



# Webster Youth Sports Council

## By-Laws

## **ABSTRACT**

Started in 1993, the Webster Youth Sports Council is a youth sports advocacy coalition comprised of community sports groups in Webster, N.Y. Additional non voting participants include the Webster Central School District Athletic Directors, the Webster Community Partnership Schedule Coordinator and the Webster Commissioner of Parks & Recreation. The Council represents over 6000 players and coaches living in the Webster Central School District. The Council meets 10 months per year, focusing on Safety, Education, Health, Wellness, Sportsmanship, and Town / School Cooperation, as well as common issues, opportunities, and participant group status. Three meetings a year, January, June and September are focused on scheduling facility space for member organizations for Spring/Summer, Fall and Winter, respectively.

## **ARTICLE I – NAME**

Section 1. The name of this organization shall be “Webster Youth Sports Council”, hereinafter “WYSC”.

## **ARTICLE II – INCORPORATION**

Section 1. WYSC shall be an independent non-profit advocate organization for community youth sports in Webster, N.Y.

## **ARTICLE III – VISION**

Section 1. The vision of the Webster Youth Sports Council is to be the recognized leader in advocating for youth sports in the Webster community, focusing on being a model for:

- a. Promoting participant safety, education, health, wellness and sportsmanship, as well as coaching excellence, training and quality leadership in all community sports organizations.
- b. Utilizing Webster School, Town and Community Group resources to enable superior youth sports programming.
- c. Maximizing the utilization of existing community facilities to provide opportunity to all sports.
- d. Community Sports/School District/Town Government cooperation.

## **ARTICLE IV – MISSION**

Section 1. The mission of the Webster Youth Sports Council is three fold:

1. Act as the primary advocate for youth sports in Webster in promoting safety, health, wellness and sportsmanship in the Webster Community by supporting and implementing age appropriate instructional, recreational and competitive opportunities for all skill levels.
2. Coordinate with the Webster Community Partnership, Webster Central School District and the Town of Webster to prioritize and schedule facilities for WYSC member groups use.
3. Capitalize on the unique spirit of cooperation between Webster Town, School District Athletic Departments, Webster Community Partnership and community sports organizations to collectively focus on identifying and implementing the most efficient and effective means of promoting participant safety, coaching excellence, coach and player training and quality leadership in all community sports organizations.

## **ARTICLE V – Beliefs**

Section 1. In support of community youth sports programs WYSC has developed the following Value Statements to help guide our actions:

1. We believe in the display of good sportsmanship by players, coaches and spectators.
2. We believe in age appropriate practice techniques and game schedules.
3. We believe in the development and implementation of a Webster-wide Code of Conduct for players, Coaches and Spectators as a tool to help make youth sports more fun and meaningful for everyone.
4. We believe in season appropriate scheduling for all sports.
5. We believe in and support the implementation of 'down time' for every sport.
6. We believe in and encourage all participants to play multiple sports as part of becoming well rounded individuals.
7. We believe in the need for coaching background checks and certification for all coaches to ensure participant safety and a good experience.

## ARTICLE VI – OBJECTIVES

Section 1. The principal objectives of WYSC shall be to:

- A. Provide a central resource of information on development opportunities and facilities use for Webster based Community Sports organizations.
- B. Support development of well coached community sports organizations through training sessions, adherence to code of conduct polices and recognized age appropriate standards.
- C. Promote and support member organizations that provide opportunities for children of all ages to participate in organized sports which teach life habits of sportsmanship, teamwork and good citizenship while providing a safe, positive and enjoyable experience.
- D. Encourage healthy attitudes towards competition, commitment and community through member leadership participation in WYSC, benefiting both volunteers and participants. To that end, support and promote “The Philosophy For Community Sports In Webster” document developed by the Webster Community Partnership Operations Council.
- E. Promote background checks and certification of all coaches to ensure quality coaches and safety for participants.

## ARTICLE VII – ORGANIZATION

Section 1. WYSC shall be governed by adult persons who shall act as a Council, hereinafter “The Council”. There will be at least one Council representative per participating organization.

Section 2. WYSC Participation is open to all Webster Community youth sports organizations.

