

# Bylaws of Waldport Junior League Sports Association

## ARTICLE I – NAME AND LOCATION

### **Section 1 - Purpose**

This corporation shall be organized and operated exclusively for charitable and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this organization shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes and 501(c)(3) of the Internal Revenue Code.

This corporation's primary purpose shall be to promote and advance youth sports.

### **Section 2 - Name**

The name of this organization shall be Waldport Junior League Sports Association, hereinafter WJLS, and it is a nonprofit corporation, as designed and provided for under ORS chapter 65.

### **Section 3 - Location**

There shall be a Post Office Box in Waldport, Oregon for all official correspondence.

The Executive Board of WJLS shall have full power and authority to select and change the principal office location of WJLS from one location to another so long as said principal office remains within the Town of Waldport, Lincoln County, and State of Oregon.

## ARTICLE II – GOALS

The purpose of WJLS is to promote and advance sports within the territory under its jurisdiction and to guard the interest of all its members. WJLS shall promote good sportsmanship, honesty, and loyalty. WJLS will encourage good sportsmanship towards the officials, the opposing team members, and out of town visitors at all athletic events. WJLS is designed to provide a safe harbor for our youth to explore new avenues of physical and mental competition.

## ARTICLE III – BASIC POLICIES

The following are the basic policies of WJLS:

- A. No part of the earnings of WJLS shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons.

## **ARTICLE IV – MEMBERS**

### **Section 1 – Classes and Voting**

There shall be one class of members of this corporation. Each member shall be entitled to one vote on all matters for which a membership vote is permitted by law, the Articles of Incorporation, or the Bylaws of this corporation.

### **Section 2 - Qualifications**

Members of WJLS will be defined as parents, guardians, players, coaches, and board members who have an interest in and sympathy with the purpose of the Association. WJLS members shall be comprised of anyone residing within South Lincoln County. Anyone residing outside of these boundaries will be considered on a case by case basis and subject to the approval of the Executive Board. Anyone meeting these qualifications may consent and become a member by signing a Statement of Membership.

### **Section 3 – Termination of Membership**

Membership may be terminated by the Board of Directors after giving the member at least 15 days written notice by first class or certified mail of the termination and the reasons for the termination, and an opportunity for the member to be heard by the Board, orally or in writing, not less than five days before the effective date of the termination. The decision of the Board shall be final and shall not be reviewable by any court.

## **ARTICLE V – MEETINGS**

### **Section 1 – Board of Director Meetings**

The WJLS Board meetings will be held no less than quarterly at a location and time designated by the Executive Board. The privilege of making motions and voting shall be limited to Board Members who are present. Any member of WJLS, present at the meeting, shall be allowed to address the Executive Board on any matter identified on the meeting agenda. However, the presiding officer, or designee shall be allowed to limit the length of time allotted for discussion on a topic.

### **Section 2 - Special Meetings**

Special meetings may be called at the request of the President of WJLS. These meetings may or may not be open to the members.

### **Section 3 - Annual Membership Meeting**

The annual membership meeting shall be held in August in conjunction with the regular quarterly meeting. Members shall vote at the annual membership meeting for the Board of Directors. Notice of these meetings will given to the members at least 30 days prior to the meeting and include date, time and location of the meeting.

### **Section 4 - Quorum and Voting**

A. At meetings, all officers may vote by voice as directed by the presiding officer.

- B. Approval of any motion before the Board will be by a simple majority. If there is an even number of votes, the President shall cast the tie-breaker vote.
- C. At Board Meetings, a majority of the number of current Board Members shall constitute a quorum. A simple majority is required for an issue to pass or fail.
- D. At the Annual Membership Meeting, those votes represented at the meeting of members shall constitute a quorum. A majority vote of the members voting is the act of the members.
- E. There shall be no voting by proxy.

#### **Section 5 - Special Action**

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

### **ARTICLE VI-BOARD MEMBERS**

#### **Section 1 – Board of Directors Duties and Numbers**

The affairs of WJLS shall be managed by the Board of Directors. The number of Directors may vary between 3 and 9.

