

**Davidsonville Athletic Association**  
**By-Laws**  
**As amended June 11, 2014**

**Article I- Name, Statement of Purpose and Mission**

- I. The name of this organization shall be Davidsonville Athletic Association, hereinafter to be called DAA or the Association.
- II. The purpose of DAA shall be to promote recreational activities for the benefit of the residents of the Davidsonville community.
- III. The mission of DAA is to foster the principles of fair play, good sportsmanship, competitive spirit, tolerance and friendship for the youth in the Davidsonville community.

**Article II-General Membership**

- I. The General Membership is made up of members in good standing in the Association.
- II. A member in good standing must be an adult (age 18 or older) who has made payment to DAA for their child (ren) to participate in DAA activities for the most recent 12-month period.
- III. Each household or family is considered one member of the Association.
- IV. Each member is eligible to vote on any motion brought forward at any General Membership meeting.
- V. Members may submit motions at any General Membership meeting.
- VI. Membership shall be open to any household or person regardless of race, creed, color, religion, sex or national origin.

**Article III- Governing Body**

- I. The Board of Directors shall be the governing body of DAA and the final authority on all matters under DAA jurisdiction, and shall establish and implement policy, review and approve all budgets, establish registration fees, review and approve all DAA activities, take counsel with the committees, discipline DAA members, and perform as appropriate such other related functions authorized in or required by these By-laws.
- II. The Board shall consist of: four (4) officers, President, Vice-President, Secretary, and Treasurer; the Immediate Past President; and a minimum of five (5) but not more than sixteen (16) Associate Board Members. Of the Associate Board Members, at least one must be a girls' Sports Commissioner, at least one must be a boys' Sports Commissioner, and at least one must be the Registrar.
- III. Officers are elected by the General Membership. The Officers may only serve three consecutive one-year terms in the same office.
- IV. Associate Board Members are elected by the General Membership. Each Associate Board member serves a two-year term. An Associate Board member may serve an unlimited number of terms.

- V. Associate Board Members should be made up of members in good standing that would actively serve in the best interest of DAA as determined by the Nominating Committee. First priority for vacancies for Associate Board Members will be given to Coordinators, Commissioners, and Chairpersons of committees.

#### **Article IV – Election of the Board**

- I. In March, the President shall appoint a Nominating Committee composed of members of the Voting Membership. The Nominating Committee shall submit at the spring General Membership Meeting a nomination for the election of at least one consenting member for each available office. At the time of elections, nominations may be made from the floor with the consent of nominee for each office.
- II. Voting may be by oral or written ballot. All members in good standing present at the spring General Membership meeting shall be eligible to vote.
- III. Any member of the Board can be removed for cause by a two-thirds (2/3) vote of the Board membership.
- IV. Upon a vacancy in the office of the President, the Vice President shall assume office. Any other vacancy shall be filled for the unexpired term by the President with the concurrence of a two-thirds (2/3) vote of the Board.
- VI. All Board Officers and members shall assume their duties of office on the date of the fall General Membership meeting.
- VII. The President-elect shall become the ex-officio member of the Board of Directors until assumption of the office at the fall General Membership meeting.
- VIII. The unexpired term of any member of the Board shall automatically terminate upon three (3) consecutive absences, excluding special meetings.

#### **Article V – Duties of the Officers**

- I. The duties of the Officers of Board of Directors shall be as follows:
  - a) President- the President shall be the Chief Executive Officer of the Association, and shall schedule and preside at all the meetings. The President shall serve as Board and Association spokesperson, maintain harmonious relations with the public, enforce decisions of the Board, and provide leadership in the controlled growth and development of the Association. The President shall have no vote except in case of a tie. The President shall appoint vacant Commissioner, Coordinator, and committee Chairperson positions. The President shall establish any additional committees from time to time, and shall be a member ex-officio of all committees except the Nominating Committee. Where appropriate the President may delegate his or her duties as long as he or she maintains oversight and ultimate responsibility. The President shall be responsible for presenting to the Board an audited annual financial statement of the Association.
  - b) Vice President - The Vice-President shall preside at all meetings in the President's absence, he/she shall perform all other duties of the President should the President be unable to perform said duties and shall serve as the liaison between the Sports Commissioners and Parks and Fields Coordinator or in any other liaison position as deemed necessary by the Board.

