

**BYLAWS OF
MATOACA YOUTH ATHLETICS, INC.**

ARTICLE I OFFICES

Section 1. Registered Office. Matoaca Youth Athletics, INC. shall at all times maintain in the Commonwealth of Virginia a registered agent, whose business office shall be the registered office of the Matoaca Youth Athletics, INC.

Section 2. Address. The mailing address is Post Office Box 506, Chesterfield, Virginia, 23832

Section 3. Non-Biased. Matoaca Youth Athletics, INC. shall be noncommercial, nonsectarian, and nonpartisan and shall not endorse a commercial or private enterprise, political candidate, or public office. The MYA name, logo, or names of any members in their official capacities shall not be used in any connection with a commercial concern or partisan interest, or for any purpose other than the normal operations of Matoaca Youth Athletics, INC. business interest.

ARTICLE II PURPOSES

Section 1. MYA shall sponsor, organize, and support athletic activities in the Matoaca Elementary School District for the benefit of the children. MYA and its agents shall teach children the fundamentals of sports and good sportsmanship through practice, playing experience, and example. The Matoaca Youth Athletics, INC., henceforth referred to as MYA, is a nonprofit corporation which is organized and shall be operated in accordance with the meaning and provisions of Virginia State Law and the regulations issued there under.

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. General Powers. The Board of Directors shall have the general power to manage and control the affairs and property of MYA, and shall have full power, by majority vote, to adopt rules and regulations governing the action of the Board of Directors. Directors as such shall not receive any stated salaries or non-monetary compensation for their services.

Section 2. Number, Election, and Term of Office. The Board of Directors should consist of a President, Vice-President, Secretary, Treasurer, Basketball Director, Baseball Director, Cheerleading Director, Football Director, and Softball Director. Election to the Board of Directors shall be by majority vote of the general membership, which should occur, except in the case of filling vacancies, at each annual meeting thereof. Each position should be for a term of two (2) years with alternating expiration years for the President and Vice President.

Section 3. Vacancies. Any vacancy occurring on the Board of Directors prior to the expiration of a term shall be filled by such person as shall be appointed and confirmed upon majority vote by the remaining members of the Board of Directors. A Director so elected to fill a vacancy shall hold office for the unexpired term of his predecessor in office.

Section 4. Annual, General Membership, and Board of Directors Meetings. The Board of Directors should hold an annual meeting each December at time and place to be determined by the Board of Directors. The

Board of Directors should conduct 4-5 General membership meetings per year and 4-5 Board of Directors (closed) meetings between January-May and August-November at a time and place to be determined by the Board of Directors. All annual meetings and general membership meetings should be announced to the general membership at least ten (10) days prior through association website or other communication platforms.

Section 5. Special and Emergency Meetings. Special and Emergency meetings of the Board of Directors may be called by or at the request of the President or any two (2) Board of Directors Members. The person or persons authorized to call special meetings of the Board of Directors may fix any reasonable date, hour, and place, as the date, hour, and place for holding any special meeting of the Board called by them.

Notice of any special meeting of the Board of Directors should be given at least ten (10) days previously thereto by providing notice delivered personally or sent by mail, facsimile or other means of electronic transmission to each Director. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage prepaid.

Section 6. Quorum and Proxies. A majority of the total number of Directors in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; but, if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. Proxies shall be permitted through coordination of the designee and properly captured in meeting minutes.

Section 7. Informal Action. Any action may be taken without a meeting of the Directors if a consent in writing setting forth the action so taken shall be signed by all of the Directors.

Section 8. Resignation. A Director may resign from the Board of Directors at any time by giving notice of his/her resignation to the President or Secretary of MYA or by presenting his/her resignation at an annual, regular, or special meeting of the Board of Directors.

Section 9. Removal from Office. Any member of the Board of Directors may be removed upon a majority vote of the entire Board of Directors.

Section 10. Legal Counsel/Consultation. MYA shall seek legal counsel/consultation to resolve any matter that the majority of the Board of Directors agrees to. Majority vote shall be in accordance with the provisions of the Bylaws.

ARTICLE IV DUTIES OF THE BOARD OF DIRECTORS

President: The president provides direction for the Association, serves as the representative of the Association to the community and Chesterfield County/State/Federal governing body, and is ultimately responsible for the operations of the Association. The president presides over the meetings, assumes responsibility for communication with the association participants, the media, and community members, and ensures that the association is complying with all league, County, State, and Federal policies.

