



LAKE WORTH YOUTH ASSOCIATION BYLAWS

As Adopted by the Membership

Date: August 14, 2013

Revised Date: August 28, 2023

1. NAME

The name of this organization shall be the Lake Worth Youth Association to also be referred to as LWYA.

2. PURPOSE

LWYA'S purpose is to create and maintain athletic programs based on the ideas of good sportsmanship, honesty. Loyalty and courage taught through organized activities for the youth of our community.

3. BASIC POLICY

- 3.1 LWYA shall be a Non-Profit Association, maintain its 501c3 status and file all appropriate tax forms.
- 3.2 The period of LWYA's duration is perpetual.
- 3.3 All persons participating in the athletics activities organized by this Association shall strive to develop athletic skill, fair play among the youth and place secondary importance on winning.
- 3.4 Should LWYA dissolve, all funds shall be donated to a Board of Director approved 501c3 organization who does not receive government funding that would benefit children.
- 3.5 LWYA shall control and be responsible for:
 - 3.5.1 Establishing the necessary guidelines for:
 - 3.5.1.1 Assigning player(s) to a team.
 - 3.5.1.2 Dividing teams into leagues or divisions thereof.
 - 3.5.2 Ensure adherence to playing rules for the specific athletic activity.
 - 3.5.3 Acting upon all protests and situations involving LWYA.
 - 3.5.4 Handling all disciplinary proceedings.
 - 3.5.5 Assessing a "per player" fee to cover uniforms, officials, trophies, insurance and other miscellaneous operating expenses incurred by LWYA.
 - 3.5.6 Shall have responsibility for, but not limited to, fields, uniforms, equipment and selection of coaches.
- 3.6 This Association shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Association's funds.
- 3.7 LWYA will award an annual Jim Pruitt Scholarship(s).

4. MEMBERSHIP

- 4.1 A Member of LWYA should be the family member(s) and/or guardian of a child(ren), a coach, assistant coach, Officer and/or Director of the Board and others who subscribes to the purpose and basic policies of the Association, without regard to race, color, creed or national origin. Member's, in good standing, of the Association shall be eligible to participate in business meetings or to serve in any of its elective or appointed positions.
- 4.2 Applicants for membership shall complete such registration forms, pay such fees, and sign such waivers, pledges and other documents at time of registration. Applicants shall comply with such other rules and requirements as the Executive Board may establish from time to time. Having complied with the foregoing, the applicants may be accepted for membership by the Executive Board.
- 4.3 By majority vote, the Executive Board may suspend or expel a member for cause, which includes, but is not limited to: ineligibility for membership or violation of these bylaws or other such rules as may be established by the Association.
- 4.4 By affirmative vote, by the Executive Board, any or all prerequisites or other requirements for Membership/Membership in good standing may be waived for good cause shown.
- 4.5 Membership in good standing is defined as one who has:
 - 4.5.1 Paid all of his/her registration fees.
 - 4.5.2 Turned in all fundraising money by the deadline.

- 4.5.3 Turned in all equipment by the deadline.
- 4.5.4 Paid any outstanding debt to the Youth Association.
- 4.5.5 Has maintained all of the best interest for the youth of the Association as indicated in Section 15.
- 4.6 Any member may resign by filing a written resignation letter with the Secretary or verbally in the presence of three (3) Executive Board Members, but such resignation shall not release or relieve the member of any unpaid fees, assessments or other charges therefore accrued and unpaid, unless otherwise excused by rules established by the Executive Board.
- 4.7 Upon written request signed by a former member and filed with the Secretary, the Executive Board, by a majority vote, may reinstate such former member to membership on such terms, as the Board may deem appropriate.
- 4.8 Membership in this Association is not transferable or assignable and expires one year to date from last registration.