- c) Treasurer- The Treasurer shall collect all monies. The Treasurer shall have custody of all funds of the Association, which shall be deposited in a special account in a bank approved by the Board. Expenditures shall be made upon authorization of a Sports Commissioner or majority of the Board at any meeting. The Treasurer shall maintain an itemized account of receipts, expenditures, and present a report at every meeting of the Board and of the General Membership. A consolidated report shall be made at the spring General Membership Meeting. The Treasurer shall immediately produce all financial records upon the request of the President or the majority vote of the Board.
- d) Secretary - The Secretary shall record the minutes of all meetings of the General Membership and the Board, which shall be read for correction and approval at the next General Membership Meetings and Board Meetings, respectively. The Secretary shall also prepare all Association correspondence as directed by the Board. The Secretary shall ensure all Board members have completed background checks required by Anne Arundel County in the time frame specified by the County.

## **Article VI – Meetings**

- I. Board of Directors Meetings - The Board shall meet monthly upon notification by the President or President’s representative to each member of the Board. All Officers and Associate Board Members are required to attend each meeting. Commissioners, Coordinators and Chairpersons should also attend each meeting as necessary. Special meetings of the Board may be called at any time by the President or at the request of not less than one-third (1/3) of the members of the Board. Twenty-four (24) hour notice of such meeting must be given to the Board Members. A simple majority of the Board shall constitute the quorum necessary to conduct business.
- II. General Membership Meetings
  - a. Fall-There shall be a fall General Membership Meeting at which the duly elected Officers and Associate Board Members shall be installed. There shall be a review of the past year, and the presiding President shall present his/her anticipated schedule of activities for the coming year and conduct any other business of the association. Notice of such meeting shall be e-mailed to the last recorded e-mail address of each member at least 14 days before the time appointed for the meeting. Notice will also be posted on the website.
  - b. Spring- There shall be a spring General Membership for the election of Officers, presentation of the annual Treasurer’s Report, and to conduct any other business of the Association. Notice of such a meeting and a list of the nominees for office, together with a list of names and telephone numbers of the members of the Nominating Committee shall be e-mailed to the last recorded e-mail address of each member at least 14 days before the time appointed for the meeting. Notice will also be posted on the website. The date for the fall meeting will be set at the spring Membership Meeting.
  - c. Special Meetings-Special meetings of the General Membership of the Association may be called at any time by the President or at the written request of not less than one-third (1/3) of the members of the Association. Ten days written notice of any special General Membership meeting must be given the members of the Association and the notice must state the object of the meeting.
  - d. Fifteen (15) voting members shall constitute the quorum necessary to conduct business.
- III. Robert’s Rules of Order shall govern the rules and proceedings of all meetings unless conflicting with the by-laws of this Association. The President shall have the discretion to appoint an Association member as parliamentarian to assist in the conduct of any Board or Association meetings.

## **Article VII – Duties of Appointed Positions**

- I. Sports Commissioners- the President shall appoint, with Board approval by majority vote, a Sports Commissioner for each sport offered by DAA. Sport Commissioners serve an indefinite term, can be removed by the President with Board approval by majority vote, or by Board initiated dismissal by two-thirds vote of Board. Sports Commissioners are responsible for overseeing the programs assigned to them. Their responsibilities may include: 1) Attend monthly Board meetings, 2) Prepare and submit budgets for each sport to the Board for approval at least 30 days prior to open online registration date, 3) Request field or gym space for the sport under his/her jurisdiction and schedule usage fairly between teams, 4) Form rosters, assign coaches, place teams in divisions as appropriate, 5) Ensure all coaches are properly certified by county and have completed required background checks, 6) Act as liaison between parents, players, coaches and county representatives, 7) Attend required county meetings or delegate responsibility to appropriate person, 8) Report all activities of the sport to the Board and, 9) Be responsible for familiarity with and abiding by Anne Arundel County policies as well as any relevant coaches' association policies.

The following DAA sports shall have an assigned Sports Commissioner:

- a) Intramural Basketball
- b) Girls' Basketball
- c) Boys' Basketball
- d) Field Hockey
- e) Football
- f) Cheerleading
- g) Clinic Soccer
- h) Girls' Soccer
- i) Boys' Soccer
- j) Girls' Lacrosse
- k) Boys' Lacrosse
- l) Swimming
- m) T-Ball/Coach Pitch
- n) Softball
- o) Volleyball

At the discretion of the Board, a new Sports Commissioner may be appointed if a new sport or new sport division is added to the Association.