Vice President: The first responsibility of the vice president is to serve in the presidential role if the president is absent. The vice president is also responsible for assisting the other members of the board of directors and carrying out duties that are assigned by the president.

Secretary: The secretary maintains a list of board member information, records the minutes of the board meetings, distributes notices of meetings and other league information to the board members, and maintains Association records.

Treasurer: The treasurer is responsible for all tasks related to association finances, keeping association financial records, reporting on the status of association funds, and distributing funds as approved by the other board members.

Sports Directors: Sports Directors are responsible for planning and coordination of their respective sports program and serves as the representative for the association at league and MYA general board meetings. Oversees the purchase, distribution, and inventory of all equipment for respective sport. Purchases for equipment should be based on annually approved budgets and the availability of funds generated by the programs collected sports fees and completed fundraising initiatives/revenue.

ARTICLE V QUALIFICATION OF BOARD OF DIRECTORS

Section 1. Background Check. Each member of the Board of Directors shall have an approved background check completed in accordance with the current Chesterfield County guidelines for co-sponsored youth organizations.

Section 2. Board Affiliation. The President and Vice President of MYA should have served as a member of the MYA Board of Directors for a minimum of one term before eligible for nomination.

Section 3. Meeting Requirement. To maintain eligibility each member of the Board of Directors should have attended 1 meeting during the period of January-May and 1 meeting during the period of August-December of the current year.

Section 4. Household Representation. Only one member per household may serve as a member of the Board of Directors in the position of President, Vice President, and Treasurer at any same time.

ARTICLE VI COMMITTEE AND APPOINTED POSITION ROLES AND RESPONSIBILITIES

Section 1. Purposes. The Board of Directors may establish such committees and or other appointments as trusted agent to assist it in the performance of its duties as it considers appropriate.

Section 2. Rules. Appointed positions include Concessions and Registrar who shall act as a trusted agent for the Board of Directors in executing responsibilities outlined in Section 3 and 4 of this Article. Appointed officials must act in accordance with the Bylaws or rules adopted by the Board of Directors. Appointed positions should be held by members of MYA.

Committees may adopt rules for its own government not inconsistent with the Bylaws or with rules adopted by the Board of Directors. Each Chairperson is responsible for keeping the Board of Directors informed and up to date on all activities and progress of their respective committee. Committees should be configured of members of MYA. Prior to a committee being established the Board of Directors should establish specific purpose, goals and objectives to guide and assist the committee chair. Committee terms should not exceed the completion of the special project/purpose it was created for.

Section 3. Concessions. The appointee shall be responsible for the facilities, equipment, inventory, money, staffing, and operation of the Concessions stand located at Matoaca Park. Dates and times of operation shall be the judgment of the appointee with the approval of the Board of Directors. The Concessions appointee should provide a monthly inventory of all stock to the Board of Directors. The Concession appointee should turn all money over to the MYA Treasurer deposit on a weekly basis with adequate receipts and records as required by the board of directors.

Section 4. Registrar. The appointee shall work with MYA Sports Director's to organize and coordinate sports registrations. The Registrar along with sports director or designee should ensure the following tasks are accomplished: scheduling and advertising of registration dates, staffing registration events, all league and MYA forms are updated and available, collection and safeguarding of birth certificates, and the collection/accountability of fees. At the conclusion of each registration event, the Registrar/Director shall collect and submit all monies to the Treasurer for deposit within seven (7) days. Within five (5) days of the conclusion of the registration event, the Registrar or designee who conducts the sign up event shall submit all league forms, birth certificates, and a summary of all registered players indicating the amount of fees due to the Sports Director. The Registrar/Treasurer should maintain a list of families who owe fees to MYA. Registration shall not be accepted by these MYA members until such restitution has been submitted to MYA as approved by the Board of Directors.

Section 5. Committees should be established to carry out facilitate specialized needs of MYA that cannot be carried out by the Board of Directors or other appointed agents. Specialized needs that have required designation of a committee includes nominations, by-laws, homecoming, fundraising, other special events.

ARTICLE VII MEMBERSHIP

Section 1. Families. All coaches, parents or guardians of children participating in MYA sports programs are considered to be general members of MYA.

Section 2. Boundaries. The MYA boundaries shall adhere to the Matoaca Elementary School District as defined by the Chesterfield County School Board on January 1st of each year and/or within guidelines of the fiscal year set by the associated Chesterfield Sports League MYA participates within.

