

Jacobs Road Athletic Association By-Laws

I. Purpose

- I. The Jacobs Road Athletic Association (the Association) is all about the kids! Our organization is dedicated to creating a space where students can not only play sports but also grow both their minds and bodies. We want every child, regardless of who they are, to feel welcome and included. At the Association, it's not just about the games; it's about building a supportive community for the kids of today and those yet to play.

Our commitment is clear: no child will be turned away based on race, creed, religion, national origin, sexual preference, or gender. We believe in providing equal opportunities for every young athlete who wants to be a part of our association.

To ensure the safety and happiness of our kids, we carefully select coaches and adult leaders who have received approval from Chesterfield County. This approval includes passing the county's background check. We want parents and guardians to trust that their children are in good hands.

So, to our members, always remember why we're here. It's for the joy, growth, and well-being of the kids. If at any point you forget, just come back and reread our purpose – a reminder that everything we do is for the smiles of today and the potential of tomorrow's young athletes.

Said organization is organized exclusively for competitive athletic and associated events, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

II. Membership

Membership in the Association shall be divided into the categories of student membership and adult membership. Student membership shall consist of all persons between the ages of 5 and 18 who otherwise meet all of the requirements of the sport and/or activity in which they wish to participate. Such requirements will include, but will not be limited to, completion of all association and County required applications as well as documented proof of the applicant's birth date in the form of the applicant's birth certificate.

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Adult membership shall consist of those persons who are at least 18 years old, who are of good moral character, and who complete all necessary applications and successfully complete a background check, or other check, as required by Chesterfield County.

III. Board of Directors

- I. The Association is governed by the Board of Directors (the Board), which is made up by the Executive Board (Executive Board) and Sports Directors (Directors) The Executive Board consists of: the President, Vice President, Secretary, Treasurer, and Director of Digital Strategies. The Sports Directors consist of Director of Baseball, Director of Boys Basketball, Director of Girls Basketball, Director of Softball, Director of Football, and Director of Cheerleading. The Executive Board has the authority to create additional positions as needed on the Board with or without voting rights. The Board is responsible for establishing all necessary rules and bylaws to ensure the Association operates in a business-like manner.
- II. Board members cannot miss more than two consecutive meetings, without approval of a majority vote of the Executive Board. If they do, their board seat will be forfeited.
- III. The Executive Board holds the final authority in interpreting any rules or bylaws, with a majority vote required if questions arise regarding the intent of the rules.
- IV. The hierarchy of the Board shall be as follows:
 - A. The Executive Board Chain of Command shall be President, Vice President, Secretary, Treasurer, Director of Digital Strategies.
 - B. All further hierarchy shall be outlined in Association SOPs.
- V. No board member shall hold a position within another association while serving on the board. In the event a board member elects to hold a position within another sports association, they shall immediately forfeit their board seat.
- VI. Board members serve terms of two years and may run for re-election after their term has ended during annual elections. No member shall hold more than one voting board position at a time.
 - A. Terms are staggered to ensure that no more than half the positions are filled during any one year. Elections are held in November each year, with Vice President, Treasurer, Director of Digital Strategies, Director of Boys Basketball, Director of Football, and Director of Baseball elections held on

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odd-numbered years, and President, Secretary, Director of Softball, Director of Cheerleading, and Director of Girls Basketball elections held on even-numbered years.

- B. Board Members may only be removed from their position by a majority vote of the Board, contingent upon the findings of an investigation that establishes cause for removal. The grounds for removal may be explicitly outlined in the conduct rules or may encompass any conduct deemed detrimental to the association. In cases where a Board member's actions may not be explicitly covered by the conduct rules but are deemed damaging due to their higher level of authority within the association, the Board holds the authority to initiate removal proceedings. However, an alternative route for removal involves the initiation of a motion of no confidence by a member, which requires a board member to make the official motion then a seconding from another member. If a motion of no confidence is seconded, it progresses to a yea/nay vote by the Board for the removal of the concerned member from their position. A vote of no confidence for removal shall require a two-thirds vote to pass.
- C. A Board member may resign from the Board at any time by giving notice of his/her resignation to a member of the Executive Board or by presenting his/her resignation at an annual, regular, or special meeting of the Board.
- D. In the event of a Board member's removal or vacancy, the Executive Board, or in the event that all of the Executive Board member seats are vacated, the longest-sitting director, is obligated to promptly call an emergency meeting to address the vacancy. The appointment to fill the vacant position will be made through a majority vote by the remaining members of the Executive Board, or a majority of the Board in the event that all Executive Board seats are vacated. The individual appointed to the position will serve for the remainder of the unexpired term, after which a standard re-election process shall commence during annual elections.
- E. Each Board member in the event of resignation or termination shall turn over to the Executive Board, without delay, all records, books, or other materials pertaining to the office and shall return to the treasurer, without delay, any funds belonging to the Association. This obligation extends to include any digital logins associated with the responsibilities of this position. Upon vacating the position, any digital logins that were provided by the association shall be terminated for the person who vacates the