5. OFFICERS AND THEIR ELECTION

- 5.1 The Board of this Association shall consist of the Executive Board and the Board of Directors. The Executive Board will consist of: President, Vice President, Secretary, Treasurer, and Public Relations. The Board of Directors will consist of: Basketball Commissioner, Baseball Commissioner, Softball Commissioner, Football Commissioner, Cheerleading Commissioner, Public Relations, Volunteer Director, Fundraiser Director, Events Director, Concessions and Gate Director, and Social Media Director.
- 5.2 The following Board Members shall be elected by ballot annually in the month of November: President, Treasurer, Football Commissioner, Cheerleading Commissioner, Public Relations, Events Director, and Social Media Director.
 - 5.2.1 The newly elected Board Members will be present at the December meeting, before their term starts, to exchange information with the board member in whom they are replacing. The newly elected Board Members will assume their position at the beginning of January 1st.
- 5.3 The following Board Members shall be elected by ballot annually in the month of June: Vice-President, Secretary, Basketball Commissioner, Baseball Commissioner, Softball Commissioner, Volunteer Director, Concessions and Gate Director, and Fundraising Director.
 - 5.3.1 The newly elected Board Members will be present at the July meeting, before their term starts, to exchange information with the board member in whom they are replacing. The newly elected Board Members will assume their position at the beginning of August 1st.
- 5.4 To run for the office of President a candidate must be a current board member with 2 years prior board experience.
- 5.5 To run for the office of Vice President, Secretary, and Treasurer, a candidate must be a current board member.
- 5.6 No Board Member may occupy more than one position.
- 5.7 Any Board Member may vacate their office by written resignation to the Board or resign verbally in the presence of three (3) Executive Board Members.
- 5.8 Executive Officers and relatives serving together.
 - 5.8.1 Immediate relatives may serve on the Executive Board at the same time, providing one of them forfeits the right to sign checks.
 - 5.8.2 Husband and wife may not serve at the same time as President and Vice President.
- 5.9 If the elected Person has an existing position, that person must decide at the time of the election results, having been announced, whether to continue with current position or accept newly elected position; if that person declines the newly elected office, then the person with the second highest votes will be offered the position, if they decline the position then the process will continue until there are no more candidates to accept the position. At that time the Board of this association present will elect a person to fill the position.

6. ELECTION BALLOT FORMS

- 6.1 If you would like to run for a board position and you meet the requirements herein, you must fill out and file an Election Ballot Form and return it to the Secretary for consideration and listing on an Election Ballot. Ballot must be approved by Executive officer prior to publication.
- 6.2 June Election Ballot Forms for these positions must be filed no later than the second Wednesday at the May meeting.

- 6.2.1 Vice-President, Secretary: Requirements to run for these positions, a candidate must be a current board member in good standing.
- 6.2.2 Basketball Commissioner, Baseball Commissioner, Softball Commissioner and three (3) Assistant Directors Place 1, 3 & 5: Requirements to run for these positions, a candidate must be a current member in good standing.
- 6.3 November Election Ballot Forms for these positions must be filed no later than the second Wednesday at the October meeting.
 - 6.3.1 President Requirements to run for this position, a candidate must be a current board member in good standing with at least two (2) years prior board experience.
 - 6.3.2 Treasurer, Football Commissioner, Cheerleading Commissioner, Public Relations, and two (2) Assistant Directors Place 2 & 4: Requirements to run for these positions, a candidate must be a current member in good standing.

7. VACANCIES

- 7.1 A person elected by a majority vote of the Executive Board, Board of Directors and members present notice of such election having been given at the previous monthly meeting, shall fill a vacancy occurring in any elected office for the unexpired term.
- 7.2 Except in case of a vacancy occurs in the office of President, in which the Vice President shall serve out the unexpired term and shall serve notice of the election for the Vice President position.

8. REASON TO REMOVE

- 8.1 The Secretary must be notified 24 hours before the meeting for it to be an excused absence.
- 8.2 By two-thirds vote of the Board, with quorum present, an officer or chairperson maybe removed from office for failure to perform duties or for missing three (3) unexcused regular meetings.