Section 4. Honorary Memberships. Honorary memberships may be granted for individuals not residing in the Matoaca Elementary School district by a majority vote of the Board of Directors. Honorary members may be granted lifetime membership. A member must have been an honorary member for at least three (3) years prior to being nominated for a lifetime membership. All honorary and lifetime memberships are granted and maintained by the current Board of Directors.

Section 5. Personal Gain. No member of MYA shall use their position or the organization of MYA for personal gain.

ARTICLE VIII ELECTIONS

Section 1. Timeframe. The elections to the MYA Board of Directors should take place at the MYA annual meeting to be held in December at a time and place determined by the Board of Directors.

Section 2. Eligibility. In order to be eligible to vote in the election of the Board of Directors, a member must have attended 2 general meetings during the period of January-May and August-December of the current year.

Section 3. Nominations. Nominations will be presented to the general membership following the November meeting. Nominations may be presented by any member of the MYA general membership to individuals of the MYA Board of Directors or at MYA general meeting leading up to and including November of the election year. Final nominations should conclude from the floor of the November meeting and properly closed out through a motion.

Section 4. Voting. Each candidate in a contested position should address the voting members of MYA at the December annual meeting. Printed ballots should be distributed to each eligible voting member in a contested position. The ballots should then be collected and the results tallied. Once all of the results are tallied the winner of each position shall be announced. In the event of a tie, new ballots shall be distributed, voted upon, collected, tallied, and validated. The number of votes each candidate receives should not be revealed and at the conclusion of the election process, the ballots should be destroyed.

ARTICLE IX BUDGETING

Section 1. Responsibility. Each Sports Director is responsible for their respective sports budget. The Board of Directors is responsible for the administrative budget of MYA operations.

Section 2. Annual submittal timelines.

- The MYA Administrative, Baseball, Softball, and Football budgets are due at the January general meeting.
- MYA Cheerleading budget is due at the February general meeting.
- The Basketball budget is due at the August general meeting.

The Treasurer should provide a report to the general membership on the income and expenses of the association.

Section 3. Self-Sufficient. Each budget should be self-sustaining based upon the annual revenue and projected expenditures. In the event a sport fails to meet its budget goals, approval for any overages must be approved by the Board of Directors. Budgets should be based on previous year's history of collected fees and expenditures.

Section 4. Line Items. Each budget submitted should include a line item for each source of income and each projected expense. Each submission should provide as much detail as possible.

Section 5. Approval. There should be a period of review by the Board of Directors. Once all of the questions have been answered, a motion should be made for approval. Once approved, no changes may be made to the budget without approval from the Board of Directors through majority vote.

Section 6. Solicitation. Only those persons approved, in writing, by the Board of Directors, may solicit for funds and services on behalf of MYA

ARTICLE X PROCUREMENT

Section 1. Budget. All purchases made by Sports Directors must be directly related to a line item on the approved budget unless approved by the board of directors and record maintained by secretary or treasurer of the approval.

Section 2. Responsibility. Each Sports Director or other Board Member bears the sole responsibility for purchases made; adherence to their approved budget; obtaining approval for any overages prior to purchase; receipt and delivery of all purchases; and maintaining accurate records for all purchases made.

Section 3. Accounting. All purchases should be supported by a signed delivery receipt certifying that the items or services purchased have been received. The signed receipt should be forwarded to the Treasurer within ten (10) days. No invoice should be paid without the signed receipted documentation that matches the invoice. Any deviation from this shall be approved by the Board of Directors.

Section 4. Stewardship. With every purchase of goods and services, agents of MYA should competitively shop multiple vendors and distributors to obtain the highest quality of goods or services for the money spent. Where possible, the Board of Directors should try to avoid shipping and handling charges by coordinating for the pick-up and delivery of goods and services directly.

Section 5. Storage. All equipment and material belonging to MYA should be kept under lock and key in the equipment room and storage facilities located at Matoaca Park when not issued to a team or coach. Sports Directors are the only authorized custodians of MYA equipment and materials and as such should be issued a key by designee of MYA. Entry into the equipment room and storage facilities should be restricted to Sports Directors and Coaches, and Team Representatives under the supervision of the Sports Director.

ARTICLE XI CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board of Directors may authorize any Officer or Officers, agent or agents of MYA, in addition to or in place of the Officers so authorized by the Bylaws, to enter into a contract or execute and deliver any instrument or document in the name and on behalf of MYA, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, and Similar Documents. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of MYA, should be signed by the Treasurer and the President or Vice President.