#### **Section 2 - Executive Board Members**

The Executive Board Members of WJLS shall be the President, Vice President, Secretary and Treasurer. One person may hold both the position of Secretary and the position of Treasurer simultaneously, at the option of the President. The Executive Board establishes organizational goals, provides general guidance and direction, implements policy and procedure, maintains routine and special organizational operations, including approval and oversight of the budgets of each individual sport, and takes responsibility for activities undertaken in Waldport Junior League Sports Association's name.

#### **Section 3 – Board Members**

Board members outside of the Executive Board will be made up of one representative from each individual sport's committee, a Public Relations Director and Fundraising Director. Board Members shall not receive salaries for their Board service, but may be reimbursed for expenses related to Board service.

#### **Section 4 - Nomination and Election**

- A. Only those persons who are eligible members and who have signified their consent to serve, if elected, shall be nominated for or elected to office.
- B. Notification of willingness to serve must be presented in writing to the Executive Board a month before the annual meeting in August. All candidates must also submit to a background check. Any candidate that has an unfavorable background check, as determined by the current President, will be notified immediately by the current President.
- C. Election of Board Members will take place at the annual membership meeting in August.

### **Section 5 - Term of Office**

- A. Officers shall be elected to serve for a term of two (2) years.
- B. Terms shall commence on September 1<sup>st</sup> and end on August 31<sup>st</sup> according to their elected years.
- C. A Board Member may be reelected without limitation on the number of terms she or he may serve.
- D. Terms shall expire as follows:
- E. Odd Numbered Years:
  - i. President
  - ii. Secretary
  - iii. Public Relations Director
- F. Even Numbered Years:
  - i. Vice President
  - ii. Treasurer
  - iii. Fundraising Director
- G. No one person may hold more than one elected office. This provision does not apply to the individual sport representative because that person is not elected. For the purposes of voting on motions, an individual Board Member shall not be allowed more than one vote.
- H. A vacancy occurring in any office shall be filled for the unexpired term by a person selected and appointed by a simple majority vote of the Executive Board of WJLS.

## **ARTICLE VII – DUTIES OF BOARD MEMBERS**

### **Section 1 - President**

The President shall:

- A. Act as chief officer of the corporation and act as chair of the Board.
- B. Sign all written contracts approved by the Executive Board of WJLS on behalf of WJLS.
- C. Coordinate the work of the Board Members and Committee Members in order that the purposes of the organization may be promoted.
- D. Perform such duties and have any other powers as may be prescribed by the Executive Board of WJLS and as allowed under the Bylaws.
- E. Serve as, or delegate to a member of the Executive Board, the liaison role between WJLS and the Town of Waldport and Yachats and any other municipal entity as needed.
- F. Oversee, in conjunction with the appropriate Sports Directors, the process of obtaining background checks on all prospective WJLS Board members, Committee Members and Coaching Candidates.
- G. Sign and negotiate checks on behalf of WJSLA.
- H. Prepare an agenda for all meetings of WJLS.
- I. Authenticate the records of the corporation.
- J. Prepare and deliver all required reports and filings to the Oregon Attorney General and the Oregon Secretary of State.

## **Section 2 - Vice President**

The Vice President shall:

- A. Act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to act.
- B. Have such other powers and perform such other duties from time to time as may be prescribed by the President or by the Board.

## **Section 3 - Secretary**

The Secretary shall:

- A. Keep an accurate record of the proceedings of all meetings of the Board, including Executive sessions.
- B. Record all voting of expenditures in the minutes.
- C. Prepare and disseminate minutes of the meetings to the President for approval and, once approved, to the appropriate board members following the meetings.
- D. Keep a current copy of the Bylaws.
- E. Distribute and collect Statements of Membership to all members.
- F. Maintain a current membership roster.
- G. Be responsible for the preparation and counting of any necessary ballots.
- H. Shall send correspondence deemed necessary by the President and the Executive Board.
- I. Perform such other duties as may be delegated to the Secretary by the President.
- J. Ensure the the post office box in Waldport is checked on a weekly basis.
- K. Act as custodian for all historical records of the WJLS and ensure the records are retained in a location where all Board Members may have reasonable access.