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position.

- F. In order to be eligible for a seat on the Board, the following tenure must be obtained by a member in good standing. These time parameters do not apply in the event of having to fill an abruptly vacated or newly created position:

1. President and Treasurer: 2 years
2. Vice-President, Secretary, Director of Digital Strategies: 1 year
3. Sports Director and Co-Director: 1 season

- VII. Any monies collected by any Board members must be turned in to the Treasurer within two weeks of the collection date. All receipts for purchases must be submitted to the Treasurer within one week to be considered for reimbursement.

- A. All purchases that involve funds distributed from an account of another program must be approved by the Director of that program before the purchases are made. Otherwise, the reimbursement will be made from the Director's fund who conducted the purchase. Approval process shall be outlined in Association SOPs.
- B. The Treasurer shall have authority to extend the timeline past two weeks for turning in monies collected on a case by case basis. Any Board member wanting this extension, must have permission from the Treasurer prior to the extension being necessary.

- VIII. Executive Board Powers:

- A. The Executive Board may vote to remove a Board member if there are unexplained absences from at least two meetings in succession. All board members have a duty to contact the President within 24 hours prior to each regularly scheduled meeting or special board meeting, if said individual will not be in attendance. This does not apply to emergency meetings.
- B. The Board shall have the ability to remove prior discipline that was issued, from the repository, by a majority vote of the Board.

IV. Duties of the Board of Directors

President – The President shall be in charge of all Board of Directors meetings and shall ensure that all meetings are run in an orderly fashion. The President shall be the

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final authority on interpretation of rules. The President shall ensure that all legal obligations of the Board are completed in a timely manner and that the association fulfills all requirements needed to maintain a good standing within the Chesterfield Parks and Recreation Department as well as all other organizations or entities to promote health and fitness among the students of Chesterfield County. The President's vote will be used to break a tied BOD vote. The President is ultimately responsible for the operations of the Association.

Vice President – The Vice President shall serve as the back up to the President and shall preside over all meetings that the President is unable to attend. In addition, the Vice President shall oversee all aspects of making sure that all concessions are done in such a manner that they meet all the requirements of Chesterfield County. All fundraising is subject to the Vice President's approval. The Vice President will serve as Athletic Director and act as a liaison between Sports Directors and Executive Board. The Vice President will serve as the interim when a Sports Director's position is vacant, until such time as a new Sports Director is elected.

Secretary – The Secretary shall take all minutes at the board meetings and distribute the same among the members of the Board for approval. The Secretary shall be in charge of written correspondence unless it falls under the purview of the President or Vice President.

Treasurer – The Treasurer shall compile an annual financial report and present it to the Board outlining the income and expenses that the association incurred at any given time. The Treasurer shall be responsible for making all deposits and shall write all checks necessary to the operation of the association. The Treasurer cannot issue a check for more than \$2,500 without approval from the Board. Likewise, the Treasurer cannot incur a financial obligation of more than \$1,000 without first obtaining approval of the Board of Directors.

Director of Baseball – The Director of Baseball shall be responsible for the baseball program and enforcing all requirements of the Chesterfield Baseball Clubs (CBC)/Pony Baseball League. The Director shall appoint coaches, establish teams, and ensure that the equipment needed to participate in baseball is available.

Director of Boys Basketball – The Director of Boys Basketball shall be responsible for the boys basketball program and enforcing all requirements of the Chesterfield Basketball League (CBBL). The Director shall appoint coaches, establish teams, and ensure the equipment needed to participate in basketball is available.

Director of Softball --The Director of Softball shall be responsible for the softball program and enforcing all requirements of the Chesterfield Youth Softball Association (CYSA). The Director shall appoint coaches, establish teams, and ensure that the equipment needed to participate in softball is available.