Section 3. Deposits. All funds of MYA should be deposited within seven (7) days of receipt unless otherwise prescribed to the credit of MYA in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Gifts and Contributions. The Board of Directors may accept on behalf of MYA any contribution, gift, request, or devise for the general purposes or for any special purpose of MYA. Such contributions, gifts, bequests, or devises shall be in conformity with the laws of the United States, the Commonwealth of Virginia, and any other relevant jurisdiction.

Section 5. Check Policy. MYA will not incur the administrative cost of returned checks for any reason. Any check written to MYA and returned will be charged a minimum fee of \$30.00. If there are additional

charges associated with the returned check, those fees shall be passed along to the member- Members may be notified in writing by the Board of Directors that they will be denied the ability to pay by personal check and will be required to pay by cash or money order. MYA shall not accept checks in return for cash. Check Policy should be published on registration forms.

ARTICLE XII BOOKS AND RECORDS

Section 1. Bookkeeping. The Treasurer of MYA shall keep correct, complete, and accurate books and records of account credits and debits, financial transactions; should provide a monthly update at each general meeting of all income and expenses by sport and administrative overhead; shall maintain all booking records to be audit ready within a five (10) day notice; and should provide a yearly summary of all income and expenditures by sport and administrative overhead.

Section 2. Inventory. Each Sports Director should conduct an inventory at the beginning and end of their respective seasons. At the conclusion of the inventory, a record of all items should be submitted to the Secretary. The inventory should account for the location of all assets. Any assets not returned by a player are the responsibility of the parent/guardian of said player. Periodically, the President should coordinate an independent inventory of all MYA assets against the inventory held by the Secretary. Any discrepancies shall be brought to the attention of the Board of Directors.

Section 3. Meeting Minutes. The Secretary should keep meeting minutes at each meeting of MYA to include, but not limited to, all members in attendance, Treasurers report, old business, new business, Sporting Directors reports, Committee reports, and Administrative updates. These minutes should be made publically available within five (10) days after the conclusion of the meeting they were approved.

Section 4. Committee Minutes. The Chairperson of each committee should submit a monthly status report outlining their progress and any major milestones to the Board of Directors five (5) days prior to the scheduled general meeting of MYA.

Section 5. Meeting Topic. The Board of Directors must submit topics for monthly meetings to the President seven (7) days prior to the meeting.

ARTICLE XIII FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of MYA shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XIV LIQUIDATIONS AND DISTRIBUTION OF ASSETS

Section 1. Liquidation. In the case of dissolution of MYA and the liquidation of its affairs, any money or other assets remaining after payment of all obligations, shall be distributed in accordance with the meaning and provisions of Section 501(c)(3) of the Internal Revenue Code and the regulations issued there under.

Section 2. Public Notice. In the case of dissolution of MYA, a public notice must be made thirty days (30) prior to any actions being taken by the Board of Directors.

ARTICLE XV REGISTRATION AND PARTICIPATION

Section 1. Responsibility. The Registrar shall be responsible for registrations as outlined in Article VI, section 4. Sports Directors and their coaches should make themselves available to assist the registration process as needed with collection of fees and required paperwork to field a league approved team.

Section 2. Registration. The parent/guardian for each player is responsible for accurately completing all required forms and providing copies of birth certificates. If found falsifying information, the Registrar, Sports Director, and/or the Coach shall report such information to the Board of Directors. The Board of Directors shall review the case and take action up to prohibiting the player from participation in MYA sponsored sports and activities.

Section 3. Fees. All registration fees should be collected at registration. However, the Sports Directors reserve the right make alternative payment arrangements. All registration fees are due in full to MYA no later than thirty days (30) from the end of the registration period. No uniforms or equipment should be issued until all fees are paid in full. Any and all fees that will not be collected shall be approved by the Board of Directors.

Section 4. Hardships. It is understood that from time to time families incur financial hardships preventing them from being able to fulfill their financial obligations to MYA. When these cases arise, the parent/guardian shall submit in writing to the Sports Director their request for a fee reduction or fee waiver along with a proposal for an exchange of services to MYA. This can include increased fund raising to a specific amount, volunteering to work concessions, special events, or other MYA related activity.

The Sports Director shall present the case to the Board of Directors. The Board of Directors shall review the case and approve or disapprove the proposal in writing to the parent/guardian requesting the fee reduction or fee waiver. During discussions at the Board of Directors meeting, the names of the families shall not be mentioned in order to protect confidentiality.

