

SCVAA

Santa Clarita Valley Athletic Association

P.O. Box 800910
Santa Clarita, CA 91380-0910

Football, Cheer, Track & Field

BY-LAWS

POLICIES & PROCEDURES

CONSTITUTION AND BY-LAWS
ADOPTED JANUARY 29, 1965

ADDITIONS AND AMENDMENTS:

NOVEMBER 1971
AUGUST 1975
DECEMBER 1975
DECEMBER 1976
APRIL 1977
JUNE 1978
DECEMBER 1983
DECEMBER 1991
DECEMBER 1992
MARCH 2000
AUGUST 2000
NOVEMBER 2001
NOVEMBER 18, 2002
DECEMBER 14, 2006

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Article I Organization

Section 1 Name

The name of this organization shall be the “Santa Clarita Valley Athletic Association, INC” (Hereinafter referred to as the Association, a non-profit organization. Formerly known and recognized as the “newhall Saugus Athletic Club, INC”, a non-profit organization.

Section 2 Mission Statement

The mission statement of this Association shall be: To promote the welfare of the children through sports. To obtain within a total of community an attitude which acknowledges the benefits gained by youth when engaged in athletic endeavors. To offer active participation in sports to all youth as well as encourage scholastic achievement by all who participate.

Section 3 Purpose

The purpose of the Association is to inspire youth to practice ideals of health, sportsmanship and character. The Association strives to bring the youth of the Santa Clarita Valley closer together through a common interest in sports, fair play and fellowship; to impart to the game elements of safety through intelligent and mature supervision; and to keep the welfare of the children first and foremost.

Section 4 Jurisdiction

The Association shall operate under the Articles of Incorporation as filed with the state of California, Incorporation Number 484966, on January 29, 1965 and as amended on November 2, 1971 and August 26, 1975. With the consent of the Membership, the Board of Directors (hereinafter referred to as the Executive Board) claims jurisdiction and governing power over the games of amateur sports as played under the rules and regulations of each Sports Board. The Articles of Incorporation can be found in Addendum 1. The rules and regulations for each Sports Board can be found in Addendum 2 of these by-laws.

Section 5 Principal Address

The principal address of the Association is hereby fixed at Post Office Box 800910, Santa Clarita, CA 91380-0910. The Executive Board is hereby granted full power and authority to change the address as required. Any such change shall be noted by the Secretary opposite this section, but shall not be considered an amendment of these by-laws.

Article II Membership

Section 1 Membership

Membership in this Association is open to all persons interested in the betterment of the Association and believing in its purpose and mission. Member will be defined as one of the following.

Charter Member

A Charter Member will be defined as follows: Any Member active in the original Newhall Saugus Athletic Club prior to December 1, 1965. Such members will be extended all rights and privileges of membership except the power to vote.

Active Members

Active members will be defined as follows: Individuals who actively participate in the functions of the Association and shall include coaches, trainers, team managers, parents of the participants and officer in this Association, elected or appointed. These members shall have a full voice and voting authority at all membership meetings.

Honorary Members

Honorary members will be defined as follows: Shall be determined by a majority vote of the Executive Board and the Sports Board involved. Such members will be extended all rights and privileges of membership except the power to vote.

Athletic Members

Athletic Member will be defined as follows: Any participant registered in a sport in the current season shall be extended all rights and privileges of membership except the power to vote.

Section 2 Conditions of Membership

If any member is active in more than one sport, his or her membership shall be valid for all sports participated in. In consideration of becoming a member of this Association, said members shall agree to conduct themselves in accordance with the by-laws, Policies and Procedures of the Executive Board as well as the rules and regulations of the Sports Board.

Section 3 General Membership Meetings

General Membership Meetings shall be open to any member in good standing with full Parliamentary privileges and power to vote. Interested spectators may also attend at the invitation of the Membership or Executive Board. The Association's President will chair the Membership Meeting and will endeavor to recognize all who wish to address the Membership. A quorum of the Membership is required to conduct business and consist of twenty (20) active members in good standing, present and voting. The following meetings will be held for the purpose of electing officers to the Association's Executive Board and Sports Boards:

A: May: Track and Field

B: November: Executive Board, Football and Cheer. and Cross Country.

Section 4 Executive Board Meetings

The regular meetings of the Executive Board shall occur at least but not limited to four (4) times per calendar year (March, June, September and December) without call. Meetings will be held on the third Thursday after the first Monday of the month or on such a date and time set by the Executive Board. These meetings will be for the purpose of reviewing the activities of the Association and conducting any other proper business. Such meetings shall be open to any member of the Association in good standing. Said members may be recognized to speak but shall not be permitted to vote.