Section 3. WYSC Member Organization Requirements

- A. Organizations must be chartered as a non-profit organization.
- B. Enrollment must be open to Webster Central School District residents.
- C. Member organization By-Laws, including a list of current officers, must be on file with the WYSC Secretary.
- D. Member organization minimum size is defined as including at least four organized teams of participants.
- E. Single teams are welcome to participate, but scheduling after member groups 'in good standing'.
- F. Single teams must adhere to Article V, Section, #7 relative to background checks and certification of coaches.

Section 4. Normal growth is expected for each organization. Every effort will be made to accommodate growth, given the limited facilities available.

Section 5. New Council member organizations shall be approved by sitting Council members at a meeting held for such purpose when the need arises. WYSC approves new organizations to the Council, not their representatives.

Section 6. Council member organization terms of service shall be indefinite, as long as a member organization is deemed in "Good Standing".

Section 7. Officers

The following officers have been approved:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Past President

Section 8. Elections

1. All officers will hold a term for a two-year period.
2. The officers (President, Vice President, Secretary and Treasurer) will be elected during the January meeting and begin their term in February.
3. The President and Treasurer are elected in even numbered years, with the Vice President and Secretary being elected in odd the numbered years.

4. Officers may also simultaneously serve as a Council member representative.
5. Officers may be re-elected one time without a break in service of one term
6. The President becomes the Past President for one year after completing his/her term(s) as president, to support the incoming President.
7. The Past President does not have voting privileges.

Section 9. The secretary will send out a notice of the annual election to the Webster Youth Sports Council Members sixty-days (60) prior to the January meeting. Any interested candidate will have thirty-days (30) to respond back to the email notice if interested in placing their name on the ballot. Any Webster Youth Sports Council Member may also nominate another Webster Youth Sports Council Member. If this happens, the secretary will contact the nominee and inquire if they wish to be on the ballot.

Thirty-days (30) prior to the January meeting, the secretary will send out the candidate names to the Webster Youth Sports Council members for their consideration. At the January meeting, a ballot containing the names of the candidates will be given to each member. The Officers will tally the ballots during the meeting.

Section 10. In approving both Council member organizations and election of Officers, organizations or individuals receiving the most votes shall prevail. It is not required to receive a majority of the votes cast in order to be elected or approved.

Section 11. In the event an Officer resigns or becomes otherwise unable to finish out his/her term, the President shall nominate an individual to finish the term, subject to confirmation by The Council.

Section 12. Programs, policies and procedures supported and provided by WYSC are described in the **WYSC Programs, Policies and Procedures Manual**, which is maintained on file with the Secretary.

## ARTICLE VIII- COMMITTEES

Section 1. Standing Committees of The Council will be established as needed. Recommended Standing Committees include:

- A. Participant Safety
- B. Health & Wellness
- C. Sportsmanship, Communication & Community Service
- D. Internal Organization & Community Relations

Section 2 Standing Committees will be Chaired by a WYSC Officer.

Section 3 Committee Chair assignments will be agreed annually in February.

Section 4. The President shall establish whatever additional committees he/she deems necessary to serve The Council's purposes. The Council, likewise, shall have the power to establish such committees.

Section 5. The committees shall operate under the same rules of procedure as the full Council. Committees shall give a report at each Council meeting as needed.

Section 6. The President and Vice-president or their designee shall serve on the Webster Community Partnership Operations Council.

## ARTICLE IX - QUORUM/VOTING

Section 1. A quorum shall be necessary to constitute an official meeting.

Section 2. A quorum consists of 60% of member organizations of The Council in 'Good Standing' being represented in person at the beginning of the meeting.

Section 3. Once a quorum is established at a meeting, all business at that meeting shall be deemed official even in the event that the quorum is lost because a member leaves the meeting.

Section 4. Proposals/motions require a majority vote of those present for passage unless otherwise stated in these By-laws. Each proposal must be moved and seconded before a vote may be taken.

Section 5. Proxy votes shall not be allowed, except when the proxy is a designated representative of the member organization.

Section 6. Each organization in 'Good standing' gets one vote.

Section 7. Member organizations must be present for votes that impact their organization.

Section 8. One meetings advance notice of a appending vote must be provided.

Section 9. The President is a voting member but only votes to break a tie. Non-members do not vote.

