create a budget for his/her sport, which will be reviewed for approval by the AAYSA Executive Board.
- k) Keep a copy of the Coaches' Code of Ethics and Conduct on file.
- m) All purchases/receipts must be submitted electronically to the Treasurer or at the following meeting.
- n) Present an end-of-season review/evaluation, including any suggested changes for the next season.
- o) Attend monthly scheduled board meetings.

ARTICLE VII– FINANCIAL RESPONSIBILITIES

Section 1: Money Collected

Under its 501(c)(3) status, all revenue generated through sponsorships, donations, and fundraising activities shall be raised in the name of the AAYSA and duly recorded in the financial records, attributed to the applicable sport(s). To ensure proper stewardship and furtherance of its exempt purpose, the AAYSA Executive Board maintains control over all funds, and any specific earmarking or reservation of funds requires the prior authorization of the Board.

Section 2: Expenditures

The disbursement of monies will be agreed on by the majority vote of the Executive Board. It is the goal of the AAYSA that each sport will have a budget that is designed to be self-sufficient and should not require subsidies from other sports except for sports officials, after that specific sport has exhausted funds from their own budget and volunteer requirements. Should circumstances dictate the need for such a subsidy, it will have to be approved by a majority vote of the Executive Board.

Section 3: Right of Reimbursement

The Executive Board reserves the right to refuse reimbursement of expenditures deemed unnecessary or extravagant. Additionally, any reimbursement check for any member of the Executive Board cannot be signed by that member.

Section 4: Refunds

AAYSA will provide a full registration refund less a \$15.00 administrative fee if the respective registration has not closed and uniforms have not been purchased. AAYSA will provide a partial registration refund less a \$15.00 administrative fee, and less the cost of the uniform if the Commissioner has already ordered uniforms. The respective Commissioner has the right to order uniforms at any point after the registration has been closed. AAYSA will not provide a refund once a season has started.

Section 5: Discounts

AAYSA appreciates the loyalty and dedication our members have to our organization and strives to provide discounts when and where applicable. The amounts listed are subject to change based on the business needs of the organization.

- **Family Registration:** A discount will be given in the amount of ten (\$10) dollars for each additional family member.
- **Head Coaches:** A 50% discount off the total registration fee will be provided to head coaches for the sports in which they coach. Registration discount refunds will be processed at the end of the scheduled season.
- **Commissioners:** Members of the AAYSA Sports Board (Commissioner, Co-Commissioner/League Representative) are given a 100% discount for the sport in which they are elected and 50% for all other sports.
- **Executive Board:** Members of the AAYSA Executive Board shall be given a 100% discount on any registration fees.

ARTICLE VIII–RULES OF CONDUCT AND DISCIPLINARY ACTIONS

Section 1: Sportsmanship

A spirit of good sportsmanship should prevail during and after the game for all players, coaches, fans, board members, and commissioners. Any member of the AAYSA (including coaches, assistants, family members, and fans) should act with good moral character and shall in no way use profane language or alcohol during practices or games they are participating in.

Any member of the association will not show disrespect to a parent of a participating child, even when a parent has been disrespectful to a coach.

Section 2: Matters of Concern

Head coaches will be expected to handle all parent/player issues on their team. Those issues that cannot be resolved will be brought to the attention of the appropriate Commissioner. If unresolved at that level, the issue/complaint may be submitted to the Executive Board. A decision made by a Sports Commissioner may also be appealed to the Executive Board. Any violations of these rules should be reported to the sports commissioner of that league. Only the Head Coach can report violations about a game in progress.

Section 3: Participation

Player participation rules, as specified by the appropriate league will be enforced.

Section 4: Practice/Game Restrictions

- No mandatory practice/games shall be held on any Wednesday or Sunday.
- No unauthorized volunteers are permitted to assist or participate in organized practices or games.
- No duplicates or sharing of badges is permitted. In the event a badge is lost or misplaced, AAYSA needs to be notified immediately. Replacement badges can be obtained with a \$15 fee.

Section 5: Officials

Profanity and arguing with any game official is not allowed. This does not mean that a coach cannot disagree with a call; however, it does mean that they cannot act in any way that would bring a penalty or repercussion to AAYSA.

The board must be notified immediately by commissioners of any official misconduct.

Section 6: Ejection

A commissioner or any coach who is ejected from any game, regardless of location, will be suspended for a minimum of one game pending reinstatement by the association. A player, parent/guardian, or assistant coach who is ejected will be suspended for the next game, regardless of the location. In the event a commissioner is ejected, a co-commissioner or executive board member will be designated to fill his/her duties on the following scheduled game day.

Section 7: Suspensions

Subsequent problems with parents/guardians or assistant coaches may result in their child being suspended for the rest of the season with no refund.

ARTICLE IX- APPEALS

Section 1: Filing an Appeal

In no event shall any person, persons, or organizations under the jurisdiction of this Association resort to the Courts until all appeal procedures have been exhausted. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines and shall be liable for all expenses incurred by AAYSA and its officers and members in defending each court action, including but not limited to court costs, attorney fees, reasonable compensation for time spent by the AAYSA officers and members in responding to and defending against allegations in the actions, including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

Section 2: Submittals and Notices

All appeals to the Executive Board must be submitted in writing and received within ten (10) days of the appealed decision. All appeals must be made in writing to the President of the Board. In cases of controversy as to the timely receipt of appeals, the postmark date (postage meter not acceptable) will govern.

Upon receipt of an appeal, properly submitted, the President of the association shall set a time and place for the hearing and will advise all appropriate parties. Such Hearing settings are solely the responsibility of the President, but all such hearings must be scheduled within ten (10) days of receipt of the appeal and the appealing party is bound to present all information and evidence relative to the appeal at the hearing.