Section 5 Special Membership Meetings

Special Membership Meetings may be called by the Executive Board if at least three (3) members in good standing request and pay all costs of the membership notification.

Section 6 Special Closed Meetings

Special closed meetings of the Executive Board may be called by the Association President or by three (3) members of the Executive Board. A closed meeting may be attended by members of the Executive Board and invited parties.

Article III Association Executive Board

Section 1 Duties and Authority

- A: Subject to the limitations of the Articles of Incorporation, the By-laws and the laws of the State of California, the Executive Board shall control the business of the Association.
- B: Subject to the limitations of the Articles of Incorporation, the By-laws and the laws of the State of California, the Association's Executive Board shall:
 - 1) Approve the mission of the Association and governing policies of each Sports Board
 - 2) Approve each sports program seeking membership in the Association
 - 3) Review and approve the budget of the Association and each Sports Board
 - 4) Implement and operate fund raising activities for the benefit of youth sports programs consistent with the Association's purpose and mission
 - 5) Conduct community outreach programs consisting of, but not limited to newsletters, educational items, training programs and advocacy materials

Section 2 Composition and Term

The Executive Board of this Association shall be elected by its membership, consisting of five (5) officers and the Directors of each Sports Board. Officers of the Association shall serve a two year term. The following officers will be elected to assume office in January of the uneven calendar years, President, Secretary, and Voting Member-at-Large. The following officers will be elected to assume office in January of even calendar years; Vice President and Treasurer

Section 3 Vacancies

A vacancy on the Executive Board shall be deemed to exist in the case of the death, resignation or removal of any elected member or if the number of elected positions is authorized to increase. The Executive Board shall fill vacancies by appointment until the next scheduled General Membership Meeting.

Section 4 Resignation

Any elected member may officially resign effective immediately upon providing written notification to the Executive Board unless such notice specifies a later date for the effectiveness of such resignation.

Section 5 Place of Meetings

Meetings of the Association shall be held at a place designated by a resolution of the Executive Board.

Section 6 Action at a Meeting, Quorum and Required Votes

Presence of a simple majority of the authorized number of officers, less excused absences of the Association Executive Board shall constitute a quorum for the transaction of any non-financial business. Financial business will require 2/3 of the elected members of the Executive Board be present. Every act or decision done or made by the majority vote of the elected members present at the meeting duly held at which a quorum is present shall be regarded as the act of the Executive Board unless a greater number is required by the Articles of Incorporation or these by-laws.

Article IV Association Officers

Section 1 Officers

- A. **President** – the president of the Association shall:
- B. Preside over all meetings of the Executive Board and General Membership
- Appoint and discharge all committees, with the Executive Boards approval, and have power to call special meetings of its committees when, in the Presidents judgment, deemed necessary.
3. Perform such duties as are usually delegated to Presidents.
4. Be an ex-officio member of all committees within the Association,
- B. **Vice-President** – The Vice President of this Association shall:
1. Assist the President and in the absence of the President, perform all duties usually performed by the President.
2. Assist in the preparation of the Association’s budget, supervise and coordinate fund raising by the Association and each Sports Board.
3. Be an advisory member of each Sports Board and may attend their meetings to assist in corrdination of activities between Sports Boards to avoid conflicts of interest.
4. Perform other duties as directed by the President or the Executive Board.
- C. **Secretary** - The Secretary of this Association shall:
1. Keep accurate minutes of all general, regular, and special Association meetings, a well as be prepared to refer to minutes of previous meetings.
2. Maintain an attendance record sign in sheet of all general, regular and Special Assocation meetings
3. Supply copies of Association minutes, By-Laws and other documentation as directed by the Executive Board
4. Be responsible for notifying the Association’s Executive Board and members of meetings as directed by the Executive Board
5. Notify officers of their election and committee chairperson of their appointments
6. Serve as Chairperson for the Nominating Committee
- D. **Treasurer** - The Treasurer of the Association shall:
1. Deposit all monies received, in the name of the Association, in the Executive Board’s approved financial institution

2. Maintain bank signature cards and obtain Association checks as required
3. Maintain a master record of all monies collected and disbursed in the name of the Association
4. Prepare reports on the financial condition of the Association and its Sports Boards and be prepared to present said reports at regular meetings of the Association or as requested by the Executive Board
5. Inform the Sports Board of the Association's financial policies and procedures governing the deposit and disbursement of all monies
6. Ensure that each Sports Board submits a comprehensive forecasted budget for the upcoming season with in (90) days of the completion of the sport season, or as requested by the Executive Board
7. Assist in preparation and filing of the Association's year-end tax return
8. Perform other duties as directed by the President or the Executive Board