### **ARTICLE X - MEETINGS**

Section 1. The Council meetings will operate under Roberts Rules parliamentary procedures, except where modified in this document.

Section 2. The Council shall meet at least once a month for the purpose of conducting Council business. Council meetings will not be held in July or December.

Section 3. Three meetings a year, January, June and September are focused on scheduling facility space for member organizations for Spring/Summer, Fall and Winter, respectively.

Section 4. The agreed priority for scheduling is as follows: [WCSD / Webster Parks & Rec. / WYSC]

1. Entity owning the facility
2. School and school related activities (including PTSA, Scouts)
3. Webster Parks & Recreation
4. Webster Community Partnership
5. Webster Youth Sports Council
6. Other groups and individuals

Section 5. At these scheduling meetings, a schedule indicating facilities and times blocked out by higher priorities is provided to the Webster Youth Sports Council.

Section 6. Scheduling then proceeds for WYSC member organizations in "Good Standing". Organizations in Good Standing" schedule first. Groups 'not in good standing' and Non participating WYSC member groups schedule facility time after organizations in 'Good Standing' have completed their scheduling.



Section 7. Special meetings may be called by the President upon forty-eight (48) hours notice to The Council members or upon a written notice signed by a majority of the full Council. Such notice shall be delivered to the President who shall acknowledge receipt of said notice and call said special meeting within seventy-two (72) hours of such receipt.

Section 8. The President shall prepare an agenda for each meeting. Council members wishing to place an item on the agenda shall notify the President before the meeting. The President may, but is not obliged to, place the requested item on the agenda. At the meeting a Council member wishing to add an item to the agenda may do so with permission of the President or The Council.

Section 9. Any designated representative of the member organization may represent its organization. If organization Council Members are unavailable to attend, notification of the name of the representative attending and position within the organization will be sent to the President, Vice-President, and Secretary.

Section 10. Organizations in 'Good Standing' must meet the following criteria:

1. Attendance at 8 out of the 10 previous meetings .
2. Organization attendance will be kept by the Secretary, published with the meeting minutes and kept on the website [once it is up].
3. Meeting attendance tracking started January 2004.
4. New Members – Attendance at 9 out of the previous 10 meetings is required to be considered an “Organization in Good Standing”.
5. Organizations must support and participate in the programs, processes and procedures currently documented in the **WYSC Programs, Process and Procedures Manual** on file with the WYSC Secretary or have an approved waiver on file.
6. Member organizations must be Webster based, with no more than 25% of participants residing outside the Webster Central School District. Exceptions must be approved by the whole WYSC.

Section 11. At space scheduling sessions, organizations that have missed more than two meetings will be required to wait until member *Organizations in Good Standing* have selected space (outdoor or indoor) before requesting the remaining available space.

## **ARTICLE XI - Additional Requirements for designation as “Organization in Good Standing”**

- Section 1. All Member Organizations must have a copy of their current By-Laws, Officers and Charter on file with the WYSC Secretary by January 1 of each year. By-laws must include Org. Name, Mission, Objectives, Officers / Duties and league affiliations, if any.
- Sections 2. Payment or agreement on terms of payment of required fees to Webster Community Partnership must be made prior to the day of the first game.
- Section 3. A signed User Agreement must be in place prior to April 1 of each year for each member organization.
- Section 4. All member organizations must play an active role in WYSC by having a member representative participate as a WYSC officer, a committee chairperson or as a committee or sub-committee member.

## **ARTICLE XII - BOUNDARIES (“Webster, N.Y.”)**

- Section 1. The boundaries of WYSC shall encompass the Webster Central School District.
- Section 2. Any organization meeting the membership requirements and interested in joining WYSC will be given the opportunity. Applicant organizations must submit currently required forms and pay all required fees.

## **ARTICLE XIII - AMENDMENTS TO BYLAWS**

- Section 1. These Bylaws may be amended by a majority of the full Council, one vote per organization in ‘Good Standing’, provided that written notice of such proposed amendments has been presented to each Council member organization representative at least one (1) regular monthly meeting in advance of the meeting.

Section 2. Proposed amendments may themselves be amended at such meeting without need for notice as long as all voting organizations are represented at the meeting.

