

**By-Laws of the**

**KINGS PARK YOUTH ATHLETIC ASSOCIATION, Inc.**

**Last Amendment made August 2, 2023**

**ARTICLE ONE**

**ORGANIZATION**

1. The name of this organization shall be:

**KINGS PARK YOUTH ATHLETIC ASSOCIATION**

2. The organization shall have a seal which shall be in the following form(s):



3. The organization may at its pleasure by a vote of the membership body change its name.

## **ARTICLE TWO**

### **PURPOSES**

The following are the purposes of which this Organization has been formed:

To provide wholesome recreational athletics and sports activities in the Town of Smithtown under adult supervision, in order to improve the physical and mental health; to teach and promote friendship and civic responsibility among children and youths; to receive and maintain funds for the aforesaid purposes; the corporation shall not organize, operate, or conduct an institution of the kind referred to in Section 11 of the membership corporation law; no part of the net earnings of the corporation shall inure to the benefit of any member, Trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes), and no member, trustee, director, officer of the corporation, or any private individual shall be entitled to share in the distribution of any corporate assets on dissolution of the corporation. No salary shall be paid to any trustee, director or officer of the corporation for services rendered on behalf of the corporation.

## **ARTICLE THREE**

### **MEMBERSHIP**

Membership in this organization shall be open to all who attained the age of eighteen (18) years, and who are residing in the hamlets of Commack, East Northport, Fort Salonga, Kings Park, Northport and Smithtown.

### **MEMBERS IN GOOD STANDING**

A member shall be considered in good standing by:

1. Attending at least three (3) regularly scheduled General Membership meetings within the period beginning Jan 1<sup>st</sup> and ending November 30<sup>th</sup>.

A member shall be considered not in good standing by:

1. Found to have broken the league's code of conduct
2. Have had disciplinary actions against them
3. Are deemed by the Board to be not in good standing by quorum vote

Such members may lose their good standing within the league for a minimum of 12 months after the notification of infraction from the board and will not be considered in good standing at that time.

## **ARTICLE FOUR**

### **OFFICERS**

The officers of the Organization shall be as follows and shall be known as the (Officers) and shall also be known as the Executive Committee:

**President**

**Vice President**

**Secretary**

**Treasurer**

The office of President and Vice President shall be filled by a candidate who has served on the Board of Directors or been in an appointed position for a period of not less than 24 months with approval from the nomination committee.

**The President:** shall preside at all General membership meetings.

He / she shall be Chairman of the Board of Directors. He / she shall appoint all committees, temporary or permanent. He / she shall see all books, reports and certificates as required by law are properly kept or filed. He / she shall ensure that these organizations' by-laws are followed. He / she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. The President may authorize expenditures of up to one thousand dollars once during each sports season without obtaining Board approval.

**The Vice President:** Shall in the event of the absence or the inability of the President to exercise his / her office become acting President of the Organization with all rights privileges and powers as if he / she had been duly elected President. He / she shall be one of the officers who may sign checks or drafts of the organization. He / she shall ensure that these organizations' by-laws are followed and be the keeper of all of the organizations backup records.

**The Secretary:** Shall keep the minutes and records of the organization in appropriate books. He / she shall be the official custodian of the records of the organization. It shall be his / her duty to file any certificate required by any statute, federal or state. He / she shall give all notices to members of the organization. He / she shall present to the membership at any meeting any communication addressed to him / her as Secretary of the organization. He / she shall submit to

the Board (as defined) any communications addressed to him / her as Secretary of the organization. He / she shall chair the nominating committee.

**The Treasurer:** Shall receive and collect all monies due to the organization, to issue receipts from the same and to keep accurate records of all receipts. All expenditures of the organization's funds shall be made by check or electronic funds transfer and shall be signed by the Treasurer, President or Vice President. The Treasurer shall keep accurate records of disbursements. The Treasurer shall present a financial statement at every board meeting and at other times when requested by the Executive Committee.

## **ARTICLE FIVE** **BOARD OF DIRECTORS**

The Trustees who collectively shall be known as the Board of Directors shall be elected at the annual meeting of the organization in the same manner and style as Officers of this organization, and they shall serve as follows;

There shall be a total of six (6) elected Trustees.

There shall be three Trustees serving two (2) year term

There shall be three Trustees serving one (1) year terms

**Trustees:** Shall participate in the strategic direction, government and overall well-being of the organization. Trustees are to uphold the organization's mission, values, objectives and ensure long-term sustainability and success. The responsibilities of a trustee include but are not limited to taking the lead on volunteering for community events participated by the organization, overseeing individual sports programs acting as the conduit for commissioners and coordinators to the Board of Directors. An Administrative Trustee may be appointed to oversee all other trustees.

