

**BYLAWS  
OF  
TRINITY VALLEY YOUTH SPORTS ASSOCIATION  
(A Non-Profit Texas Corporation)**

**ARTICLE ONE - MISSION STATEMENT**

The mission statement of Trinity Valley Youth Sports Association ("TVYSA") is to diligently provide an association which is child-focused, promoting an atmosphere where children of the Crandall Independent School District can have pride in representing their community, through football and cheerleading while having fun and learning sportsmanship through competitive games. The mission statement is not intended to be inconsistent with the non-profit purposes of TVYSA and is not an authorization, implied or express, to contravene the non-profit purposes of TVYSA, as more specifically set forth in the Articles of Incorporation of TVYSA.

**ARTICLE TWO - MEMBERSHIP**

- (a) A member is anyone willing to do his or her part to fulfill the mission statement.
- (b) All parents and/or households with a player (minor) of any sport must be a member of TVYSA. There is a non-refundable \$10.00 annual fee per family for this membership. This annual fee is due on January 1 or at the sign-up of the beginning of the season. Fiscal year shall be through December 31<sup>st</sup> of each year. The Secretary shall keep a list of all current members.
- (c) There will be a maximum of two (2) voting members per membership. There will be a maximum of two (2) votes per household. To be eligible to vote a member must have attended three previous TVYSA meetings within the current membership period.
- (d) TVYSA reserves the right to refuse membership to anyone without excluding a child the opportunity to participate in activities offered by TVYSA. The TVYSA reserves the right to refuse or revoke membership of anyone, for any reason, with the unanimous approval from the Board of Directors.
- (e) Any further rules and/or regulations regarding the eligibility and qualification for membership and the manner of and admission into such membership shall be prescribed by corporate resolutions duly adopted by the Board of Directors or by such rules and regulations as may be prescribed by said Board of Directors. All such resolutions or rules and regulations relating to and pursuant to membership adopted by the Board of Directors shall be affixed to the Bylaws and shall be deemed to be an integral part thereof. Such resolutions or rules and regulations adopted by the Board of Directors may be prescribed, with respect to all members and membership categories, as follows: (i) the amount and manner of imposing and collecting any annual fees, dues or other sums; (ii) the manner of imposing assessments, fines and penalties; (iii) the manner of suspension or termination of membership; (iv) the manner for reinstatement of membership; and (v) except as may hereinafter otherwise be provided, the rights, liabilities, and other incidents of membership.
- (f) The rights or interest of a member shall not terminate except upon the consequence of any event, as hereinafter provided:
  - a. Death;
  - b. Expulsion;
  - c. Resignation; or
  - d. Dissolution or Liquidation of the Corporation.

- (g) TVYSA shall have one (1) class of voting member without regard of membership category or class. TVYSA may have more than one category or class of membership, with applicable annual dues or capital contributions for each such membership category or class.

### **ARTICLE THREE - MEMBERSHIP RIGHTS AND PRIVILEGES**

- (a) No membership shall have the right without the prior approval of the Board of Directors to exercise any of the powers or to perform any of the acts of the Bylaws delegated to the Board of Directors by the Bylaws.
- (b) The membership rights and privileges, together with voting rights of any member, may be suspended by the Board of Directors for any period of time during which such member is determined by the Board of Directors to be in breach of duty as a member or has not complied with the obligation or obligations by these Bylaws or the rules and regulations adopted by the Board of Directors.

### **ARTICLE FOUR - MEETINGS OF MEMBERS**

#### ***Section One: Place of Meeting***

All meetings of members shall be held at designated locations to be determined by the Board of Directors, as designated in the "Notice of Meeting."