9. DUTIES OF OFFICERS

- 9.1 The Executive Board and the Board of Directors shall abide to the Bylaws and the Standing Rules of the Association.
- 9.2 All Board Members are required to actively participate in duties and activities as deemed necessary by the Executive Board (such as gate, concession, clean-up days, etc.).
 - 9.2.1 No board member will miss three (3) responsibilities (separate from board meetings) during the course of an elected year (unless excused by an Executive Board member). Three (3) misses constitute a voluntary removal from the Board. Excused absences require finding a replacement by the requesting absentee member.
- 9.3 THE PRESIDENT SHALL:
 - 9.3.1 Coordinate the work of the Officers and Committees of the Association in order that the "purpose" may be promoted.
 - 9.3.2 Confirm that a quorum is present before conducting any business at any meeting of the Association.
 - 9.3.3 Preside at all meetings of the Association.
 - 9.3.4 Appoint chairperson of special committees subject to approval of the Executive Board.
 - 9.3.5 Be authorized to sign on bank accounts (two signatures of four authorized signers shall be required on all checks). Except where forfeited by rule 5.12.1
 - 9.3.6 Be authorized to okay up to \$200.00 petty cash expenditures without Board approval.
- 9.4 THE VICE PRESIDENT SHALL:
 - 9.4.1 Act as aide to the President.
 - 9.4.2 Shall preside in the absence of the President.
 - 9.4.3 Be authorized to sign on bank accounts (two signatures of four authorized signers shall be required on all checks). Except where forfeited by rule 5.12.1
 - 9.4.4 Perform other duties as assigned by the Executive Board.
- 9.5 THE SECRETARY SHALL:
 - 9.5.1 Record the minutes of all meetings of the Association and maintain such permanent books of minutes as shall be sufficient to establish the items of meeting business for a period of seven (7) years.
 - 9.5.2 Have custody of all paperwork pertaining to LWYA business.
 - 9.5.3 Conduct and be present at signups of players.
 - 9.5.4 Have custody of all registration forms prior to draft
 - 9.5.5 Have a current copy of the Bylaws, Standing Rules and Current Roberts Rule of Order

Revised Edition.

- 9.5.6 Be authorized to sign on bank accounts (two signatures of four authorized signers shall be required on all checks). Except where forfeited by rule 5.12.1
- 9.5.7 Perform other duties as assigned by the Executive Board.
- 9.6 THE TREASURER SHALL:
 - 9.6.1 Have custody of all the funds of the Association.
 - 9.6.2 Keep books of account and records, including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for seven (7) years. All receipts are to be given to the Treasurer within three (3) days of purchase. All personal requests for reimbursement for expenditures on behalf of LWYA must be completed within seven days.
 - 9.6.2.1 All LWYA unused checks must be returned to the Treasurer within seven days of issuance.
 - 9.6.3 Make disbursements as authorized by the President, Executive Board or Association in accordance with the budget adopted by the Association.
 - 9.6.4 Be authorized to sign on bank accounts (two signatures of four authorized signers shall be required on all checks).
 - 9.6.5 Present financial statement at all regular monthly meetings and have balance available at all special meetings and other times as requested by the Association or Executive Board.
 - 9.6.6 Be responsible for the maintenance of such books of account and records as conform to the requirement of Section 3 and 9 of these Bylaws.
 - 9.6.7 Remain as an active Board Member until the tax forms are filed for the year of their term.
 - 9.6.8 Have copies of all paperwork pertaining to LWYA financial business.
 - 9.6.9 Monies collected at all registrations, gate, concession stands, fundraisers must be deposited in the bank within five (5) business days.
 - 9.6.10 Perform other duties as assigned by an Executive Board.
- 9.8 THE BASEBALL COMMISSIONER SHALL:
 - 9.8.1 Assign players to teams and follow the established guidelines the Board has set forth, including the Standing Rules.
 - 9.8.2 Assign coaches to each division according to Standing Rules and provide rules and regulation to each coach.
 - 9.8.3 Provide roster forms, player applications and schedules to all coaches.
 - 9.8.4 Provide updated team rosters to the Secretary.
 - 9.8.5 Provide a current copy of schedules and any changes (within 24 hours) to the Secretary.
 - 9.8.6 Have authorization to select his/her own assistant with responsibilities per Board approval.
 - 9.8.7 Ensure adherence to the Bylaws and Standing Rules.
 - 9.8.8 Act upon all protest and situations and report them to the Executive Board.
 - 9.8.9 Turn over all disciplinary issues according to Section 16 of these Bylaws.
 - 9.8.10 Consult the Executive Board for ruling on assessing a "per player" fee.
 - 9.8.11 Maintain current schedules and win/loss records of all teams.
 - 9.8.12 Organize cleanup of practice fields.
 - 9.8.13 Be present for distribution and retrieval of equipment.
 - 9.8.14 Divide teams into leagues or divisions thereof.
 - 9.8.15 Work with other Associations to organize, if applicable, interlocks, interlock rules and schedules and attend baseball meetings of same.
 - 9.8.16 Work with the Softball Commissioner to organize playing schedules of fields.
 - 9.8.17 Attend all official "PONY" annual meetings and "PONY ALL STAR" meeting.
 - 9.8.18 Maintain pitching stats of Mustang, Bronco and Pony games.
 - 9.8.19 Upon Board approval, be responsible for organizing, marketing, setup and supervising any baseball tournaments hosted by LWYA.
 - 9.8.20 Perform other duties as assigned by the Executive Board.
- 9.9 THE SOFTBALL COMMISSIONER SHALL:
 - 9.9.1 Assign players to teams and follow the established guidelines the Board has set forth, including the Standing Rules.
 - 9.9.2 Assign coaches to each division according to Standing Rules and provide rules and regulation to each coach.
 - 9.9.3 Provide roster forms, player applications and schedules to all coaches.