## **Section 4 - Treasurer**

The Treasurer shall:

- A. Receive monies of WJLS, keeping an accurate record thereof and shall deposit them in the name of WJLS in a bank or banks approved by the Executive Board.
- B. Pay all bills as authorized by the Board.
- C. Sign and negotiate checks on behalf of WJLS, as authorized by the President and Executive Board.
- D. Keep an accurate record of all receipts and disbursements which is a permanent record of WJLS. All other financial records must be retained for seven years, including the current year.
- E. Present a written statement of accounting at every meeting of WJLS and when otherwise requested by a board member.
- F. Make an annual financial report in August to the Executive Board which includes gross receipts and disbursements for the previous year.
- G. File or cause to be filed such annual reports with the IRS, the State of Oregon, and other agencies as required by law.

### **Section 5 - Fundraising Director**

The Fundraising Director shall:

- A. Create and maintain the official fundraising activity calendar for WJLS and all individual Sports Directors.
- B. Coordinate with the school activities calendar.
- C. Schedule, record, and approve all the fundraising activities submitted by the individual Sports Directors.
- D. Provide a summary of the upcoming fundraising activities at the meetings of WJLS.
- E. Manage and coordinate all special events and fundraising activities after Executive Board approval.

### **Section 6 - Public Relations Director**

The Public Relations director shall:

- A. Coordinate marketing, advertising sales, layout, and production and collecting money for all items related to promotion/publicity of WJLS with each individual Sports Directors.
- B. Coordinate with the WJLS athletic program on ways to promote WJLS to all area parents.
- C. Maintain WJLS email list for all sports.
- D. Communicate to WJLS parents and coaches all public WJLS meetings and special events.
- E. Help with recruiting of parent volunteers for all necessary projects such as concessions, special events, etc.
- F. Work with individual sports directors to provide an avenue of communication that welcomes both praises and complaints.
- G. Maintain working relationship with all necessary city leaders, WJLS leaders, and partner association representatives.

### **Section 7 – Sport Specific Representative**

The Sport Specific Representative shall:

- A. Attend all board meetings for both the Executive Board and individual sport meetings. Report on any issues, praises, progress, etc. in the individual sport.
- B. Report back to the individual sport committee on the actions of the Board and follow-through on all request of the Board.
- C. Act as liaison between the Board and the individual sport committee.
- D. Provide the Board with a calendar of events for the sport, including signup dates and game schedules.
- E. Provide the Board with a current version of the rules and regulations for the sport.
- F. Support the goals of WJLS through actions, attitude, and service.

### **Section 8 - Failure to Attend Meetings**

If a Board Member fails to attend two (2) consecutive meetings without adequate excuse he/she may be relieved of his/her duties with a majority vote of the Board.

### **Section 9 - Other Officers**

The Board of Directors may elect or appoint other officers and agents as it shall deem necessary and desirable. They shall hold their offices for such terms and have such authority and perform such duties as shall be determined by the Board of Directors.

### **Section 10 - Expiration of Term, Resignation or Termination**

- A. Each Board Member, upon expiration of his or her term of office or in case of resignation or termination, shall turn over to the President, and/or successor, without delay, all records, books, or other materials pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to WJLS.
- B. In the event that a Board Member fails to perform the prescribed duties of the office, or, if deemed to be in the best interest of WJLS, the Board, by majority vote, may declare the office vacant and appoint a replacement to finish out the elected term.

## **ARTICLE VIII – INDIVIDUAL SPORT COMMITTEES**

### **Section 1 - General Guidelines**

In order to provide better focus on the activities of individual sports within WJLS, each individual sport will maintain its own committee of volunteers to help with the operation of the sport. The government of the sports specific committees will adhere to the Policies and Procedures stated within the Bylaws of WJLS. These committees will be under the strict supervision of the Sport Specific Director.