F. **Member-at-Large**

1. Be elected at the November Membership Meeting
2. Represent the Association as directed by the President or Executive Board
3. The Elected Member-at-Large shall have full rights of voting as the other elected officers on the Executive Board
4. Additional Members-at-Large may be appointed to the Executive Board but will not have a voting right on the Executive Board

G. **Sports Board Directors** - The Sports Boards Directors of this Association shall:

1. Chair all meetings of the sport to which he or she was elected
2. Represent their elected sport at the Executive Board meetings, General Membership meetings, special meetings and special closed meetings
3. Be responsible for general supervision and administration of their elected sports program; This list includes but is not limited to sign-ups field allocation and assignments and expansion
4. Coordinate fund raising activities with the Association's Executive Board's Vice President

Section 2 Elections

- A. All Association members in good standing with the exception of Athletic Members are eligible to vote
- B. No member shall hold more than one elected office on the Executive Board at one time.
- C. The Association President shall appoint a Nominating Committee in April and October of each year to notify all Association Members of offices available encourage candidacy and prepare a slate for nominations at the May and November General Membership Meetings.
- D. Secret Ballot elections will be held at the General Membership Meeting.
- E. Elections will proceed from the top office available down, with nominees for each office available from the floor.
- F. Person(s) elected to the Executive Board at the November General Membership Meeting shall assume office on the first day of January after their election

- G. Person(s) elected to the Executive Board at the May General Membership Meeting shall assume office at the first meeting in June-after their election.

Section 3 Removal of an Officer

- A. Any member of the Association's Executive Board or any Sports Board shall be removed from office if such officer has been declared of unsound mind by order of a court or convicted of a felony.
- B. A member of the Association's Executive Board or any Sports Board can be dropped from the board for his or her failure to comply with the rules and regulations governing the Association or its Sports Board, by engaging in behavior that endangers the health and safety of its participants, failure to attend (2) meetings of the Association, unexcused, during their term of office. To be excused, officers must notify a fellow board member, prior to a meeting, of their inability to attend.
- C. In the event of inability or failure to act on the part of any Board Member, the board is empowered to take appropriate action necessary to ensure the continued operation of the office. The board as a whole is empowered to select a successor to fill an unexpired term of office. If no successor is available, the Executive Board President shall disseminate the responsibilities amongst the existing board members until such a time as a replacement is found.
- D. If a resignation occurs as described in these by-laws, the board is empowered to take appropriate action necessary to ensure the continued operation of the office. The board as a whole is empowered to select a successor to fill an unexpired term of office. If no successor is available the Executive Board President shall disseminate the responsibilities amongst the existing board members until such a time as a replacement is found.
- E. In the event the General Membership desires to impeach an elected officer of the Association's Executive Board or Sports Board in accordance with these by-laws the procedure shall be:
1. If requested by three (3) members in good standing, the President of the Association shall call a special hearing to review the facts of the impeachment with the Executive Board. This hearing shall be called within 120 hours after the principals in the impeachment have been notified. This hearing shall be conducted by the President unless that is the office to which the impeachment is directed, in which case the Vice-President will preside at the hearing (and subsequent meetings, if any).
 2. After the hearing, if the contesting members feel there are grounds for impeachment, a special General Membership Meeting will be called by the President. This meeting will take place within ten (10) days of all active association members being notified of the meeting date, time and location, by mail. Funds for the notification of the General Membership Meeting and facility cost incurred shall be provided by the contesting members, unless the Executive Board deems the actions are required. The Executive Board may then authorize the expenditure of funds to cover all the cost incurred by the impeachment General Membership Meeting.
 3. The President or Vice-President as so directed in these by-laws shall preside over the impeachment meeting and ensure that all parties have equal opportunity to present their case. The use of witnesses shall be allowed. The presiding officer shall not allow any other business to be conducted at this meeting.

4. After completion of all evidence, each Member in good-standing, present and eligible to vote, shall cast a secret ballot for or against impeachment. The ballots will be counted by a member from each party excluding the accused or accuser(s) and relatives thereof as well as the presiding member. The Presiding Member shall immediately announce the results of this ballot.

Article V Committees

Section 1 Committees

Except as limited by Section 3 of this Article, The Executive Board may create standing or special committees for any purpose and delegate to such committees any of the powers and authorities of the Executive Board. Such committees shall have the powers to act only in intervals between meetings of the Executive Board and shall at all times be subject to the Executive Board. The President shall be an ex-officio member of all committees created by the Executive Board.