- 9.9.4 Provide updated team rosters to the Secretary.
- 9.9.5 Provide a current copy of schedules and any changes (within 24 hours) to the Secretary.
- 9.9.6 Have authorization to select his/her own assistant with responsibilities per Board approval.
- 9.9.7 Ensure adherence to the Bylaws and Standing Rules.
- 9.9.8 Act upon all protest and situations and report them to the Executive Board.
- 9.9.9 Turn over all disciplinary issues according to Section 16 of these Bylaws.
- 9.9.10 Consult the Executive Board for ruling on assessing a "per player" fee.
- 9.9.11 Maintain current schedules and win/loss records of all teams.
- 9.9.12 Organize cleanup of practice fields.
- 9.9.13 Be present for distribution and retrieval of equipment.
- 9.9.14 Divide teams into leagues or divisions thereof.
- 9.9.15 Work with other Associations to organize, if applicable, interlocks, interlock rules and schedules and attend softball meetings of same.
- 9.9.16 Work with the Baseball Commissioner to organize playing schedules of fields.
- 9.9.17 Attend all official "PONY" annual meetings and "PONY ALL STAR" meeting.
- 9.9.18 Upon Board approval, be responsible for organizing, marketing, setup and supervising any softball tournaments hosted by LWYA.
- 9.9.19 Perform other duties as assigned by the Executive Board.
- 9.10 THE CHEERLEADING COMMISSIONER SHALL:
 - 9.10.1 Assign players to teams and follow the established guidelines including the "Standing Rules" as set forth by the Board.
 - 9.10.2 Assign coaches to each division according to Standing Rules and provide rules and regulations to each coach.
 - 9.10.3 Provide roster forms, player applications and schedules to each coach.
 - 9.10.4 Provide team rosters to the Secretary.
 - 9.10.5 Have authorization to select his/her own assistant with responsibilities per Board approval.
 - 9.10.6 Ensure adherence to the Bylaws and Standing Rules.
 - 9.10.7 Act upon all protest and situations and report them to the Executive Board.
 - 9.10.8 Turn over all disciplinary issues according to Section 16 of these Bylaws.
 - 9.10.9 Consult the Executive Board for ruling on assessing a "per player" fee.
 - 9.10.10 Organize cleanup of practice fields.
 - 9.10.11 Divide teams into leagues or divisions thereof.
 - 9.10.12 Maintain a current copy of schedules.
 - 9.10.13 Perform other duties as assigned the Executive Board.
- 9.11 THE FOOTBALL COMMISSIONER SHALL:
 - 9.11.1 Assign players to teams and follow the established guidelines and "Standing Rules" as set forth by the Board.
 - 9.11.2 Assign coaches to each division according to Standing Rules and provide rules and regulations to each coach.
 - 9.11.3 Provide roster forms, player applications and schedules to each coach.
 - 9.11.4 Provide team rosters to the Secretary.
 - 9.11.5 Provide a current copy of schedules and any changes (within 24 hours) to the Secretary and Cheerleading Commissioner.
 - 9.11.6 Have authorization to select his/her own assistant with responsibilities per Board approval.
 - 9.11.7 Ensure adherence to the Bylaws and Standing Rules.
 - 9.11.8 Act upon all protest and situation and report them to the Executive Board.
 - 9.11.9 Turn over all disciplinary issues according Section 16 of these Bylaws.
 - 9.11.10 Consult the Executive Board for ruling on assessing a "per player" fee.
 - 9.11.11 Organize cleanup of practice fields.
 - 9.11.12 Be present for distribution and retrieval of equipment.
 - 9.11.13 Work with Tarrant County Youth Football Association to organize schedules.
 - 9.11.14 Attend all Tarrant County Youth Football Association meetings.
 - 9.11.15 Perform other duties as assigned by the Executive Board.
- 9.12 THE BASKETBALL COMMISSIONER:
 - 9.12.1 Assign players to teams and follow the established guidelines the Board has set forth, including the Standing Rules.

