



Dinsmore Sports Association  
P.O. Box 26873 Jacksonville Florida 32226  
BY-LAWS  
Updated: 2/28/2022

## **ARTICLE I – ASSOCIATION AND CHARTERS**

### **SECTION 1 – ASSOCIATION**

The name of the Association shall be DINSMORE SPORTS ASSOCIATION, hereinafter referred to as “DSA” or “Association”. The principal operations of this Association shall be in and about the City of Jacksonville County of Duval, and State of Florida.

## **ARTICLE II–PURPOSE AND RIGHTS**

The purpose of the Association is to foster and encourage interest and participation in recreational athletics with primary emphasis on youth sports in our area, including the purchase of necessary equipment, the purchase lease, or rental of facilities, and to do all other matters pertinent and appropriate to such purpose. Furthermore, the Association's purpose is to educate, teach, and train members in athletics, sportsmanship, and fair play. In addition, the Association will interface with the DUVAL County Recreation Department to help make Duval County's recreational needs known. This corporate body shall have the authority to exercise the general rights, privileges, and powers it may need to accomplish the purpose for which it was formed, as granted by the laws of the State of Florida.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1 - CLASSES**

Classes. There shall be the following classes of members: Player, Regular, and Voting Members

- (a) Player Members. Any parent/parents shall become member(s) of DSA upon registration and full payment/sponsorship for a child for a sport season and shall remain member(s) until registration for that sport the following year provided they remain a member in good standing. Those residing in Duval County will have precedence over those living outside the County.
- (b) Regular Members. These shall include, but are not limited to, the board member, directors, commissioners, coordinators and functional committees. All elected Officers automatically become members of DSA.
  - 1. Regular Members shall include the following:
    - a) Participants in athletic programs of the Association who have met registration requirements of that program and remain eligible for the upcoming season.
    - b) Parents or legal guardians of any eligible participant in athletic programs of the Association.
    - c) All Directors of the Association.

- d) Commissioners, Coordinators or members of any Functional Committees of the Association.
  - e) Volunteer workers in good standing, participating in any official activity of the Association.
- (c) Voting Members. Any parent/guardian of a player member in good standing at the time of the Annual Meeting and the regular members in good standing at the time of the Annual Meeting are qualified to vote at the Annual Meeting only. Each parent/guardian of a player member is entitled to one vote. Thus, each parent/guardian of multiple player members are entitled to only one vote. The Secretary shall maintain the roll of membership to qualify voting members.

#### 1. Members in Good Standing

- a) The member must have a child active currently, or who participated for a full season in a sport for the current year.
  - i) Members who fail to pay their fixed dues within 30 days from the time the same become due may by majority vote of the Board of Directors present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of Membership.
- b) In the case of an adult who joins without a child, the member must not be under any disciplinary action within the association, or any surrounding Associations.
- c) The member must not be under suspension, probation, expulsion, or any other disciplinary action from any activity within the association, or any surrounding Associations, this includes no longer being allowed to coach.
- d) If the member's child drops out/quits for any reason other than medical, they will no longer be considered as a member in good standing with the association. This will be based on the most recent activity which the child participated in.

## **ARTICLE IV – GOVERNING BODY**

## **SECTION 1 – DUTIES AND RESPONSIBILITIES OF THE BOARD**

The management and control of the business of the Association shall be vested in a Board of Directors comprised of Officers.

1. The Board is subject to the articles of Incorporation and By-Laws of the Association.
2. **Disciplinary Action:** The Board of Directors shall establish a procedure for disciplinary actions to include all parties involved. These procedures shall provide for a timely hearing on any issue requiring such a hearing; and shall include all parties involved in said issue
3. Proxy may not delegate the authority of a Director.
4. The Board must approve all contracts entered into by the Association. except for purchases specifically covered elsewhere in the Bylaws.
5. Individual Directors shall abstain from voting on any business or action that may constitute a conflict of interest.
6. The Board shall confirm all appointments made by the Board.
7. Elected officials of any auxiliary organization of the Association (e.g., the Women's Auxiliary, if created) shall be presented to the Board for confirmation.
8. The Board shall have disciplinary powers per the Association Code of Ethics and Disciplinary Action.
9. Official acts of the Association shall require majority approval of the Board, unless otherwise provided for in the By-Laws.
10. The Board will initiate or approve and oversee all fund raising and building projects of the Association.