#### ***Section Two: Annual Meetings of Members***

- (a) The Annual Meeting of members shall be held on such date as shall be scheduled from time to time by the Board of Directors. Each successive Annual Meeting of members shall be held on a date not to exceed twelve (12) months following the preceding Annual Meeting of members. Any Annual Meeting of members may be scheduled and held at such location within or without the State of Texas as the Board of Directors shall schedule from time to time.
- (b) The Annual Meeting of members may be called and scheduled by the Board of Directors or by any Officer, as instructed by the Board of Directors, except to the extent that Directors of the Board of Directors may be required by Law to call and schedule a meeting, and shall be called and scheduled by the Secretary of the members, when and if required by the Law.
- (c) Written notification stating the location, date, and hour of the Annual Meeting of members shall be provided to all members, regardless of membership category. Such notice shall state the individual or individuals calling and scheduling the Annual Meeting of members and shall state that said Meeting is for the election of Directors to the Board of Directors, and for the transaction of such other business as may properly come before the Meeting. A Notice of Meeting shall be published on the official TVYSA website not less than ten (10) calendar days prior to the Meeting, nor more than fifty (50) calendar days prior to the Meeting. The attendance of any member in person or via proxy at a Meeting without protesting the lack of notice of a Meeting, shall constitute a "Waiver of Notice" by such member.
- (d) To be eligible to vote a member must have attended three previous TVYSA meetings within the current membership period.
- (e) At each Annual Meeting of members, the Board of Directors shall present an Annual Report. Such report shall include the assemblage of records of TVYSA and entered into the Minutes of proceedings of such Annual Meeting of members.

#### ***Section Three: Regular and Special Meetings of Members***

- (a) TVYSA shall hold a regular meeting at least one time per month. Special Meetings of members, for any purpose or purposes whatsoever, may be scheduled and called at any time by a majority of a quorum of

the Board of Directors. Any member can request a Special Meeting and the Board of Directors will review the request and determine if the Special Meeting is necessary. Any Special Meetings will be scheduled on the first available date. Notice of Special Meetings shall be given in the same manner as for Annual Meetings of members.

- (b) Notification stating the location, date and hour of any Regular Meeting shall be provided to all members, regardless of membership category. Any such notice shall be published on the official website stating the date, time and location of any Regular Meeting at least seven (7) days before the scheduled meeting. The attendance of any member at a meeting without protesting the lack of notice of a meeting shall constitute a "Waiver of Notice" by such member.
- (c) Written notification stating the location, date, and hour of any Special Meeting of members shall be provided to all members, regardless of membership category. Such notice shall state the individual or individuals calling and scheduling the Special Meeting of members and shall state the purpose or purposes for which the meeting is scheduled. At any Special Meeting of members, only the business stated in the "Notice of Meeting" may be transacted there at. A Notice of Meeting shall be published on the official TVYSA website not less than ten (10) calendar days prior to the Meeting, nor more than fifty (50) calendar days prior to the Meeting. The attendance of any member in person or via proxy at a Meeting without protesting the lack of notice of a Meeting shall constitute a "Waiver of Notice" by such member.
- (d) To be eligible to vote a member must have attended three previous TVYSA meetings within the current membership period.

#### ***Section Four: Voting***

- (a) Voting of the members maybe viva voice or by ballot provided that all elections for Directors shall be by secret written ballot. Any Director elected to office may be removed from office prior to the expiration of the term for said Director by the vote of a simple majority of the voting power of the members.
- (b) Except as otherwise provided by Law, the presence in person of two or more members entitled to vote at any Meeting of the Members shall constitute a quorum at such meeting for the transaction of any business. All Directors will be elected by a plurality of the votes cast. Except as otherwise provided by Law, any other action shall be by a majority of the votes cast. Whenever the vote of members is required or permitted, such action may be taken without a Meeting on the written consent setting forth the action taken and subscribed by all the members entitled to vote.
- (c) At any election of Directors by members, there shall be available to the members reasonable nomination and election procedures given the nature, size and operation of the Corporation. Accordingly, the procedures shall include the following:
  - a. A reasonable means of nominating individuals for election as Directors;
  - b. A reasonable opportunity for a nominee to communicate to the members the qualifications of a nominee and the reasons for the candidacy of the nominee;
  - c. A reasonable opportunity for all nominees to solicit votes; and
  - d. A reasonable opportunity for all members to choose among the nominees.