The attendance of Five (7) Officers or Trustees shall constitute a quorum and the meeting of the Board shall be immediately following the General Membership meeting as set forth in these by-laws. Each Officer and Trustee shall have one vote and such vote may not be done by proxy. Hereinafter the Officers and Trustees collectively shall be referred to as the "Board" and each Officer and Trustee individually shall be referred to as a board member.

Absence from three consecutive meetings shall cause a board member to lose their voting rights. To regain these rights, a board member must attend three board meetings. Voting rights will be

reinstated at and for the third meeting. A member of the Board may be removed when sufficient cause exists for such removal. The Board of Directors may enter charges against any board member. Absence from six or more meetings during a twelve month period January from December may be sufficient cause for removal.

The Board may make such rules and regulations covering its meetings as it may in its discretion deem necessary.

Vacancies in the Board of Directors shall be filled by the remaining members of the Board of Directors for the balance of the term or at the discretion of the Board a special election may be held if the position affects the operation of the organization. The President of the organization by virtue of his / her office shall be the chairman of the Board of Directors.

## **ARTICLE SIX**

### **MEETINGS**

The annual election meeting of this organization shall be held on a week in December of each year, except if such a day is a legal holiday then and in that event the Board shall fix the day, but it shall not be more than two weeks from the date fixed by these by-laws. The Secretary shall issue a notice to the membership of the time and place of such meeting.

Regular monthly General Membership meetings of this organization shall be held on the third Wednesday of the month at 8:00 PM from January thru December, with no meetings held in July and August.

The presence of not less than eight members shall constitute a quorum and shall be necessary to conduct business of this organization; but a less number may adjourn the meeting for a period of not more than thirty days from the date scheduled by these by-laws and the Secretary shall cause a notice of this scheduled meeting to be issued to all members who were not present at the meeting originally called. A quorum as herein set forth shall be required at any adjourned meeting. Special meetings of this organization may be called by the President when he / she deems it for the best interest of the organization. Notice of such meeting shall be given to all members at least five days in advance by the Secretary

## **ARTICLE SEVEN**

### **GENERAL MEMBERSHIP MEETING ORDER OF BUSINESS**

1. Sign in of attendees
2. Reading of minutes of previous meeting when requested
3. Presidents report
4. Reports of Commissioners
5. Reports of Officers
6. Reports of Committees
7. New Business
8. Old and unfinished business
9. Good and welfare
10. Adjournment

## **ARTICLE EIGHT**

### **ELECTIONS / NOMINATIONS**

Nominations for Officers and Trustees shall be made by a Nominating Committee consisting of three (3) members in good standing, one of which shall be the Secretary who shall serve as chair, who shall be appointed by the majority of the Officers and Trustees. The committee shall report the names of two candidates, when possible, for each office to be filled, at the November meeting. Additional nominations may be made from the floor by members in good standing and voting on election night shall be limited to the nominees. ALL nominees must be members in good standing and be approved by the election committee including those nominated from the floor. Nominations may be made by those nominated for other posts.

The office of the President and Vice President shall be filled by a candidate who served on the Board or has been in an appointed position for a period of not less than 24 months, unless no such candidate is available. Voting is restricted to members in good standing only. The Secretary shall provide the names of those members considered in good standing before the end of the November meeting.



## **ARTICLE NINE**

### **VOTING**

At all meetings, except for election of Officers and Trustees, all votes shall be via voice. For the election of Officers or Trustees ballots shall be provided and there shall not appear on any place on such ballot any mark or marking that might tend to indicate the person who cast such ballots. A ballot will not be considered complete and counted in the election if a vote is not cast for every available position being voted upon. Only members in good standing are entitled to vote in elections.

At any regular meeting or special meeting, if a majority so requires, any question brought to a vote may be voted upon in the manner and style provided for election of Officers and Trustees. At all votes by ballot, the Chairman of such meeting (if the President is not present) shall immediately prior to the commencement of the balloting, appoint a committee of three, of which one shall be the Secretary, (unless the position of Secretary being voted upon) then another elected board member and two (2) others who shall be members in good standing, will act as inspectors of election and who shall, at the conclusion of such balloting, certify in writing to the chairman the results and a certified copy shall be physically affixed to the minute book to the minutes of that meeting. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon, when possible.

## **ARTICLE TEN**

### **SALARIES**

The Board shall hire and fix the compensation of any and all employees which they in their discretion deem necessary in the conduct of the business of the organization.

## **ARTICLE ELEVEN**

### **COMMITTEES**

All committees of this organization shall be appointed by the President and their term of office shall be a period of one year or less, sooner if terminated by the action of the President. The President is considered de facto Chairman of all committees.