Section 5. Participation. Each player should be given instruction in the basics of the sport. Examples are proper warm-ups and cool downs; techniques of the sport; nutrition and hydration, rules, and sportsmanship. The MYA Board of Directors and Coaches should ensure each player is properly equipped with suitable and safe equipment. Sports Directors and Coaches should ensure each player is afforded adequate playing time in accordance with league rules and regulations. Parents/Guardians are responsible to ensure their player has been cleared by a medical professional to physically be able to participate.

Section 6. MYA Equipment and Uniforms. It shall be the responsibility of the members to take proper care of any issued equipment or uniform loaned to each child for use during the sports season and to return said uniform within fourteen (14) days for the end of the team's sport. If Uniforms or Equipment are not returned or returned in unsatisfactory condition, it will be the member's responsibility to reimburse the association for the amount determined by the sports director and the association.

ARTICLE XVI COACHES AND TEAMS

Section 1. Eligibility. All members, as defined by the bylaws of MYA to include general, honorary, and lifetime members; in possession of a valid Chesterfield County Parks and Recreation Background Check; are eligible to serve as a Coach in MYA as long as they meet all other requirements of Chesterfield County.

Section 2. Head Coaches. Each Sports Director shall select and designate a Head Coach for each team. Consideration shall be given to Head Coaches who served as such the previous season. Seniority, experience, leadership, and team cohesion shall be taken into consideration by the Sports Director but other factors may be considered. Head Coaches are responsible for assisting the Sports Director and Board with items such as uniforms, collecting payments, concessions, and fundraising.

Section 3. Assistant Coaches & Other Team Positions. The Head Coach should be allowed to select and designate a reasonable number of assistant coaches and team positions, to include but not limited to, Team Mom/Dad; Scorekeeper, Manager, and Assistants. All selections and designations are subject to approval by the Sports Director. Any disputes in the selection and designations by the Head Coach shall be resolved by the Sports Director. If the Sports Director is unable to resolve the issue, the matter should be submitted in writing to the President of MYA.

Section 4. Practice. The Sports Director, in conjunction with the Head Coaches shall determine the times and locations of practices based on league or Chesterfield County Parks and Recreation guidelines.

Section 5. Scrimmages. The Head Coach may coordinate scrimmages against other teams outside of the Matoaca Elementary School District. Approval for all scrimmages should be obtained from the Sports Director prior to the scheduled scrimmage regardless of location.

Section 6. Waivers. If a team cannot form due to a lack of players, the Sports Director shall sign a waiver allowing the player to play for a neighboring athletic association. If there are enough players to form a team and a parent/guardian wishes to play for a neighboring athletic association, the parent/guardian shall request a waiver from the Sports Director. Players not in the Matoaca Elementary School District wishing to play for a team sponsored by MYA must first obtain a waiver from their home district in accordance with the rules as established by the sport. The Sports Director is responsible for approving/denying all waivers.

Section 7. Illegal Substances. Any member of MYA suspected of use or possession of an illegal substance while in attendance of any MYA sponsored event shall be reported to local authorities. The Board of Directors may choose to take action up to and including prohibiting the offender from attending MYA sponsored events.

Section 8. Team Equipment. At the beginning of each season, the Sports Director should issue the Head Coach the necessary equipment to properly and safely equip the team and be able to conduct practices. At the conclusion of the sporting season, the Head Coach shall return all issued non-consumable, equipment within fourteen (14) days. If not returned in the prescribed timeframes, the persons (coach/parent) in possession shall be financially responsible for all issued equipment and uniforms.

Section 9. Disinterest. If a player is found to have little to no interest in learning the sport; disruptive to practice or games; is a disciplinary issue taking time away from other players; or causes safety issues to themselves or other players by action or non-action, the Head Coach shall submit in writing to the Sports Director a request to have the player removed from the team. The Head Coach and Sports Director shall present the case to the Board of Directors for resolution up to and including removal of the player from the team and/or refunding a prorated portion of the registration fee to the parent/guardian.

ARTICLE XVI GENERAL ITEMS

Section 1. Grievances. If any member of MYA has an issue with a Coach. All attempts shall be made to handle the issue at the lowest level possible. If the issue cannot be resolved, a grievance shall be filed, in writing with the Sports Director. If any member of MYA has an issue with a Sports Director, Board of Director, or agent of MYA that cannot be resolved, a grievance shall be filed, in writing, with the President of MYA. If any member of MYA has an issue with the President of MYA that cannot be resolved, a grievance shall be filed, in person, with the Board of Directors at the next posted general membership meeting. All grievances that can't be resolved at the lowest level or above methods shall be presented before the Board of Directors. Any member cited in the grievance shall not be allowed to vote on the issue. The Board of Directors shall allow each side of the grievance to state the facts of the situation and ask questions as necessary. The Board of Directors will then deliberate and come to a conclusion that keeps to the best interest of the players, families, and members of MYA. All decisions made are final and are not subject to appeal. All grievance hearings will be conducted as long as all parties maintain proper conduct during the proceedings as defined by the Board of Directors. The Board of Directors has the discretion to terminate a hearing at any time.