#### ***Section Five: Action Without Meeting***

Any action which may be taken by the vote of members at a regular or special Meeting, except the election or removal of Directors where cumulative voting is a requirement, may be taken without a Meeting.

### **ARTICLE FIVE: DIRECTORS**

### **Section One: Powers and Duties, General**

- (a) The Corporation shall be managed by a Board of Directors. Each and every Director of the Corporation shall attain the minimum age of eighteen (18) years of age, and shall be a member of the Corporation throughout the period of Directorship. The Board of Directors shall consist of no less than one (1) and no more than five (5) members that are mature individuals, business oriented with elite people skills, respected in the community and possess a non-biased demeanor. Subject to the aforesaid, the number of Directors may be amended from time to time by the action of the members of the Board of Directors of the Corporation. The number of Directors may be increased or decreased by action of the members of the Board of Directors, provided that any such action by the Board of Directors to effect such increase or decrease in Directorship shall require the vote of a majority of the entire Board of Directors.
- (b) The First Board of Directors of the Corporation shall consist of those individuals elected by the Incorporators of the Corporation or named as the initial Board of Directors in the Articles of Incorporation of the Corporation, as filed with the Secretary of State, State of Texas, and they shall hold office until their successors have been duly elected and qualified at the Annual Meeting of Members. Thereafter, at each Annual Meeting of Members. The membership shall elect Directors to hold office until the next Annual Meeting of Members. Each Director of the Board of Directors shall hold office until the expiration of the term for which said Director was elected, and until a successor has been duly elected and qualified, or until the resignation or removal as a Director, as hereinafter provided.
- (c) Subject to the limitations of the Articles of Incorporation, these Bylaws and Texas Revised Statutes as to actions to be authorized or approved by the members, and subject to the duties of the Directors and prescribed by the Bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors of the Corporation. Without prejudice to such general powers but subject to the same limitations, it is hereby expressly declared the Directors shall have specific powers and duties, which include the following:
  - a. To select and remove all the Officers, agents and employees of the Corporation;
  - b. To select and remove all Head Coaches involved in the association;
  - c. To conduct, manage and control the affairs of the Corporation;
  - d. To change the principal office for the transaction of the business of the Corporation from one location to another;
  - e. To borrow money and incur indebtedness for the purpose or purposes of the Corporation;
  - f. To contract and pay for the goods and services relating to the specific purpose or purposes of the Corporation;
  - g. To initiate and execute disciplinary proceedings against members of the Corporation for violation of the provisions of the Articles and Bylaws;
  - h. To prepare budgets and financial statements for the Corporation; and
  - i. To delegate any of its power hereunder to others including Officers, committees and employees.

### **Section Two: Election and Term of Office of Directors**

Directors shall be elected for a term of two (2) years. A Director shall hold office until a successor is elected.

### **Section Three: Chairperson of the Board of Directors**

The President of the Corporation shall act as the Chairperson of the Board of Directors, and preside at all meetings of the Board of Directors. In the absence of the President of the Corporation, the Board of Directors may appoint any other Director and Officer of the Corporation to preside at such meeting as Vice Chairperson.

**Section Four: Meetings of the Board of Directors**

- a) The Annual Meeting of the Board of Directors shall be scheduled and held immediately after the Annual Meeting of Members. All other meetings shall be held at such time and location as shall be scheduled by the Board of Directors of the Corporation from time to time.
- b) Written notification stating the location, date and hour of the Annual Meeting of the Board of Directors shall be provided to all Directors of the Corporation. Notice of such meeting shall be published on the official TVYSA website not less than ten (10) calendar days prior to the meeting; nor more than fifty (50) calendar days prior to the meeting. No notice need be provided to any Director who executes and delivers a "Waiver of Notice" prior to the meeting. The attendance of a Director in person or via proxy at a meeting without protesting lack of notice of a meeting, shall constitute a "Waiver of Notice" by such Director.
- c) Notice shall not be required for regular meetings of the Board of Directors for which the time and location have been provided. Special meetings of the Board of Directors may be scheduled and held by or at the direction of the Chairman of the Board, President or by a majority of the Directors.
- d) Written, oral, or any other method of notice of the time and location shall be required for special meetings of the Board of Directors, and said notice must result in sufficient time for the convenient assembly of the Board of Directors. The notice of any meeting need not specify the purpose or purposes of such meeting. The requirement of notice of a meeting may be waived by any Director who subscribed a "Waiver of Notice" prior or after the meeting or who attends the meeting without protest for lack of notice thereof.