Director of Girls Basketball – The Director of Girls Basketball shall be responsible for

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the girls basketball program and enforcing all requirements of the Chesterfield Girls Basketball League (CGBBL). The Director shall appoint coaches, establish teams, and ensure the equipment needed to participate in basketball is available.

Director of Cheerleading – The Director of Cheerleading shall be responsible for the cheerleading program and enforcing all requirements of the Chesterfield Cheering League (CCL). The Director shall appoint coaches, establish squads, and ensure the equipment needed to participate in cheerleading is available.

Director of Football – The Director of Football shall be responsible for the football program and enforcing all requirements of Chesterfield Quarterback League (CQL). The Director shall appoint coaches, establish teams, and ensure the equipment needed to participate in football is available.

I. Sports Co-Directors

A. Co-Director Purpose

1. The Sports Co-Director plays a supportive role, stepping in for the Sports Director during their absence at meetings and assisting in various tasks. This role is crucial for maintaining the smooth operation and continuity of the Association's sports activities, ensuring that the standards and goals of the Association are consistently met.

B. Co-Director Appointment and Eligibility

1. Eligibility for the position of Sports Co-Director requires tenure of one season. A potential Co-Director is recommended by the respective Sports Director and requires approval by a majority vote of the Executive Board. This approval can be facilitated through efficient means such as text or email communication, not necessarily requiring a formal meeting

C. Co-Director Responsibility

1. Authority and Duties: The Co-Director acts on behalf of the Director in their absence and assists with various assigned tasks. They do not possess independent decision-making powers. Detailed responsibilities and duties will be specified in forthcoming Standard Operating Procedures (SOPs), which are separate from these bylaws.
2. Term and Succession: Co-Directors serve concurrently with their respective Directors. In the event a director vacates their position,

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the Co-Director will fill this role for the remainder of the term, ensuring stability and leadership continuity.

3. Reporting: The reporting line for Co-Directors is directly to their respective Sports Directors, streamlining task delegation and communication within the sports management framework of the Association.

V. Coaches

I. Coach Selection and Governance:

- A. All head coaches shall be recommended to the Board of Directors by the appropriate director after ensuring that the prospective head coach has completed the appropriate application and has successfully obtained clearance from Chesterfield County. All prospective head coaches will be voted on by the Board of Directors. A majority vote is necessary to be approved as a head coach. The voting process may take place outside of official meetings, utilizing electronic communication methods such as text messages and/or emails.
- B. All coaches must comply with all yearly training requirements to maintain coaching status. All coaches serve at the discretion of the Board and may be removed, suspended, and/or replaced from their position at any time upon approval of the Board by a majority vote. Coaches who are removed, suspended, and/or replaced from their position must be notified by the President or designee in writing and will have the right to appeal the decision.
- C. Upon receiving the Board's decision, the coach will have 96 hours from the time the decision is received to file a written appeal to the Board. Such an appeal must be received within 96 hours of the receipt of the Board's decision and must include a request for a rehearing and outline the reasons why the coach believes that they shall be granted a rehearing or that the action taken by the Board be suspended and/or modified.
- D. Upon receiving such notification, the Board will discuss the appeal and, if necessary, meet with the coach who has been charged. After the Board has met again, it will submit in writing its final decision to the coach, and place the decision in the appropriate Google Drive folder related to action against coaches, if upheld.
- E. Head Coaches are responsible for having full knowledge of the rules and regulations governing the league that she/he is participating in.

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- F. Head Coaches shall be responsible for the conduct of their coaching staff, volunteers, and athletes on his/her team at any organized games and/or functions.

VI. Concussion Policy

Jacobs Athletic Association adopts the procedures established by the Center for Disease Control (CDC) pertaining to the safety and education of youth athletes, coaches, volunteers, and parents. Per the Chesterfield County Guidelines, all cosponsored groups providing youth recreation programs, athletic instruction or events on county facilities are required to have concussion guidelines that follow §22.1-271.5 and § 22.1-271.6 of the Code of Virginia. In compliance with said guidelines, all JAA Board Members and anyone listed on a Jacobs Athletic Association team roster as a Coach, Assistant Coach or Team Parent must complete yearly CDC'S HEADS UP Concussion Training. A copy of the completed certificate must be provided to the JAA Director of that sport, as well as the JAA President. Concussion Training Completion Certificates will be kept on file and valid for one (1) year. Non-compliance with this yearly requirement will result in suspension from coaching until compliance is met. Concussion education documents will be made available to all JAA members.