Section 2. Disciplinary Actions- Coaches. It is the responsibility of all Coaches of MYA to conduct themselves in accordance with the bylaws, Chesterfield code of conduct, and rules of the sport as governed by each sport. Failure to do so can result in the following disciplinary actions:

- First Offense: A written warning from the Sports Director, with a copy to the Board of Directors citing the violation and expected course of action.
- Second Offense: A written notice from the Sports Director, with a copy to the Board of Directors, suspending the coach for the next scheduled game. A citation to the violation and expected course of action shall also be included.
- Third Offense: A written notice from the Sports Director, with a copy to the Board of Directors , notifying the coach they have been suspended from all practices and games for the remainder of the season.

Disciplinary action is not required to follow the escalation path depending upon the nature of the offense. If a coach believes that the disciplinary action to be errant, they may file a grievance in accordance with the provisions of the bylaws.

Section 3. Disciplinary Actions – Board of Directors and MYA Agents. It is the responsibility of all Board Members and Agents of MYA to conduct themselves in accordance with the bylaws and code of conduct. Failure to do so can result in the following disciplinary actions:

- First Offense: A written warning from the President, with a copy to the Secretary of the Board of Directors citing the violation and expected course of action.
- Second Offense: A written notice from the President, with a copy to the Secretary of the Board of Directors, asking for the resignation of the offender.
- Third Offense: A vote of no confidence shall be called for by a majority vote of the Board of Directors. If the motion is successful, a certified letter shall be sent to the offender notifying them of their removal from office.

Disciplinary action is not required to follow the escalation path depending upon the nature of the offence. If a Board of Director or agent of MYA believes that the disciplinary action to be errant, they may file a grievance in accordance with the provisions of the bylaws.

Section 4. Disciplinary Actions- Members. It is the responsibility of all Members/Participants of MYA to conduct themselves in accordance with the bylaws, Chesterfield code of conduct, and rules of the sport as governed by each sport. Failure to do so can result in the following disciplinary actions:

- First Offense: A written warning from the Sports Director/Board Member, with a copy to the Board of Directors citing the violation and expected course of action.
- Second Offense: A written notice from the Sports Director/Board Member, with a copy to the Board of Directors, a citation to the violation and expected course of action shall also be included depending on the severity of the incident that may warrant suspension of participation other than permanent.
- Third Offense: A written notice from the Sports Director/Board member, with a copy to the Board of Directors, notifying the member they have been suspended from all practices and games for the remainder of the season to permanent.

Section 5. Null and Void. If any provision of the bylaws is found to be null and void or non-enforceable, all other provisions of the bylaws shall remain in effect.

Section 6. Bylaw Edit and Updates. Any suggested changes shall be submitted, in writing, to the Chairperson of the Bylaws Committee. The bylaws committee shall review all submitted ideas, motions from the past year, and applicability of the current bylaws. Any changes the committee shall deem necessary shall be presented to the general membership for review at the October meeting with an acceptance vote to be held at the annual meeting in December.

Section 6. Code of Conduct. All Board of Directors, Agents of MYA, Coaches, Parents/Guardians shall read, sign, and adhere to the provisions of the Code of Conduct, as outlined in Appendix A, annually.

Section 7. Areas Not Covered Within the Bylaws. For situations that may arise that are not expressly covered by the bylaws, the Board of Directors may act, within their good judgment and in accordance with the provisions of the bylaws, in the best interest of the children and families served by MYA.

Section 8. Acceptance. These bylaws should be presented, reviewed, and accepted by a majority vote of the General Membership of MYA on the December Annual meeting and shall go into effect January 1st following the approval.

ARTICLE XVII RULES OF ORDER

The By-Laws are written to outline normal standards for operation, however the Board of Directors has the discretion to amend, modify, and or alter any and all contents contained within.

In areas not clearly addressed MYA should use Roberts Rules

ARTICLE XVIII AMENDMENTS

Amended: April 27, 2015, Section 1. Nature of Corporation updated to “provisions of Virginia State Law”.

Updated: December 2016, rewrite/comments provided to general membership for 30 days for review and comment from Nov 7.