**Section Five: Quorum and Adjournment**

- (a) Except to the extent provided herein or in the Articles of Incorporation of the Corporation, a majority of the entire members of the Board of Directors of the Corporation shall constitute a quorum. At any meeting held to remove one or more Directors, a quorum shall consist of a majority of the Directors present at such meeting. Whenever a vacancy of the Board of Directors shall prevent a quorum from being present, then, in such event, the quorum shall consist of a majority of the members of the Board of Directors excluding the vacancy. A majority of the Directors present, whether or a not a quorum is present, may adjourn a meeting to another time and location.
- (b) Except to the extent provided by Law and these Bylaws, the acts of the Board of Directors shall constitute a majority of the Directors present at the time of vote, a quorum being present at such time. Any action authorized by corporate resolution, in writing, by all of the Directors entitled to vote thereon and filed with the Minutes of the Corporation shall be the act of the Board of Directors of the Corporation, and shall be with the same force and effect as if same had been passed by unanimous vote at a duly authorized meeting of the Board of Directors.

**Section Six: Vacancy of Directors**

- (a) A vacancy shall be deemed to exist in case of the death, resignation, removal or if the Board of Directors of the Corporation shall increase the authorized number of Directors of said Board.
- (b) The creation of a Directorship or vacancy in the Board of Directors may be filled by a vote of a majority of the Board of Directors then in office, although less than a quorum, unless otherwise provided in the Articles of Incorporation of the Corporation. Any vacancy which results from removal of a Director without cause shall be filled by a vote of the members. A Director that is elected to fill a vacancy which results from resignation, death, or removal shall be elected to hold office for the remaining term of the predecessor.

**Section Seven: Resignation of Directors**

A Director may resign at any time by provided written notification to the Board of Directors of the Corporation or to an Officer of the Corporation or by appearing in person at any meeting (annual, regular or special) and verbally announcing said resignation therein. Unless otherwise specified in such resignation, a written resignation shall take effect upon receipt thereof by the Board of Directors or such Officer of the Corporation, and a verbal resignation shall take effect upon announcement by said Director. Acceptance of such resignation shall not be necessitated to be effective.

***Section Eight: Removal of Directors***

Any or all of the members of the Board of Directors of the Corporation may be removed with or without cause by a vote of the members of the Corporation. The Board of Directors may remove any Directors thereof for cause upon majority vote.

***Section Nine: Compensation and Fees***

Neither the Directors nor the Officers of the Corporation shall receive any monetary compensation for their services performed in the conduct of the business of the Corporation, except upon the vote or written consent of a majority of the voting members of the Corporation. The Directors and Officers of the Corporation may be reimbursed for actual expenses incurred in the accomplishment and prosecution of the business of the Corporation.

***Section Ten: Committees, Executive, Special and Standing***

The Board of Directors of the Corporation may designate from their number, an Executive Committee and other standing committees. Such committees shall have the authority as the Board of Directors may delegate, except to the extent prohibited by Law. Furthermore, the Board of Directors may establish special committees for any and all lawful purposes, which may have such powers as the Board of Directors may lawfully delegate.