- 9.12.2 Assign coaches to each division according to Standing Rules and provide rules and regulation to each coach.
- 9.12.3 Provide roster forms, player applications and schedules to all coaches.
- 9.12.4 Provide updated team rosters to the Secretary.
- 9.12.5 Provide a current copy of schedules and any changes (within 24 hours) to the Secretary.
- 9.12.6 Have authorization to select his/her own assistant with responsibilities per Board approval.
- 9.12.7 Ensure adherence to the Bylaws and Standing Rules.
- 9.12.8 Act upon all protest and situations and report them to the Executive Board.
- 9.12.9 Turn over all disciplinary issues according to Section 16 of these Bylaws.
- 9.12.10 Consult the Executive Board for ruling on assessing a "per player" fee.
- 9.12.11 Maintain current schedules and win/loss records of all teams.
- 9.12.12 Organize cleanup of practice gyms.
- 9.12.13 Divide teams into leagues or divisions thereof.
- 9.12.14 Work with other Associations to organize, if applicable, interlocks, interlock rules and schedules.
- 9.12.15 Attend all meetings necessary to the operation of the league.
- 9.12.16 Perform other duties as assigned by the Executive Board.
- 9.13 THE PUBLIC RELATIONS SHALL:
 - 9.13.1 Organize the monthly mail out, flyers and/or hand out letters and give a copy to the Secretary and proper Commissioner.
 - 9.13.2 Keep a current list of member addresses and changes of member addresses (if informed of a change) for the purpose of official Association communications only.
 - 9.13.3 Advertise registration locations, dates and times through mail outs, flyers and/or handouts, and recruit/secure registration locations.
 - 9.13.4 Responsible for reviewing and posting all public notices.
 - 9.13.5 Receive e-mails from LWYA's membership suggesting changes to the website and present them at each monthly board meeting for discussion and/or approval.
 - 9.13.6 Make those approved changes to website within one business day from approval if at all possible.
 - 9.13.7 Collect team schedules stat, win/loss records from the appropriate commissioner for updating website. Approval not required.
 - 9.13.8 Perform other duties as assigned by the Executive Board.
- 9.14 THE VOLUNTEER DIRECTOR SHALL:
 - 9.14.1 Be responsible for recruiting, onboarding, and scheduling all volunteers for the organization. This includes running background checks, sex offender checks, and ensuring all required training is completed.
 - 9.14.2 Perform other duties as assigned by the Executive Board.
- 9.15 THE FUNDRAISER DIRECTOR SHALL:
 - 9.15.1 Be responsible for planning and executing all fundraisers for the organization including program specific and team specific. A calendar should be presented at the start of each quarter of the year (January 1, April 1, July 1, October 1).
 - 9.15.2 Perform other duties as assigned by the Executive Board.
- 9.16 THE EVENTS DIRECTOR SHALL:
 - 9.16.1 Be responsible for planning and executing all organization events including program specific. A calendar should be presented at the start of each quarter of the year (January 1, April 1, July 1, October 1).
 - 9.16.2 Perform other duties as assigned by the Executive Board.
- 9.17 THE CONCESSIONS AND GATE DIRECTOR SHALL:
 - 9.17.1 Be responsible for running the concession stand and the gate at each HOME game.
 - 9.17.2 Perform other duties as assigned by the Executive Board.
- 9.18 THE SOCIAL MEDIA DIRECTOR SHALL:
 - 9.18.1 Be responsible for working with the Public Relations Officer to create and send out communications on all social media platforms for the organization.
 - 9.18.2 Perform other duties as assigned by the Executive Board.

