

# Ellendale Youth Sports Inc. By-Laws



## NAME

This organization shall be known as ELLENDALE BEARS YOUTH SPORTS, INC., and is a member of Shelby Youth Sports. Inc.

**Note: The Ellendale Bears Youth Sports by-laws are subject to change without prior notification but only due to a change in the Shelby Youth Sports constitution or sports by-laws.**

## PURPOSE

The purpose of Ellendale Bears Youth Sports shall be:

1. To organize and supervise sports leagues in the Ellendale Area Boundary established by Shelby Youth Sports Constitution.
2. To encourage an interest in sports by youths.
3. To promote sportsmanship, citizenship and community involvement for all persons related to the area.

## OBJECTIVE

The objective of Ellendale Bears Youth Sports shall be:

1. To provide Administration, Coaches, Officials, Playing sites, and other goods and services as required for the youth of Ellendale Bears Youth Sports.
2. Ellendale Bears Youth Sports, Inc is comprised of Track & Field, Cheerleading and Football. It is the objective of Ellendale to provide and maintain all age divisions and levels of competition in each sport.

## CONDUCT

1. All persons connected with Ellendale Bears Youth Sports shall conduct themselves with decorum **at all times**. All Directors, Coaches, advisors, parents and participants involved in Ellendale Bears Youth Sports, Inc. are under the Shelby Youth Sports Code of Ethics.

Any person(s) connected with Ellendale Bears Youth Sports, who deliberately and continually displays unsportsmanlike, unethical conduct (such as cursing, rowdy behavior, continuous baiting of the Officials, other SYS parents, players or volunteers, either physical or verbal), will be placed on suspension by the Area Director or one of the assistant Area directors. The area director is responsible for determining the amount of time said individuals will be placed on suspension.

- a. Persons placed on suspension will be responsible to report to the next Ellendale Bears Youth Sports board meeting to explain their behavior.
- b. Any person placed on suspension that fails to report to the scheduled Ellendale Bears Youth Sports board meeting will be suspended by the board for a determined amount of time up to life and will not be entitled to any type of refund from Shelby Youth Sports or Ellendale Youth Sports Inc.

## ORGANIZATION OF ELLENDALE BEARS YOUTH SPORTS

### AREA ADMINISTRATION

1. The area will be administered by the election of an area director, a booster club president, booster club vice president, area secretary and area treasurer. These positions along with two appointed assistant directors will be known as The Ellendale Board. (1/12/08)
  - a. The election of the area director will be accomplished by the parents of the organization during a scheduled speaker's bureau normally during the football and cheerleading banquet.
  - b. In the event of a contested election the voting will be done by ballot with one vote per family verified by paid in full roster. (1/12/08)
2. The area director will be elected to a two year term.
  - a. The booster club president, vice president and secretary and treasurer will be elected to a two year term. With those terms being split to odd/even year elections so that the booster club will hopefully always have people left from the previous board. (1/12/08)
  - b. An exception to the scheduled speaker's bureau will occur when an area director is recalled by the parents of the organization or resigns as area director.
    - i. Upon the situation as mentioned in b. above an interim area director will be appointed by the president of Shelby Youth Sports.
    - ii. The interim area director will have the opportunity to serve the remaining term of the elected area director or call for a speaker's bureau from the executive board of Shelby Youth Sports according to the SYS constitution.
    - iii. The booster club president, vice president, and secretary/treasurer upon the recall or resignation on the area director will complete their elected term.
    - iv. Upon the resignation or removal of any position it will be the responsibility of The Ellendale Board to appoint the open position for the remainder of the elected term. (1/12/08)
3. Appointed Positions (1/12/08)
  - a. The Area Director will appoint the following positions.
    - i. Assistant Director that will have voting rights for SYS board meetings.
    - ii. Assistant Director that will not have voting rights at SYS board meetings.

- b. The Ellendale Board will vote on the following positions.
  - i. Head Coaches
  - ii. All Cheer Advisors
  - iii. Concessions Director
  - iv. Field Director
- 4. Area Directors should not collect any money except the SYS registration fees, and should not be in charge of any equipment, except the equipment issued by SYS.
- 5. All SYS fees will be collected per participants, per sport. A participant is ineligible to practice with his / her team until SYS fees have been paid.  
Ellendale fees must be paid prior to two weeks prior to the first scheduled SYS event.  
Football game or track meet for cheerleaders all Ellendale fees are due no later than the SYS football Jamboree.  
Ellendale fees are refundable up to the following:

**Track:** Once the track uniform has been purchased and handed out for the participant.

**Cheer:** Once a participant has been fitted for their uniform.

**Football:** Once a uniform has been issued to the participant.

**Booster Club fees are nonrefundable.**

**SYS fees** are refundable up to the following:

**Track:** The Friday before the first scheduled **Track Meet**.

**Cheer:** Once a participant has participated in a **scheduled practice**.

**Football:** The Friday before the scheduled **Jamboree Game**.

**NOTE: Once the participant has participated past the cut-off times, the SYS FEE or Ellendale FEE will not be refunded.**

- 6. The area director will establish banking transactions for the area through the area booster club president and secretary and treasure.
  - a. The checking account will be established prior to track season.
  - b. All checks from Ellendale Bears Youth Sports Inc. must have two signatures from elected members of the Ellendale board. With the exclusion of the area director. (The area director can not handle fund except to turn over SYS fees to SYS.)
  - c. Monitor checking account balance in order to have checks and balances.
  - d. Report to the membership the financial status of the organization monthly.
  - e. A savings account will be established to fund fee exemptions and personal emergencies of Ellendale families.
- 7. All changes to these by-laws must be made with a majority vote of the Ellendale Board between December 1<sup>st</sup> and January 31<sup>st</sup>. (1/12/08)
- 8. All changes to by-laws will be notated with the date they have been changed and marked at the bottom of the document with the members of the Ellendale Board in place at the time of change. (1/12/08)