Section 2 Expenditures

Any expenditure of the Association's funds by a committee shall require prior approval of the Executive Board.

Section 3 Limitation on Delegation

The Executive Board may not delegate to any committee the following powers:

- A. The approval of any action that also requires approval of the Executive Board of the Association.
- B. The filling of vacancies on the Executive Board or in any committee
- C. The amendment or repeal of any by-laws or the adoption of new by-laws.
- D. The amendment or repeal of any resolution of the Executive Board, which by its express terms cannot be amended or repealed.
- E. Appointment of committees of the Executive Board
- F. The power to transfer any of the Association's funds.

Article VI Sports Boards

Section 1 Purpose and Composition

Each sport approved for membership in the Association by the Executive Board shall be governed by a sports board consisting of a minimum, but not limited to five (5) elected officers. Officers of each sports board shall serve a one-year term.

Section 2 Articles of Authorization, Regulations and Playing Rules

Each sports board shall submit to the Executive Board for approval, Articles of Authorization, regulations and Playing rules for their sport. After approval by the Executive Board, the same shall be added as an addendum to these by-laws.

Each sports board shall submit a report or reports as required by the Executive Board, of the financial position of their Sport to the Association's Treasurer for the current season's operations and a forecasted budget for the following year within ninety (90) days of the completion of their sport season.

Section 3 Sports Board Meetings

Each Sports Board shall meet as required to fulfill the duties and responsibilities of managing the activities of their Sport as well as others requirements of the Association's Executive Board.

Article VII Sports Board Officers

Section 1 Officers

A. **Director** – The Sports Board Director shall:

1. Chair all meetings of the sport to which he or she was elected.
2. Represent their elected sport at the Executive Board meetings, General Membership Meetings, special meetings, and special closed meetings.
3. Be responsible for general supervision and administration of their elected sports program. This list includes but is not limited to sign-ups, field allocation and assignments and expansion.
4. Coordinate fund raising activities with the Association's Executive Boards Vice-President.
5. Ensure appointments to the Sports Board in a number deemed appropriate for the conduct of the sports activities.

B. **Secretary** – The Sports Board Secretary shall:

1. Keep accurate minutes of those Sports Board meetings, as well as be prepared to refer to minutes of previous meetings.
2. Maintain an attendance record sign in sheet of all Sports Board meetings.
3. Supply copies of the Sports Board minutes, Rules and Regulations as directed by the Sports Board.
4. Be responsible for notifying the Sports Board members of meetings as directed by the Sports Board Director.
5. Coordinate preparation of the calendar of events for that sport season.
6. Perform other duties as directed by the Director of the Sports Board.

C. **Equipment / Uniform Manager** – The Sports Board Equipment / Uniform Manager shall:

1. Maintain proper supervision over the issuance , retrieval and inventory of all equipment and uniforms appropriate to the Sport; coordinate its central storage with the Association's Business Manager.
2. Assist the Sports Director in informing the Executive Board of purchases made for the proper operation of the sport.
3. Provide an inventory of all equipment to the Executive Board within ninety (90) days of completion of the sports season.

D. **Treasurer** – The Sports Board Treasurer shall:

1. Deposit all monies received, in the name of the Association, in the Sports Board's approved financial institution.
2. Maintain a master record of all monies collected and disbursed in the name of the Association by his or her sport.
3. Prepare reports on the financial condition of the Sports Board and be prepared to present said reports as regular meetings of the sport or as requested by the Director.
4. Follow the Association's Sports Board financial policies and procedures governing the deposit and disbursement of all monies.
5. Ensure that the Sports Board submits a comprehensive foirecasted budget for the upcoming season with in ninety (90) days of the completion of the sport season, or as requested by the Executive Board.
6. Assure the sports records are accurate to aid in preparation and filing of the Association's year-end taxc return.
7. Perform other duties as directed b ythe Director of the Sports Board.

E. **Member-At-Large** – The Member-at-Large of this Association shall:

1. Represent the Sports Board as directed by the Director of the Sports Board.
2. The Electerdc Member-at-Large shall have the ful rights of voting as the ther elected officers on the Sports Board.
3. Additional Members-at-Large may be appointed to the Executive Board but will not have a voting right on the Sports Board.