## **SECTION 2 – MEETINGS**

**Monthly Board Meetings.** Regular meetings of the Board will take place monthly (30 days) at a time and place as designated by the President or Vice- President. The date and location will be communicated to the Board and the membership at least seven (7) days prior to the meeting. If a meeting cannot take place within one month, the meeting will be scheduled as soon as possible after the month has passed

**Annual Meeting.** Annual meeting of the Association will be held at a pre-designed place in Northeast Duval County, Florida, announced by the Board of Directors. Public notice of the

meetings shall be posted at least seven (7) calendar days prior to the meeting. The annual meeting of the members for any year shall be held no later than one (1) month after the last preceding annual meeting of the members. Business transacted at the annual meeting shall include the election of officers of the Association.

**Election Meeting.** Business transacted at the annual meeting shall include the election of officers of the Association.

**Notice of Meetings.** Notice of Annual Meeting will be posted on the Website at least 7 days in advance of the meeting setting forth the place, time and purpose of the meeting.

**Special Meeting.** Special meeting of the Board of Directors may be called at any time by any two directors to be held in a place or places as the Directors from time to time designate. Notice of special meetings of the Board of Directors shall be given to each Director by five (5) day's notice by letter, phone call, e-mail, or in person.

**Emergency Meeting.** Emergency meeting may be designated as a "closed" meeting by a majority vote of the Board members present and shall be the first order of business for that meeting. However, these meetings must be documented with minutes available to the public.

### **SECTION 3 – BOARD OF DIRECTORS**

All Board powers shall be exercised by or under authority of, and for the business and affairs of the Association, and shall be managed under the direction of the elected Board. The Board members are voluntary and may not be employed by the Association for any reason. Active Board members are ineligible to receive any direct benefit from the Association. As a 501(c)(3) the board of directors must understand their fiduciary obligations as directors, are obligated to use all income for a charitable purpose and are expected to behave transparently. All officers will go through background checks. They will be issued badges, allowing them to monitor and become involved in activities as required.

The Board of Directors shall be comprised of the following:

President  
Vice President  
Secretary  
Treasurer  
Sergeant of Arms

### **SECTION 4 – ELECTION OF BOARD OF DIRECTORS**

1. The Officers of DSA shall be elected for a one (1) year period and shall hold office until their successors are elected and qualified.
  - a. Elected terms shall run from November to the end of October following

2. The nomination of officers shall be held at the monthly meeting in September.
3. The election of officers shall be held at the annual meeting in October.
4. Newly elected officers shall assume their positions at the end of the November monthly meeting.
5. Voting shall be by ballot and shall not be cumulative. Only active, present members in good standing may vote. There shall be no voting in proxy.
6. All officers shall be elected by a simple majority vote of the members present. All elected officers must be a member in good standing.
  - a. Members who left/were removed as members in bad standings may not be nominated or appointed as an officer of DSA.
7. The President shall vote only in the event of a tie.
8. Positions may be added from time to time by majority vote of the existing Board of Directors. Vacancies shall be filled by majority vote of the Board of Directors of DSA.
9. Any vacancies on the Board of Directors caused by resignation, death, or otherwise, except as may be otherwise provided for in the Articles of Incorporation, will be appointed by the General Membership at a special meeting or regular meeting. The person so chosen, as Director shall hold office until his/ her successor is elected and qualifies at the next scheduled election.