### **Section 2 - Specific Guidelines**

- A. Each Sport Specific Committee will have at a minimum, a Director, Assistant Director, and Coordinator. Other members may be added at the discretion of the Director.
- B. The Director for each sport will be elected by the way of the committee elections.
- C. Each Sport Specific Committee will be responsible for supporting all goals of WJLS.
- D. All fundraising activities must be presented to WJLS's Fundraising Director for approval.
- E. At least two committee members must be present for a Committee meeting to proceed.
- F. Committee members will vote on motions and approval will be by simple majority. In the event of an even number of votes, the Director will have the tie-breaking vote.
- G. Committee members may be removed from their position by simple majority vote of the WJLS Executive Board or by their Sports Specific Board with just cause for removal.
- H. Each Sport Specific Committee will be responsible for providing and implementing sport specific rules and regulations.
- I. Each Sport Specific Committee will provide insurance that pertains to their specific sport.

### **Section 3 - Responsibilities of Sports Specific Committees**

#### **1. Sports Specific Director**

The Sports Specific Director shall:

- A. Schedule and attend all committee meetings.
- B. Create a budget each season by collecting competitive bids from quality vendors and accounting for all expected expenses, i.e. officials, field fees, insurance, association fees, etc.
- C. Submit the budget to the Executive Board for approval.
- D. Assist Executive Treasurer with maintaining budget, collecting, and completing all records and receipts involving the individual sport.
- E. Receive monies of their specific sport, keeping an accurate record thereof and provide those funds to the Treasurer who shall deposit them in the name of WJLS in the specific sport's bank account.
- F. Create all game schedules and oversee practice schedules. Coordinate schedules with other participating associations.
- G. Schedule dates, times, locations, and gather materials for registration. All school flyers and registration forms must be approved by the Executive Board and WJLS prior to printing and distribution to individual schools.
- H. Distribute equipment/uniforms and keep an inventory of all equipment at the distribution. A log must be kept showing what was received. Maintain an inventory log of all WJLS equipment distributed to each head coach.
- I. Schedule and run a pre-season rules and code of conduct meeting for all coaches and parents of the sport prior to the draft. Review rules, policies and procedures, etc.
- J. Set up draft for the respective sport and oversee it.
- K. Set up monthly meetings during the sports time frame for coaches and parents.
- L. Communicate frequently and honestly with the Board on all business affairs related to the individual sport.
- M. Uphold all WJLS bylaws and policies and procedures through actions, attitude, and service.
- N. Responsible for holding all coaches accountable for their actions as well as the actions of their parents.
- O. Responsible for maintaining a compliance sheet on coaches for future evaluation.
- P. Work directly with your WJLS Board to solve any field issues, complaints, or other issues that pertain to the league.
- Q. Recruit volunteers for the other board positions.

#### **2. Sports Specific Assistant Director**

- A. Act as aide to the Director and shall perform the duties of the Director in the absence or inability of that officer to act.
- B. Have such other powers and perform such other duties from time to time as may be prescribed by the Director, the Committee or the Board.



### **3. Sports Specific Coordinator**

- A. Maintain all minutes related to sport specific meetings.
- B. Ensure that all meeting minutes are provided to the executive Secretary for record keeping.
- C. Communicate all meeting dates and times to coaches and parents of the sport.

## **ARTICLE IX – AMENDMENT OF BYLAWS AND DISSOLUTION**

- A. These Bylaws may be amended or repealed and new Bylaws adopted by the Board Members by a majority vote of Board Members present, if a quorum is present. Prior to the adoption of the amendment, each Board Member will be given at least two days notice of the date, time and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and shall contain a copy of the proposed amendment.
- B. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organizations, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes and which has established its tax-exempted status under Section 501(c)(3) of the Internal Revenue Code. Preference shall be given to such organizations whose work specifically supports the activities of the youth of WJLS.