Section 2 Elections and Terms of Office

- A. All Association members in good standing with the exception of Athletic Members are eligible for office.
- B. No member shall hold more than one elected office on one Sports Board at one time.
- C. Secret Ballot elections will be held at the General Membership Meeting.
- D. Elections will proceed from the top office available down, with the nominees for each office available from the floor.
- E. Person(s) elected to a Sports Board at the November General Membership Meeting shall assume office on the first day of January after their election.
- F. Person(s) elected to the Sports Board at the May General membership Meeting shall assume office at the first meeting in June after their election.
- G. Elected Sports Board Directors may appoint additional members to their Board, in accordace with their Articles of Authorization, Policies and Prodecures and Playing Rules and Regulations.
- H. Should a Board Member vacate their office before his or her term expires, the position shall be filled by appointment, approved by a majority vote of the Sports Board and the Executive Board.

Article VIII Miscellaneous

Section 1 Inspection of By-Laws

The Articles of Incorporation and By-Laws as amended and certified by the Secretary of the Association shall be available for inspection by any member in good standing of the Association.

Section 2 Checks, Drafts Etc.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Association, shall be signed or empowered by such person(s) and in such manner as, from time to time, shall be determined by a resolution of the Executive Board.

Section 3 Records

The Association shall keep correct books and adequate records of accounts and shall keep minutes of the proceedings as such relate to the Association, its Executive Board, committees and Sports Board. Such record shall be in written form and retained for a minimum of 5 years by the boards Secretary.

Section 4 Annual Financial Reports

The Association shall prepare an annual report, as directed by the Executive Board, containing the following information in reasonable detail:

- A. The assets and liabilities of the Association
- B. The revenue or receipts of the Association
- C. Expenses or disbursements of the Association.
- D. Any information as required by the Executive Board

Section 5 Execution of Contracts, Leases Etc.

The Executive Board, as provided by these by-laws, may authorize any officer(s) or agent(s) to enter into a contract or execute any instrument in the name of and on behalf of this Association, and such authority is confined to specific instances and unless so authorized by the Executive Board, no officer(s) or agents(s) shall have any power or authority to bind this Association by any contract or engagement or to pledge its credit or to render it liable for any purpose or in any amount.

Section 6 Non discrimination

No person shall be denied membership in this Association or on the Executive Board, or Sports Boards on the basis of race, sex, creed, color, religion, or national Origin.

Article IX Amendments of Association By-Laws, Sports Board Articles of Authorization, Playing Rules and Regulations

Section 1 Association By-laws may be amended pursuant to the following procedures:

- A. The Executive Board or any Association member in good standing may propose amendments to these By-laws.

- B. The Executive Board shall create a By-Law Committee to review the amendment and recommend to the Executive Board their support or opposition to the amendment.
- C. The Association's members in good standing, at the next regular scheduled General Membership meeting, shall vote on the amendment. Members in good standing shall receive notice of the meeting and copies of the changes thirty (30) days prior to the scheduled meeting.
- D. Changes must be ratified by a two-thirds (2/3) vote of members in good standing, present and voting. No proxy votes shall be allowed.

Section 2 Sports Board Article of Authorization, Playing Rules and Regulations may be amended pursuant to the following procedures:

- A. The Sports Board or any Association member in good standing may purpose amendments to their Articles of Authorization, Playing Rules and Regulations.
- B. The Sports Board shall endeavor to review the amendment, encourage the widest possible comment from those engaged in running the sport such as coaches, team managers, and Association members.
- C. The changes must be ratified by two-thirds (2/3) vote of the Sports Board then submitted to the Association's Executive Board for final approval. Final approval by the Executive Board shall require a two-thirds (2/3) vote.

Article X Policy and Procedure Statement

Section 1 Policy and Procedure Statement

The Executive Board shall, subject to the limitations of the Articles of Incorporation, the By-Laws and the laws of the State of California, have the right to develop and institute policies and procedures on, but is not limited to the following, to establish a uniformed guideline for the Association and Sports Boards to follow:

- A. Members Code of Conduct
- B. Warrior Logo Merchandise
- C. Contracts and Leases
- D. Handling of Monies (Cash, checks etc.)
- E. Proper Purchasing Procedures

Section 2 Alteration or Amendment of a Policy or Procedure

- A. Any member in good standing may submit to the Executive Board a new altered or amended policy or procedure for review. Upon review of the new, altered or amended policy or procedure the Executive Board will vote on said. Final approval by the Executive Board shall require a two-thirds (2/3) vote.

- B. If the Executive Board rejects the new, altered or amended policy or procedure the member shall be permitted to present the new, altered or amended policy or procedure at the next scheduled General Membership Meeting to have it voted on by the General Membership, present, in good standing and voting, will be required for adoption of the new, altered or amended policy or procedure. No proxy votes will be allowed.