**ARTICLE SIX: OFFICERS and HEAD COACHES**

***Section One: Officers***

- a) The Officers of the Corporation shall be a President, Vice President, Secretary, and Treasurer. An office of the Corporation may be a Director.
- b) The Board of Directors of the Corporation may elect or appoint a President, one or more Vice Presidents, a Secretary, one more Co-Secretaries, a Treasurer, one or more Co Treasurers, and such other Officers and positions as may be determined from time to time. (c) Additional positions within the Corporation may include, but are not limited to, Legal Advisor, Parliamentarian, Football Commissioner, Cheerleading Commissioner, and Public Relations Officer.
- c) Only the President, Vice President, Treasurer and Co-Treasurer have the authority to enter into financial commitments on behalf of the Corporation with the majority vote of the Board of Directors.

***Section Two: Election***

The Officers of the Corporation shall be nominated, the first Tuesday in January, by majority votes of the Directors. Eligible voting members are allowed to make nominations for Officer positions. Each Officer of the Corporation shall hold office until a successor has been duly appointed or elected and qualified.

***Section Three: Removal of Officers***



Any Officer may be removed, either with or without cause, by a majority of the Directors at the time of office, at any time.

***Section Four: Vacancy of Office***

A vacancy in any office as the result of death, resignation, removal or any other cause shall be filled in the manner prescribed by these Bylaws.

***Section Five: President***

The President shall be the Chief Executive Officer of the Corporation and shall have the responsibility for the general management and operation of the affairs of the Corporation, and shall ensure that all resolutions as enacted by the Board of Directors are fulfilled. The President shall preside as Chairperson of the Board at all meetings of the Board of Directors and at all meetings of Members. The President shall assign duties to all officers as are required and shall appoint special committees to carry out the functions of the Corporation. The President will be responsible for assisting the Vice President with proposed game schedules, oversee the commissioners of each sport to ensure time lines and budgets are being met, compose meeting agenda with Secretary, sign with the Treasurer all orders on the treasure, secure and make arrangements for monthly meetings, and not make any sole decisions of importance without approval of the Board of Directors. The President shall have such other powers and duties as may be prescribed by the Board of Directors.

***Section Six: Vice President***

The Vice President shall act in the absence or vacancy of the President, subject to the Board of Directors, and shall have all rights, powers, duties, and obligations as if the President was present. The Vice President shall assist the President and any other officer when necessary in the performance of his/her duties, assist the President and Treasurer with proposed budget, commissions with proposed season budget, assist the President in keeping a current schedule of events outlined for the board in order to eliminate last minute planning, perform all other duties usually pertaining to this office and not make any sole decisions of importance without approval of the Board of Directors. The Vice President shall have such other powers and duties as may be prescribed by the Board of Directors.

***Section Seven: Secretary***

The Secretary shall record and keep the official minutes of all Corporation meetings and shall provide a summary at the beginning of each meeting with the previous meeting minutes. The Secretary shall provide each meeting with a sign-in sheet and official documents of the Corporation, act as the custodian and maintain bound permanent, type book of all meetings, documents, special meetings, fundraisers, etc. This book shall be turned over to the newly elected President when term expires. The official association book shall contain sections for minutes, bylaws, board officers' information, and financial report. All original documents must be approved by the Board of Directors and signed by the President and one other officer before placing in the book. The Secretary shall have such other powers and duties as may be prescribed by the Board of Directors.

***Section Eight: Treasurer***

The Treasurer shall have the care and custody of all funds and securities of the Corporation, and shall keep and maintain or cause to be kept and maintained, adequate and correct accounts or corporate finance records, and such other business transactions associated with the Corporation, including accounts of assets, liabilities, receipts, disbursements, gains, losses, capital and surplus. The Treasurer will collect all monies along with receipts of all Corporation and keep a detailed account of all revenues and expenditures, sign all checks, drafts, notes and orders

for payment of money drawn on the Corporation bank accounts, which have been duly authorized by the Board of Directors, deposit monies in the main accounts of the Corporation, shall supply copies of the current financial report to the Board of Directors at the monthly meeting. At the monthly meeting, the Treasurer shall act as custodian and maintain all financial records on behalf of the Corporation, assist the President and Vice President with proposed budget for Board of Directors approval, perform all other duties usually pertaining to this office and not make any sole decisions of importance without approval of the Board of Directors. The Treasurer shall have such other powers and duties as may be prescribed by the Board of Directors.