10. MEETINGS

- 10.1 The Board of Directors: President, Vice President, Secretary, Public Relations, Treasurer, Baseball Commissioner, Assistant Baseball Commissioner, Basketball Commissioner, Assistant Basketball Commissioner, Cheerleading Commissioner, Assistant Cheerleading Commissioner, Football Commissioner, Assistant Football Commissioner, Softball Commissioner, Assistant Softball Commissioner, Fundraising Director, Events Director, Concessions and Gate Director, Social Media Director, and Volunteer Director will meet monthly every last Monday of each month for a closed Board meeting to discuss any LWYA business such as: Disciplinary action, Fundraisers, money issues, etc.
- 10.2 Regular member meetings of the Association will be held on the last Monday of June and November at 7:00pm. A two (2) day notice will be given if change of time, location, and/or date is needed.
- 10.3 Special meetings of the Association may be called by the President or by a majority of the Board.
- 10.4 The election meeting shall be held in June and November. The Commissioners of Baseball, Softball and Football will complete their season. After the election of the new Commissioners, they will assist the new Commissioners to finish out their season.
- 10.5 A quorum shall consist of the President or Vice President And one-half of the remaining Board of the Association's positions currently occupied.
- 10.6 Electronic meetings may be conducted by Teleconference when a State of Emergency has been declared or when the President has obtained written consent (email or by hand) by every Executive Board Member or a two-thirds vote with previous notice of motion to do so. The electronic meetings shall be subject to all rules as stated in these bylaws with the exception that members will only have view access & will not be allowed to vote on any motions. Board of Directors members are able to vote electronically. When a Teleconference is being conducted an Internet Platform such as Zoom will be utilized. The following criteria needs to be met:
 - 10.6.1 For member meetings, the Secretary shall send an email to every member at least two (2) days before each meeting with the time of the meeting, the URL and code necessary to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy of, or link to, these rules.
 - 10.6.2 For board member meetings, the Secretary shall send an email to every board member at least two (2) days before each meeting with the time of the meeting, the URL and code necessary to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy of, or link to, these rules.
 - 10.6.3 The President and Secretary must have access to a control panel which enables them to perform their duties during the meeting, such as ensuring the text of the pending motion is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, etc.
 - 10.6.4 The meeting platform, such as Zoom, should begin at least 15 minutes before the start of each meeting.
 - 10.6.5 Each participant must use their own computer or device with audio, speakers and microphone. No action shall be invalidated on the grounds of the loss or poor quality of a member's individual connection.
 - 10.6.6 If the computer has a webcam, it must be turned on.
 - 10.6.7 The list of participants in the meeting must be visible and identified with proper name.
 - 10.6.8 The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
 - 10.6.9 To seek recognition by the chair, a member shall use the raise hand feature.

- 10.6.10 A member who intends to make a motion shall use the raise hand feature.
- 10.6.11 Motions should be submitted and viewed in writing. The Secretary shall designate an online area exclusively for the display of the motion.
- 10.6.12 Votes shall be taken by the anonymous voting feature of the Internet Meeting Service unless a roll call vote is required/ordered. The Secretary shall post the motion using the online survey tool, and the President shall alert the members that the polls are open. The polls shall be closed not less than two (2) minutes after they have been opened. The President's announcement of the voting result shall include the number of members voting and any abstaining. Business may also be conducted by unanimous consent. An anonymous vote conducted through an Internet meeting shall be deemed a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

11. SPECIAL COMMITTEE

- 11.1 Any member in good standing of the Association shall be eligible to serve on a special committee.
- 11.2 The Executive Board, by majority vote, may create such Special Committees as it may deem necessary to promote the "purpose" and carry on the work of the Association.
- 11.3 The power to form Special Committees and appoint their members rests solely with the Executive Board.
- 11.4 As a Special Committee is created and appointed for a special purpose, it automatically goes out of existence when its assigned work is done.

12. FISCAL YEAR

- 12.1 The fiscal year of this Association shall begin on the first day of January and end the last day of December.

13. PARLIAMENTARY AUTHORITY

- 13.1 The rules contained in the current edition of "Roberts Rules of Order Newly Revised" shall govern the Lake Worth Youth Association in all cases in which they are applicable and in which they are not in conflict with these Bylaws.
- 13.2 THE ROLE OF A PARLIAMENTARIAN:
 - 13.2.1 The Parliamentarian is a consultant, commonly a professional, who is appointed by the presiding officer.
 - 13.2.2 This role is purely advisory. The role is to advise the presiding officer in responding to points of order and parliamentary inquiries according to ensure the current Roberts Rules of Order Newly Revised Edition is adhered to.
 - 13.2.3 The parliamentarian cannot rule on proper application of the rules.
 - 13.2.4 Only on the most involved matters should the parliamentarian actually be called upon to speak to the assembly by the presiding officer; and the practice should be avoided if at all possible, to avoid confusion.
 - 13.2.5 Have a current copy of the Bylaws and Standing Rules.
 - 13.2.6 Have a current copy of Roberts Rules of Order Newly Revised Edition.