## **ARTICLE TWELVE**

### **GRIEVANCE COMMITTEE**

Adopted into By-Laws April 2009

The purpose of the grievance committee would be to address complaints / grievances that are filed in writing, beginning when a sports registration opens and concluding on the 30<sup>th</sup> day after the sport has ended.

The Grievance Committee shall consist of up to 7 individuals:

2 board members

5 Individuals from the general membership, who are in good standing and are approved by the President. The identities of the 5 members from the general membership shall be kept confidential, and are required to sign a confidentiality agreement prohibiting the discussion of complaints / grievances outside of the committee prior to being seated on the committee.

The grievance committee will review all complaints / grievances submitted to the Kings Park Youth Athletic Association (hereinafter referred to as "Kings Park Youth"). It will also review and compile all coaches evaluations submitted to Kings Park Youth for all sports and deliver the results to the Board.

All complaints or grievances must be submitted to Kings Park Youth in writing and must be signed and provide contact information of the writer. Complaints / grievances may be submitted to Kings Park Youth either by email to either of the two board members on the grievance committee or may be sent to the organization's PO BOX; the envelope must clearly state Kings Park Youth Grievance Committee. Only at the Grievance Committees discretion will an

individual be able to meet and discuss their complaint / grievance with the grievance committee, and only to clarify questions the Committee may have about their complaint / grievance.

Envelopes addressed to the Grievance Committee received by the Secretary must be turned over, unopened, to either of the two board members on the grievance committee.

The grievance committee will meet once a month when needed if a complaint / grievance is received. There must be a minimum of five (5) committee members present with one (1) being a board member for the committee to make a recommendation. If there are less committee members at any given meeting the complaint / grievance may be discussed, but no action may be taken.

The committee will review the complaint / grievance and may address it in the following manor.

- A. Refer it to the Commissioner of the sport to be addressed
- B. Make a determination if a Coach / Parent / Board Member violated any Kings Park Youth by- law or rule and make a recommendation to the Board (i.e.: suspension for a game, removal from coach, letter of censure) or no discipline is necessary. The Board will then vote on the committees recommendations.
- C. Refer it immediately to the Board if it involves the wellbeing of any child.

All individuals who submit a complaint / grievance will receive notifications for the following:

1. When the complaint / grievance is received
2. After the grievance committee meets and discusses their complaint / grievance
3. When a final determination is made by the Board.

The goal of the committee is to receive, review and make a determination for all complaints / grievances received within 30 days. If the committee and the Board cannot finalize the complaint within 30 days it will be concluded by the ensuing Board meeting.

Grievances addressed by the Board prior to the formation of the grievance committee, will be continued to be followed and will be addressed by the Board.

## **ARTICLE THIRTEEN**

### **AMENDMENTS**

These by-laws may be altered, amended, repealed or added to by an affirmative vote of not less than the quorum of Officers and Trustees.

## **ARTICLE FOURTEEN**

### **FEES FOR PROGRAMS**

The organization shall charge a participation fee for each of the sports or activities run by the organization. If there is a family or families that cannot afford these fees the organization shall absorb the cost. The identities of these families shall be kept strictly confidential. The Board reserves the right to request a financial statement to be filled out and submitted to the Board. The family shall volunteer for the organization whenever possible. If a family fails to volunteer their time the Board may refuse future financial assistance. Board members are not required to pay a fee for any intramural program or activity.

## **ARTICLE FIFTEEN**

### **PROPRIETARY PROPERTY**

In order to protect the organization it shall be the responsibility of each Officer or Trustee to provide back-up copies of vital records and information not less than quarterly. The Vice President shall direct each Officer or Trustee who utilizes, updates or compiles information needed for Kings Park Youth Organization to function to make a copy of all data and provide it to the Vice President at the end of each quarter (March, June, September and December). This information shall include, but may not be limited to, databases, financial information (which shall include bank names, account numbers, account balances), spreadsheets and any other data or information the Vice President or Executive Committee determines is needed to be backed up. Kings Park Youth shall reimburse all fees and expenses for this process to be completed.

### **SPECIAL APPOINTMENTS**

The commissioner of a sport or activity shall be appointed by the President, and if they are not already an Officer or Trustee they shall be appointed to the Board as a Trustee and have the same rights and privileges as any elected Trustee for his / her tenure. This special appointment will terminate thirty days after the last game or activity of that sport, or sooner by action of the President. This position must be re-appointed by the President after every season.

The outgoing president shall be a Special Advisor for one year with all rights and privileges of an elected Trustee.