#### ***Section Nine: Other Positions***

- (a) Legal Advisor - shall file all legal documents with the IRS, State of Texas, County of Kaufman, present all disputes, protests, complaints, and grievances to the Board of Directors, and obtain background checks when authorized by the Board of Directors.
- (b) Co-Treasurer - assume the duties and powers of the Treasurer in case of absence or vacancy and assist Treasurer with budget planning or financial reports for meetings.
- (c) Parliamentarian - to maintain order in all monthly meetings, special events or emergency meetings, escort any person who has been asked to leave the meetings due to conduct, recognize any persons wanting to speak at a meeting who has not otherwise been recognized by the President or a Director.
- (d) Communications Officer - maintain all public notices of scheduled meetings, events or games via newspaper, local posting or through school fliers, notify newspapers of any sports registration, maintain any publication or announcements such as newsletters, special announcements, elections, etc., continuously update calendar of Corporation and make available for members of the community, oversee the committee formed to handle the fundraising and marketing for the Corporation, perform all other duties usually pertaining to this office and not make any sole decisions without approval of the Board of Directors
- (e) Cheerleading/Football Commissioner - attend monthly meetings of the Corporation pertaining to his/her season, select, assist and preside over the head coaches, act as liaison on behalf of the Corporation between the Corporation, coaches and parents, coordinate with league officials and coaches prior to start of season, maintain communication on a regular basis regarding scheduled practices, coordinate with league officials with orders and distributions of uniforms, equipment and awards, keep current roster and preside over team selections, coordinate and inform coaches of upcoming clinics, act as a player agent when presenting to Board of Directors any late registrations. The Football Commissioner will be responsible for the setup of all field related duties on home game days. All Commissioners must attend and provide a report at monthly TVYSA meetings, attend all meetings pertaining to their season, orientate and educate the coaches and parents with the rules, regulations and expectations, keep records of all equipment and whom it was issued to, keep all equipment in good condition, turn in all equipment at end of season, respectfully represent TVYSA, always presenting themselves as good role models.
- (f) Cheerleading/Football Co-Commissioner-attend all monthly meetings of the Corporation pertaining to his/her season, assist the commissioner in all of his/her duties, assume the duties and powers of the commissioner in case of absence or vacancy, and respectfully represent the Corporation, always presenting himself/herself as a good role model. All Co-Commissioners must attend all monthly TVYSA meetings pertaining to their season, assist the Commissioner in all his/her duties, assume the duties and powers of the Commissioner in case of absence or vacancy, and respectfully represent TVYSA, always presenting themselves as good role models.
- (g) Concessions Coordinator – attend all monthly meetings of the corporation during the season in which concessions will be necessary. Coordinate purchasing, delivery and inventory of concession items needed with approval of the Board of Directors for all home games. Oversee general working conditions and volunteers in the concessions area.

#### ***Section Ten: Head Coaches***



Head Coaches will be nominated by any eligible voting member at the February members meeting. Nominated candidates must willingly accept the nomination. Candidates will be able to present themselves and their qualifications at the March members' meeting. Members will be able to speak for or against a candidate in open forum at the same meeting. The Board of Directors will meet at the conclusion of the March members' meeting to make final Head Coach selections for both football and cheer. If candidates are not present at this meeting, the vote for that division will be postponed until the following month until said position is filled.

## **ARTICLE EIGHT: NONPROFIT PURPOSE**

The specific purpose(s) for which this Corporation is formed are those nonprofit purposes as set forth in the Articles of Incorporation of the Corporation, as filed with the Secretary of State, State of Texas.

## **ARTICLE NINE: MISCELLANEOUS**

### ***Section One: Fiscal Year***

The fiscal year of the Corporation shall be determined by the Board of Directors of the Corporation, and having been so determined, is subject to amendment from time to time as the Board of Directors shall determine.