Notification of hearing may be initially done by phone, but the parties involved must receive written notification by mail or electronic mail with proof of delivery. Unless competition or circumstances dictate otherwise, notification shall be provided at least ten days before the hearing. Notification is extremely important to provide due process and shall include the following:

- a). A statement of the reason for the hearing – including initial charges or alleged violations
- b). A statement of possible and worst-case consequences if charges are found true
- c). Identification of Date, Time, and Location for the hearing
- d). An outline of the procedures for the hearing – including the format to be followed, who will be allowed to testify, and the timeline imposed.

Section 3: Appellate Hearing

A defendant, to whom a judgment was rendered, may appeal the judgment by request in writing to the Executive Board of AAYSA. All appeals shall be administered by an Executive Committee, of which the committee shall be chaired by the President (or designee from the Executive Board) and consist of at least five (5) other Executive Board members (if a quorum of the Executive Committee is not possible, then the President may appoint another designee from within the Executive Board).

The purpose of the appellate hearing is to ensure the initial disciplinary action is fair in the hearing process, just in the decision process, and a penalty was administered appropriately. The Executive Committee shall determine whether an appeal has merit, identify and explore other facts, or call for additional witnesses, rescheduling the hearing as necessary or convening or dismissing the appeal.

Attendees to the hearing shall be limited to the Executive Committee, representatives from the accusing party, and the accused individual (or individuals). The chairperson shall ensure that equal time is provided to both parties. Decisions Shall be made on written requests/responses and testimony at the hearings. The hearing shall follow the following outline:

- a). President calls to order.
- b). Introductions and identification of roles;
- c). Charges stated and procedures for hearing itemized – including timeline;
- d). Representative from the initial hearing stating the purpose of the original hearing, the decision process for the hearing, and the penalty declared;
- e). Opposing party or alleged violator with equal time to state the reason for the appeal of the problems from the initial hearing process;
- f). Committee members allowed time to question and cross-examine both parties;
- g). Equal time for closing statements of both parties;
- h). Chairman details the time and place for the committee decision and the plan for notification of results;
- i). Both parties dismissed.
- j). Committee decision and publication.

In all hearings, the outlined shall be followed, notes must be taken and a decision published in a timely manner. The utmost care shall be taken to be honest, objective, and fair. Any punishment identified must fit the offense. All decisions at all levels of the appeal process shall stand and be of full force and effect until changed by a higher authority.

ARTICLE X-OTHER GENERAL RULES AND MISCELLANEOUS

Section 1: Committees

The Executive Board may designate one or more committees to conduct the business and affairs of the AAYSA to the extent authorized. Each such committee shall contain at least one (1) Executive Board Member. The Executive Board shall have the power to fill vacancies and dissolve any committee at any time.

Section 2: Background Checks

Background Checks are to be conducted on all Executive Board Members, Commissioners, Coaches, and parent volunteers involved in AAYSA. The Executive Board has the right to exclude any potential candidates based on the discretion of the Executive Board.

Before the commencement of any sports season, all coaches, commissioners, and any volunteers who will have direct contact with AAYSA children are required to undergo and complete a background check. Individuals with pending background checks will not be eligible for volunteer participation or field/court access until their background check has been finalized and approved.

All approved volunteers will receive an official AAYSA badge at the start of the season.

When a background investigation raises concerns, AAYSA may consult with one or more third-party advisors who are licensed peace officers commissioned through the Texas Commission on Law Enforcement (TCOLE). To ensure objectivity, the individual's name and identifying information will be redacted, and the advisor will be presented only with the relevant charge, conviction, status, and disposition. Based on that information, the advisor will provide a recommendation on whether the individual poses any potential risk to children and is appropriate to be involved in the association.

Section 3: Indemnity

AAYSA shall indemnify all Officers, Commissioners, employees, and agents to the extent required by law. The Executive Board may, by separate resolution, provide for additional indemnification as allowed by law.

Section 4: Liability Insurance

AAYSA may purchase and maintain liability insurance on the Executive Board whether or not AAYSA has the power to indemnify.

Section 5: Scholarships

The Association will consider needs-based full and partial scholarships for participants who cannot afford the registration fees. An application must be completed by the athlete's parent or guardian during open registration and will be submitted to the board for approval. It is the responsibility of the parent/guardian to complete and submit the application.

Scholarships will be based on free/reduced lunch guidelines and/or other guidelines set by the Executive Board. The following information must be provided to AAYSA be eligible for a scholarship:

- a). Completed Aubrey Area Youth Sports Association Scholarship Eligibility Form.
- b). Must disclose any other scholarships being received within the past two years from all AAYSA Sports.
- c). Agree to participate in practices and games (failure to do so may impact the participants' ability to qualify for future scholarships).
- d). An explanation of the financial hardship.
- e). Fulfill volunteer requirements per scholarship request.

Each scholarship application will be voted on by the Executive Board. If a scholarship application is not approved, it will be the responsibility of the parent/ guardian to provide payment for registration before receiving a uniform and participating in practices/ games. If a parent is found to have provided fraudulent information on a scholarship application, then the family shall be disqualified from receiving scholarship assistance. If a parent does not fulfill their volunteer obligation, the full registration amount will be charged to their athlete's account, and they will not be allowed to register for a future sport until the fee is paid in full or a payment plan is established.

Section 6: Payment Plans

The board may approve payment plans on a case-by-case basis. Payment plans must be completed before receiving a uniform.

Section 7: Use of Outside Experts and Advisors

When conducting ordinary business within the duties of all members of the organization, any member may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility.

BYLAWS AMENDMENTS

Amended	April 11, 2024
Amended	February 8, 2023
Amended	January 14, 2025