#### **ARTICLE XIV- NOTICES**

Section 1. Notices to be given to Council members shall be given in a manner designed to ensure, to the fullest extent possible, that the member receives said notice under the circumstances. Notice, in any event, shall be delivered by e-mail. All Council member representatives shall be required to submit their e-mail addresses, home phone numbers and cell phone numbers to the Secretary who shall distribute the information to all Council members. The President shall decide in all instances whether sufficient notice was given.

#### **ARTICLE XV- DUTIES**

Section 1. It shall be the duty of each Council member to diligently work to carry out the goals and purposes of the WYSC. Council member representatives shall also diligently carry out any specific task assigned to them.

#### **ARTICLE XVI- PRESIDENT**

Section 1. The President will create the agenda, facilitate / lead the meetings, be the primary Webster Youth Sports Council spokesperson or representative interfacing with outside groups, local media and manage Youth Sports Council toward its primary objectives.

Section 2. The President shall be a member of all Council committees and have a vote on each. The President may, with approval of The Council, delegate any of his duties to another Council officer.

## **ARTICLE XVII- VICE-PRESIDENT**

Section 1. Vice President will act as President when the President is absent.

## **ARTICLE XVIII- SECRETARY**

Section 1. Secretary will be the record keeper and responsible for recording key decisions. Secretary will not only take notes at the meetings but will also send meeting notes to all of the organizations via e-mail within two weeks of the meeting, allowing organizations to review notes before the next meeting. Three days prior to the meeting the Secretary will e-mail reminder notices of the next meeting and will also remind organizations of any action items required before the next meeting. The Secretary will also inform organizations of any changes regarding meetings.

Section 2. The Secretary shall keep current a list of Council member representatives including their addresses, phone numbers and e-mail addresses. The Secretary shall also perform any duties as may be delegated to him/her by the President. In the case of absence or disability of the Secretary, the President shall appoint a Secretary pro tem.

## **ARTICLE XIX - TREASURER**

Section 1. The Treasurer shall keep an account of all money received and expended by WYSC, shall deliver regular financial reports to The Council, shall disburse funds as needed for the operation of WYSC, and perform such other duties as may be delegated to him. In the case of absence or disability of the Treasurer, the President shall appoint a Treasurer pro tem.

Section 2. The fiscal year will be January 1 to December 31.

Section 3. An annual dues budget for the next fiscal year will be recommended by the Treasurer and voted by the WYSC at its September meeting.

Section 4. Member organization dues will be specified as the equivalent of a per participant fee to assure fairness to all member organizations.

Section 5. Annual dues are paid to the treasurer by March of the current fiscal year.

Section 6. Treasurers account balance cannot exceed \$1,000 without Council approval.

Section 7. All expenditures must be approved by the Council.

Section 8. New member organizations must pay their appropriate dues once approved as a member.

### **ARTICLE XX - PAST PRESIDENT**

Section 1. The Past President is the most recent past President. He/she provides transitional support as requested or required to the president during the presidents first year in office to assure a smooth transition.

Section 2. The Past President term of office is one year.

### **ARTICLE XXI - ACTION WITHOUT A MEETING**

Section 1. It is recognized that under certain circumstances action necessary for the efficient and proper operation of WYSC may be necessary when a Council meeting is not practicable or possible. Under such circumstances, it is desirous that The Council member representative proposing the action contact an officer of The Council, preferably the President, who shall in turn, do everything practicable to contact all Council member representatives, explain the proposed action, and ask them to cast a vote on the proposal.

Section 2. It is also recognized that under certain circumstances executive decisions and/or "real time" decisions must be made in order to ensure continued efficient operation of WYSC. All officers shall be empowered to make such decisions, provided, however, that an officer doing so must, as soon as practicable, inform all Council member representatives of the decision. Such decisions shall not be intended to establish Council policy and shall be discussed at the next Council meeting. The officer making a decision shall inform the party requesting action that the decision is made only for that particular instance and that future similar action will have to be approved by The Council.

Section 3. All actions taken under this article shall be reported to The Council as soon as practicable and discussed at the next Council meeting. A vote to ratify the action shall be taken at said meeting.

### **ARTICLE XXII- SUSPENSION OF RULES**

Section 1. Any of these rules may be suspended by a vote of two-thirds (2/3) of the voting Council.