### ***Section Two: Expenditure and Maintenance of Funds***

The funds of the Corporation shall be maintained in the form of a checking account and/or other interest approved by membership. It will be the responsibility of the Treasurer and Co-Treasurer to maintain the funds. All expenditures from the funds will require prior approval by the majority of the Board of Directors. The President, Vice President, Treasurer and Co-Treasurer will be the only authorized individuals to withdraw funds from the account. AN AUTHORIZED SIGNATURE WILL BE REQUIRED FOR ALL WITHDRAWALS. No two family members will be in a position authorized for the expenditure of funds. The Treasurer at each monthly meeting will present the monthly bank statements from general accounts.

### ***Section Three: Bylaw Amendments***

All Bylaws of the Corporation shall be subject to alteration, amendment or repeal, and new Bylaws made, by a majority vote of the members entitled to vote in the election of Directors, at a special meeting of the members called for such purpose. The Board of Directors of the Corporation shall have the power to make, alter, amend, or repeal, from time to time, the Bylaws of the Corporation, except that the Board of Directors may not amend or repeal any Bylaw or Bylaws in which control thereof is vested exclusively in the members. Should any Bylaw regulating an impending election of Directors be adopted, amended or repealed by the Board of Directors, there shall be set forth in the notice of the next meeting of Members for the election of Directors, the Bylaw so made, amended or repealed, together with a concise statement of the changes made thereto. Except as may otherwise be stated in these Bylaws, new Bylaws may be adopted or these Bylaws may be amended or repealed by the vote of the Board of Directors of the Corporation or by the members of the Corporation, which requires a majority of the Directors or (51%) percent of the members or more.

### ***Section Four: Special Committees***

All special committees or councils shall be appointed by the Board of Directors of the Corporation for a period not to exceed one (1) calendar year in duration.

### ***Section Five: Order of Business***

All meetings shall follow the agenda, which is provided at the beginning of each meeting. During the reports (secretary, treasurer, and commissioners), all questions and/or comments shall be held. Before a member can make a motion, question, comment or debate, it is necessary that he/she obtain the floor; that is, he/she must rise after the floor has been yielded and is recognized by name by the President. If a member rises before the floor has been yielded, or is standing at the time he/she cannot obtain the floor provided anyone else rises afterwards and addresses the chair. It is out of order to be standing when another has the floor, and the one guilty of this violation of the rules cannot claim he/she rose first, as he/she did not rise after the floor had been yielded. During open forum, members will be recognized to discuss issues in an adult and professional manner. Each member will be given 5 minutes to discuss his/her topic. The regular meeting will be conducted in an open session, encouraging all members to participate in a cordial and adult manner while following the rules for obtaining the floor. Violation of this article could result in removal from the meeting and possible membership revocation. Any voting process will encompass all members present at the meeting and were present at the previous meeting. Unless otherwise provided herein or by Law, before any action can be passed, a majority vote must be achieved.

### ***Section Six: Fundraising/Donations***

The Corporation shall use fundraisers/donations for the purpose of raising funds for the cost of equipment, uniforms and necessary items. All fundraisers/donations proposed are to be used as a means of raising funds for the Corporation and must receive prior approval from the Board of Directors. The Public Relations Officer will present all proposed events to the Board of Directors and make sure all fundraising/donation money is given to the Corporation. All monies raised from all events is to be submitted to the Corporation. There must be one Officer and one Director present during money totaling. All money raised during fundraising/donating shall be turned in to the Treasurer and/or Co-Treasurer and must be deposited within 24 hours.

### ***Section Seven: Misconduct Ruling***

Any unsportsmanlike conduct towards or by a player, fan, referee, coach or anyone else associated with the Corporation will not be tolerated and will be justly penalized. Penalty could be a fine, suspension of one or more events, or being banned indefinitely. The Commissioner of the involved sport, the Officers and the Board of Directors will determine the punishment. All fines will be determined by the Officers and Board of Directors and will be made payable within 48 hours to Trinity Valley Youth Sports Association.