- II. Parks and Fields Coordinator - The President shall appoint, with Board approval by majority vote, a Parks and Fields Coordinator. The Parks and Field Coordinator serves an indefinite term, can be removed by President with Board approval by majority vote, or by Board initiated dismissal by two-thirds vote of Board. The Parks and Fields Coordinator is responsible for overseeing the maintenance of DAA permitted parks and fields and fairly allocating field space to each DAA sport requiring usage of a DAA field as permitted by Anne Arundel County.
- III. Registrar – The President shall appoint, with Board approval by majority vote, a Registrar. The Registrar serves an indefinite term, can be removed by President with Board approval by majority vote, or by Board initiated dismissal by two-thirds vote of Board. The duties of the Registrar shall be the overall responsibility of the registration process including maintenance of the database registration system, ensuring registration opportunities are made available to the public in accordance with the sports selections offered by DAA, and coordinating the registration process with the Sports Commissioners, other Board members, the public, and any others outside of the organization involved in the registration process. The Registrar shall maintain current list of

names, addresses, and any other pertinent information of all members and provide reports and information regarding anything registration related as required or requested by the Board or others as needed in support of the registration process. The Registrar shall also serve as an Associate Board member.

### **Article VIII – Committees**

- I. The following shall be standing Committees which shall be responsible to the Board for the performance of the following functions:
  - a) The Fundraising Committee shall present and monitor for the Board any fundraising activities of the Association.
  - b) The Nominating Committee shall seek at least one qualified applicant for election to each position to be filled by the Association at its annual spring General Membership meeting.
- II. The President shall appoint a chairperson for each of the standing Committees, who, with the consent of the President, shall appoint from the membership of the Association the number of members deemed necessary to perform the duties of the Committee. Chairpersons shall serve at the pleasure of the President and may be removed by the President at any time.
- III. The Board may create such special committees as are needed to conduct the affairs of the Association. If and when such a committee is formed, the Board may appoint the membership of the committee, who may delegate part or all of its appointing authority to the President. The tenure of special committees shall not exceed that of the appointing Board.
- IV. The committee chairperson shall establish the procedures that shall govern the course of committee business; provided that any committee member shall have the right to submit to the Board a minority report on any committee matter.

### **Article IX – Policies, Procedures and Records**

- I. The Board shall establish a policy and procedures which shall provide for and govern the resolution of complaints and grievances for members of the Association in an equitable and expeditious manner, and which shall provide notice for all members of the Board of all complaints and grievances filed.
- II. The Board shall establish policies and procedures in such other subject areas as it sees necessary.
- III. The Board shall provide for and the Secretary shall maintain a system of records which shall contain a comprehensive, understandable and accessible codification of all actions undertaken by the Board and the Association, all policies, procedures and resolutions adopted, such other documents and information which are related to DAA activities, and the name and address of the members of the Board.
- IV. All records of the Board and the Association are property of the Association, and any voting member of the Association shall have the right, upon reasonable notice, to access and copy any such records or request a copy is made at the expense of the voting member. Records shall remain in the physical possession of the Board.
- V. Board policies and procedures adopted under this Article shall remain in effect unless and until amended subsequently by the Board.

### **Article X – Amendments**

- I. These by-laws may be amended by the Association at any General Membership meeting at which is a duly constituted quorum, and shall become effective immediately upon a favorable two-thirds majority vote.
- II. Proposals to amend all or part of these By-laws may be made by the Board or by written petition of at least fifteen (15) voting members of the Association, and must be conveyed to the Secretary who shall ensure that the President is notified of any such proposal.
- III. The President shall call a General Membership meeting to be held within two months of receipt of such notice from the Secretary; provided, that in the absence of the President, the Vice President shall be so notified.
- IV. The Secretary shall distribute a copy of any such proposal to amend the By-laws to each of the voting members of the Association at least fourteen (14) days prior to the general membership meeting at which such proposals are taken up. The Secretary may distribute the notice of the proposal to amend the By-laws by electronic mail and by posting the proposed amendments on the DAA website.

## **Article XII – Distribution of Assets**

- I. No member of the Association shall have, as an individual, any interest or title to the assets of the Association.
- II. In the event of dissolution or other termination of the Association, all assets shall be assigned to an institution selected by Association members that qualifies for taxexemption under applicable sections of the United States Internal Revenue Code.