VII. Conduct

- I. All members of the Association are to act in a manner that is designed to place the Association in the best light. Specific guidelines are outlined below:
 - A. No member shall make an appearance at an Association event under the influence or in the possession of alcohol or illegal drugs.
 - B. Habitual use of foul language in the presence of minors while acting in any capacity as a representative of the Association.
 - C. No family member, friend, or acquaintance of a member of the Association shall use language that is considered obscene, vulgar, or in bad taste.
 - D. No member of the Association, their family, or the general public shall use any type of physical force against any other Association member, coach, official, or member of the general public.
 - E. No member of the Association shall misappropriate Association funds.
 - F. All members of the Association are required to report all violations of the conduct rule to a member of the Board as soon as possible.
 - G. All members are to abide by the bylaws, SOPs, and rules of this Association as well as rules and regulations adopted by league governing bodies.

II. Investigation and Disciplinary Process:

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- A. In the event a member of the Board, coach, or any other member of the Association is charged with improper conduct, the Board shall immediately conduct an investigation into the allegation.
 - 1. Members of the Board shall have emergency authority (with staff members promptly reporting an infraction or incident to the Board member present) to address and mitigate any life or safety hazards at any Association event, encompassing but not restricted to illegal activities or physical threats to any member. Such instances must be immediately communicated to a member of the Executive Board through text and/or phone call by the Director, and must be immediately followed up with an official email for documentation purposes and subsequent action.
 - 2. In the event that this emergency authority is utilized, the member having such action taken against them will be contacted by the President or Vice-President to notify and discuss the incident in question as soon as reasonably possible.
- B. Upon receiving notice of a potential violation, the Board member receiving the notice shall immediately contact the President and the Vice-President.
- C. The President or Vice-President shall notify the remaining Board members of the charge and inform the member that is being investigated of the charge, advising that an investigation has started.
- D. The member who has been charged with a violation will have the opportunity to present his/her version of the events to the Board, either in writing or by attending a Board meeting, prior to the conclusion of the investigation. During this meeting, the Board shall allow each side of the violation to state the facts of the situation and ask questions as necessary.
- E. The Executive Board has the discretion to remove any individual at any time during the hearing.
- F. In the event the charge constitutes a criminal act, the appropriate law enforcement authority shall be notified immediately.
- G. A complaint against a member or Coach shall be ruled on by the Board; however, a complaint against a Board Member shall be ruled on by the Executive Board alone.

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- H. While conducting their investigation, the Board has the right to temporarily suspend the accused member if continued involvement could cause further damage to the association, not to exceed two consecutive months. The President or Vice-President shall notify the accused member if such action is taken.
- I. Once the investigation has been completed, the Board will then deliberate and vote on what action, if any, to take against the accused member that keeps to the best interest of the players, families, and members of the Association in mind. Such action could include finding that the accusation is without merit or that the charge was founded.
- J. Any Board Member charged with a violation shall not be allowed to vote on the issue.
- K. If the Board determines that the charge was founded, they must then decide on the appropriate recourse. The punishment shall be progressively issued for similar offenses in the following order, unless the charge is egregious enough that it requires starting at a higher level of discipline (i.e., physical violence):
 - 1. Verbal reprimand
 - 2. Written reprimand
 - 3. Probation (if a member was suspended during investigation, the time suspended shall count towards punishment.)
 - 4. Suspension from all association events for a period of time to be determined by the Board (if a member was suspended during investigation, the time suspended shall count towards punishment.)
 - 5. Permanent removal of the member from any position that he/she holds within the Association.
 - 6. File a request to be banned by Parks and Rec from all Facilities.
- L. Upon coming to a conclusion, the Board must notify the accused member of its decision in writing within 24 hours.
- M. Discipline shall remain in the repository as described below:
 - 1. Verbal and written reprimands, as well as probation and suspension shall only remain in the file for 1 year from the date of discipline.

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2. Permanent removal and banishment by Parks & Rec shall remain in the file indefinitely.
3. After discipline is removed from the repository, progressive discipline shall begin from the lowest level still in the file. (i.e. a member has been given a verbal warning and then a written warning several months later, after the verbal warning expires, they would receive another written warning for a similar offense.)