14. AMENDMENTS

- 14.1 The Bylaws may be amended at any regular meeting of the Association, provided a quorum is present, by a two-thirds vote of the members present and voting.
- 14.2 By a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous monthly meeting prior to the meeting at which the amendment is voted upon.

15. CONDUCT

- 15.1 All persons associated with the LWYA are expected to conduct themselves in a manner which is conducive to good sportsmanship and wholesome atmosphere for the children. The following examples of misconduct WILL NOT BE TOLERATED and will be cause for disciplinary action:
 - 15.1.1 Foul and/or abusive language directed towards coaches, officials, players or spectators.
 - 15.1.2 Arguing with officials, coaches or players.
 - 15.1.3 Inappropriately throwing objects onto the field of play and/or at other persons.
 - 15.1.4 Willful destruction of equipment or facilities.

- 15.1.5 Verbal abuse and/or physical assault.
- 15.1.6 Public condescending or negative remarks to a player.
- 15.1.7 Disregard of rules set by PONY, TCYFA or any other entity including but not limited to age, eligibility, rosters and integrity.
- 15.1.8 Use of tobacco is prohibited within 75 feet of any LWYA uniformed player.
- 15.1.9 Consumption of alcoholic beverages, or use of illegal drugs.
- 15.1.10 Other misconduct's which is deemed disruptive to the orderly conduct of the athletic activity.
- 15.2 Generally, incompetence shall not be grounds for disciplinary action against coaches or officials; however, the Executive Board will receive written complaints or charge of incompetence. Three (3) valid complaints received on separate occasions shall be cause for a conference with subject party for dismissal from coaching or officiating.
- 15.3 Misconduct of members, coaches, officials or players may be reported to the Executive Board, with or without a request for action.
 - 15.3.1 Only coaches or commissioners may file reports on an official.
 - 15.3.2 A report must be filed in writing with any Executive Board member within seventy-two (72) hours following the incident.
 - 15.3.2.1 Any Executive Board member receiving a report will forward it to the President and Vice President immediately.
 - 15.3.2.1.1 Upon receipt of a report, the President and/or Vice President will undertake a preliminary investigation of the reported misconduct and will determine, within seventy-two (72) hours whether the report shall be:
 - Rejected with cause (generally because it is not in compliance with these Bylaws)
 - Or accepted for hearing before the Executive Board.
 - 15.3.2.1.2 Or accepted for hearing before the Executive Board.
 - 15.3.2.1.2 Or accepted for hearing before the Executive Board.
 - 15.3.3 In the event of 15.3.2.1.1 above, the Secretary shall respond in writing to the complainant within five (5) days giving a concise reason for the rejection. The complainant may appeal this action to the Executive Board at the next regularly scheduled meeting, at which the Executive Board may accept the request for a hearing.

16. DISCIPLINE

- 16.1 The Executive Board shall hear reports as set out herein. Decisions will be rendered according to the LWYA guidelines.
 - 16.1.1 All players and coaches (including assistant coaches) of LWYA are subject to disciplinary action.
- 16.2 The Executive Board shall set a hearing date and notify the concerned individuals of the time and place.
 - 16.2.1 The Executive Board shall vote after hearing the pertinent facts and the witnesses have retired. A three-fifths majority vote of the Executive Board is required for the approval of proposed action.
 - 16.2.2 The concerned individuals shall be notified immediately, in writing, of the Executive Board's action.
 - 16.2.3 Action taken by the Executive Board may include, but not limited to:
 - 16.2.3.1 Written reprimand
 - 16.2.3.2 Probation
 - 16.2.3.3 Suspension
 - 16.2.3.4 Dismissal from LWYA activities
- 16.3 LWYA disciplinary action shall be final.

17. RATIFICATION

- 17.1 These Bylaws supersede all previous Bylaws and amendments and have been ratified and adopted by the Board and the membership and shall become effective on August 14, 2013.