## **ARTICLE X – WJLS GENERAL RULES**

- A. A spirit of good sportsmanship should prevail before, during and after the game for all players, coaches, and fans. Issues or complaints should be addressed to the Head Coach or appropriate Sports Specific Director. If unresolved at that level, the issue or complaint may be submitted to the Sports Specific Committee. If unresolved at that level the issue or complaint will be submitted to the WJLS Executive Board. A decision made by a Sport Specific Committee may be appealed to the WJLS Executive Board. The Head Coach shall report, if possible, violations pertaining to a game in progress. Otherwise, another member of the coaching staff may report violations pertaining to a game in progress.
- B. Player participation rules, as specified by the appropriate sport, will be enforced.

## ARTICLE XI – COACHES CODE OF CONDUCT

- A. The term "Coach" shall include but is not limited to Head Coach, Assistant Coach(s), Manager(s), or any other person in a team leadership role.
- B. The coach must never put the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
- C. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
- D. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
- E. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
- F. Demands on players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
- G. Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
- H. Adherence to all league rules and policies, especially those regarding eligibility, team formation, recruiting and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
- I. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.
- J. Officials must have the support of coaches, players, and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
- K. Comments regarding an official should be made in writing to the appropriate organization assigning the official.
- L. Under no circumstance, does a coach have the authority to decide not to play a game. Not showing up for a game without contacting a member of the Sport Committee and the opposing team, with a justifiable explanation, will be grounds for immediate termination of rights to coach in WJLS.
- M. Any request that relates to not participating in a game or event must be communicated to the opposing team and a member of the Sport Committee within 1 week of scheduled game. Failure to communicate will be grounds for removal as coach.
- N. Head Coaches are responsible for all behavior of assistant coaches, players, and parents.
- O. Head Coaches are responsible for effectively communicating game schedules, changes to game schedules and any other league news that directly impact the players or directly impacts the team.

## ARTICLE XII-PARENTS CODE OF CONDUCT

- A. Children have more need for example than for criticism. Remember, your child is involved in organized sports for their enjoyment, **NOT YOURS.**
- B. Attempt to relieve the pressure of the competition, not increase it.
- C. Be kind to your child's coach, teammates, opponents and officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child. The opponents are necessary friends. Without them your child could not participate.
- D. Applaud good plays by your team. Do not act disrespectfully towards the opponents. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship. Accept the results of each game.
- E. Encourage your child to be gracious in victory and to turn defeat into victory by working towards improvement. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- F. No parent or fan will be allowed to coach a child or the team from the stands. Failure to abide by this rule will result in removal from the field or facility.

## ARTICLE XIII-PLAYERS CODE OF CONDUCT

- A. No participant shall act in an un-sportsmanlike manner while on or near any playing field before, during or between games or practices.
- B. Unsportsmanlike conduct by a participant includes but is not limited to:
  - 1. Use of disconcerting acts or words.
  - 2. Disrespectfully addressing the game officials.
  - 3. Showing disgust with game officials' decisions.
  - 4. Using profane or insulting language or gestures or baiting or taunting any other participants.
  - 5. Making any contact, including spitting, with any other player which is deemed unnecessary and/or incites roughness.

## ARTICLE XIV-DISCIPLINARY GUIDELINES & VIOLATIONS

- A. Any person witnessing misconduct from any WJLS parent, coach, board member or spectator during any WJLS event, should report the incident directly to the Executive Board.
- B. If any adult associated with WJLS participates in misconduct in any way, such as fighting, intoxication, using abusive language, etc. at games or practice sites, the Executive Board will take immediate action. The Executive Board for WJLS will not tolerate any violation of these guidelines.
- C. Any coach failing to fulfill their duties as coach, fail to support the goals of WJLS, or conduct themselves in a manner detrimental to the welfare of the kids they coach or that is detrimental to the image of WJLS, the town of Waldport, will be subject up to but not limited to probation, suspension and/or termination.

- D. The Executive Board reserves the right on a case by case basis to determine the punishment for any violation outlined above or any conduct deemed unsportsmanlike.
- E. Any punishment given for any violation will be voted on by the Executive Board.
- F. If an individual wishes to appeal their punishment, they will do so in front of a Discipline Committee, comprised of all available Board and Committee Members, within 1 week of their notice of punishment.
- G. The Discipline Committee will submit their findings and suggestions to the Executive Board for approval by vote.