III. Appeal Process:

- A. Upon receiving the Board's decision, the member who has been charged will have 96 hours from the time the decision is received to file a written appeal to the Board. Such an appeal must be received within 96 hours of the receipt of the Board's decision and must include a request for a rehearing and outline the reasons why the member believes that they shall be granted a rehearing or that the action taken by the Board be suspended and/or modified.
- B. Upon receiving such notification, the Board will discuss the appeal and meet with the member who has been charged.
- C. After the Board has met again, it will submit in writing its final decision to the accused member.

VIII. Modification

- I. The Bylaws of the association shall remain in force until such time as the Board of Directors choose to modify the same by a majority vote.

IX. Dissolution

- I. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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X. Parliamentary Authority

- I. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

XI. Meetings

- I. General meetings will be held every month on the second Monday of the month unless such day falls on a legal holiday, in which event the regular meeting shall be rescheduled to the very next Monday. Meetings shall regularly be held at Jacobs Elementary School, unless Jacobs Elementary is not available, at which time the location will be promptly communicated to the Board and the membership. Meeting notices will be published on any digital communication platform normally used to engage with the membership as well as any physical home base for the given sport season. Digital meeting links for the general meetings will be placed on the website, as well as emailed to all members who provide an email address prior to the meeting taking place. Meetings will be mandatory for anyone on the Board, unless an absence is excused by the President or Vice-President of the Association. General Meetings will be open to all members of the association to attend.
- II. In the event a matter needs to be discussed that is sensitive in nature, a private meeting may be requested by any member of the Board to be conducted following the regular meeting but prior to the meeting being adjourned. The President or Vice-President will have the authority to approve a private meeting of the Board to discuss the matter where the membership will not be present. If a private meeting is held, the Board will step out of the meeting space to hold the discussion. If it is determined that the matter is not of a sensitive nature, the Board will return to the general meeting and commence the discussion on the matter.
- III. An emergency meeting can be called at any time by any member of the Board. The emergency meeting can take place in person or by a conference call to discuss only the topic that required an emergency meeting to be called. Emergency meetings must take place no sooner than 24 hours after notification of all board members via email and text message, but no later than 5 days after the notification was sent. In the event of an emergency meeting taking place, the

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topic discussed will be disclosed to the membership during the following monthly meeting.

XIII. Voting

I. General Voting

- A. In order for anything to be voted on, there must be a quorum for the meeting. A quorum shall be defined as no less than four (4) Board members present for the meeting where the vote is taking place.
- B. Elections for Board Members and any disciplinary hearing, whether determining guilt or punishment, shall be conducted by a written secret ballot.
- C. Each voting member is entitled to cast only one ballot per election or voting issue.
- D. The president only gets a tie-breaking vote, the Presidents ballot shall be cast at the same time as all of the others but kept separate until needed in the event of a tie.
- E. There shall be no voting by proxy allowed. In the event that a Director is unable to attend a meeting where the vote is taking place, their Co-Director may cast a ballot in their absence to represent that sport. In the event that neither the Director or Co-Director are present for a vote, no ballot shall be cast on their behalf.

II. Ballot Counting and Declaration of Results

- A. Ballots shall be counted by the Secretary and another Board member of the Executive Board to tally the results.
 - 1. Election ballots shall be counted in the presence of the Board and Members.
 - 2. Disciplinary ballots shall be counted in the presence of the Board only.
- B. For elections, the candidate receiving the highest number of votes shall be elected to the Board. Board members shall not be allowed to vote on their own re-election ballot.
- C. For other voting matters, the yay/nay outcome shall be determined based on the result of the ballot counting.

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- A. In the event of a tie, the President's previously cast ballot shall then be opened and tallied to break the tie.
- B. If the President is unavailable, the Vice-President is authorized to break the tie.

IV. Implementation

- A. These voting procedures are designed to ensure fairness and transparency in the democratic processes of the Association.
- B. The Association is committed to upholding the principles of equality and accountability in all decision-making processes.

V. Digital Voting

- A. Digital voting shall be allowed if the topic is one covered by these bylaws allowing a vote that does not require an in person vote to occur.
- B. Any digital voting shall be conducted by the Secretary via group text message with all members of the board in the group.