## **AREA POSITIONS AND RESPONSIBILITIES**

### **DUTIES OF THE DIRECTOR**

- a. Serve as a member of “Shelby Youth Sports Board of Directors”.
- b. Establish play continuity for his/her area.
- c. Be solely responsible to Shelby Youth Sports for his Area’s adherence to the Shelby Youth Sports Constitution and sports by-laws.
- d. Establish such procedures as may be required for the administration of Ellendale.
- e. Supervise the Area Secretary, Coaches, Committeemen, and Cheerleader Advisors.
- f. Be responsible for Shelby Youth Sport property in the Area’s possession.
- g. Appoint a minimum one Assistant Director, announcing such, providing a letter to the SYS board of Directors.
- h. Appoint and establish fundraising events, concession stands, and sign-up processes, for the betterment of the area.
- i. Establish vendors and maintain contact with all monies owed.

### **DUTIES OF THE ASSISTANT DIRECTOR**

- a. Having voting rights in Directors absence, serve on committees for the Director, in his absence.
- b. Sign Area and/or age exemptions, in Director’s absence
- c. Perform other duties as assigned by the area director.

### **DUTIES OF THE AREA SECRETARY&TREASURER (1/12/08)**

- a. Duties Of Secretary
  - i. Attend the Board meetings and transmit information at the discretion of the Director.
  - ii. Perform other duties as assigned by the area director.
- b. Duties of Treasurer
  - i. Establish an annual budget that will be reported to the Ellendale Board for a vote.
  - ii. Maintain Area records and handle Area money transactions.
  - iii. Maintain the area checking and savings account as a signatory and monitor accounts.
  - iv. Perform other duties as assigned by the area director.

### **DUTIES OF THE HEAD COACHES FOOTBALL AND TRACK**

- a. Obtain and supervise Assistant Coaches.
- b. Establish practice and play procedures in concert with the other Head Coaches and Director, in accordance with Ellendale Bears Youth Sports and By-Laws and Shelby Youth Sports Constitution and Sports – By-Laws.

- c. Participate in Association-sponsored Coaches clinics.
- e. Recruit and Supervise his youth.
- f. Maintain communications with parents, assistant coaches and other age level Head Coaches and the other sports head coaches.
- g. Perform other duties as assigned by the area director.

### **DUTIES OF THE FIELD DIRECTOR**

- a. Secure Assistant Field Committeemen.
- b. Obtain equipment needed by the Area.
- c. Maintain the playing field in accordance with Ellendale Bears Youth Sports guidelines.
- d. Perform other duties as assigned by the area director.

### **DUTIES OF THE CHEERLEADER ADVISOR**

- a. Recruit Assistant Advisors.
- b. Form cheerleading and/or pep squads for each team in their Area.
- c. Follow the guidelines transmitted to them by Ellendale Bears Youth Sports Cheer Commissioner.
- d. Recruit and Supervise his youth
- e. Maintain communications with parents, assistant coaches and other age level Head Coaches and the other sports head coaches.
  - i. Perform other duties as assigned by the area director.

### **Duties of the Concession Director**

- a. Establish menus and items for sell in the concessions stand.
- b. Purchase items for the concessions stand.
- c. Monitor all money transactions in the concessions stand.
- d. Perform beginning and ending inventory processes to ensure financial balance of items purchased and sold.
- e. Report any indiscretions to the area director immediately.

### **RECALL OF A DIRECTOR**

1. The parent(s) or legal guardian(s) of a participant(s) in the current season may recall the Director who represents them by:
  - a. Requesting a Speakers' Bureau from SYS to administer a ballot vote of the parent(s) or legal guardian(s).
  - b. The request for a Speakers' Bureau must be from at least 50% of the parent(s) or legal guardian(s).
2. The Speakers' Bureau must consist of at least three (3) people, with two (2) of the

three (3) being members of the SYS Executive Board.

3. The recall of a Director must pass by a 70% majority ballot vote of all eligible parents or legal guardians of the participants in the current season. Each parent or legal guardian shall have one vote.
4. If brought to the attention of the Board of Directors of SYS that an Area Director is not following the specified guidelines of the Constitution and/or By-Laws of SYS, the President of SYS may appoint, at his discretion, an appropriate committee to investigate the legality of these charges against said Director. If charges are found to be true and with merit, the committee may then make a recommendation for the dismissal of Director as warranted. Dismissal requires a 75% vote by the voting members of the SYS Board of Directors, as required by the SYS Constitution.

## **Area Boundaries**

### **ELLENDALE**

Go East on Loosahatchie River to Evergreen Road, South to Hwy 70, West Seed Tick Road over I-40, East on Monroe Road, South on Cobb Rd, West on Hwy 64, North on Kirby Whitten to the point of beginning.



Originally created by Lee Cathey 1/26/2007

Voted on by Ellendale Board 2/19/07

Lee Cathey , Chris Barker , Keith Woods, Shawn Mitchell, Jason Gafa

Amendments 1/12/08

Jessica Walker , Chris Barker, Dale Wells, Shawn Mitchell, Jason Gafa, Dena Anderson, Keith Woods