## **SECTION 5 – ROLES OF BOARD OF DIRECTORS**

All Officers shall have the responsibility to monitor all games, in which they are in attendance, for appropriate sportsmanlike conduct between players, coaches, parents, and visitors of DSA .They shall also have the obligation and authority to stop any inappropriate behavior during any DSA function.

### **President**

The President shall be responsible for and have authority to:

- a) Conduct the affairs of the Association and execute the By-Laws and Policies established by the Board of Directors.present.
- b) Preside over all Board meetings at which he/she is present.
- c) Be chairman of the Board of Directors and vote only in the event of a tie.
- d) Be empowered to co-sign all checks with the Treasurer.
- e) Call Special Board Meetings.

- f) Be responsible for scheduling fields to each team and publishing a master schedule.
  - i) Determine current status of each division through registration coordination
  - ii) Inform and advise of any Board action, which might affect any division.
- g) Present a report of the condition of the Association at the annual meeting.
- h) Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Association.
- i) Be responsible for the conduct of the Association in strict conformity to the policies, principles, Rules and Regulations of Chartered Baseball/Softball organization agreed to under the conditions of the charter issued to the Association by that organization.
- j) Designate in writing, other Board members, if necessary, to have power to make and execute for and in the name of the Association, such contracts and leases they may receive which have had prior approval of the Board.
- k) Be responsible for insuring representation at appropriate non- DSA functions, which includes serving as liaison with Duval County Recreational Departments.
- l) The President shall be considered an “Agent” for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.
- m) Investigate complaints, irregularities and conditions detrimental to the Association and report thereon to the Board as circumstances warrant.
- n) Solicit for park sponsorship.
- o) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.

### **Vice President**

The Vice President shall be responsible for and have authority to:

- a) Preside over the Board in the absence of the President.
- b) Act on behalf of the President in matters of urgency if the President is incapacitated or otherwise unavailable to discharge his/her duties.
- c) Chair the Membership/Registration Committee.

- d) Chair the Rules and Regulations Committee.
- e) The Vice President shall be considered an “Agent” for the purposes of obtaining goods and services.
- f) He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.
- g) Be responsible for the coordination of general operations and orderly administration of all levels of play in the League. These include but are not limited to Equipment, Grounds and Facilities, Website
- h) Information, Opening Day, Fundraising, Concession representative, Volunteer Coordination, Umpires, Scheduling, Uniforms, practice scheduling and paperwork, Pictures and Trophies.
- i) The appropriate Directors and Coordinators for these activities will assist the Vice-President
- j) Solicit for park sponsorship.
- k) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.

**Treasurer:**

The Treasurer shall be responsible for and have authority to

- a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- c) Maintain all financial records of the Association.
- d) Chair the Budget and Finance Committee.
- e) Keep records for the receipt and disbursement of all monies and securities of the Association, approve all payments from allotted funds and draw checks/debits on the Association’s account therefore in agreement with the policies established in advance of such actions by the Board of Directors. All disbursements over \$100 not within budget must have approval of Board members.
- f) Prepare an annual financial report, under the direction of the President, for submission to and Board of Directors at the annual meeting.



- g) Prepare, publish and present to the Board a monthly financial report on the status of finances (current v. Year-to-date).
- h) Prepare guidelines for the Association's funds and cash handling procedures.
- i) Maintain and provide an inventory list to the Board on a monthly basis.
- j) Advise the Board of impending or immediate financial problems.
- k) The Treasurer shall be considered an "Agent" for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under
- l) The Treasurer shall be responsible for funds maintained solely for the internal use of various Player Agents, Coordinators, Functional Committees, or individual Teams, e.g. team refreshments, parties, awards, etc.
- m) Prepare and file all monthly and yearly financial forms to the State that is required for a Non-Profit organization.
- n) Prepare annual budget for each sport in January board meeting.
- o) Responsible for an annual audit
- p) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.
- q) Solicit for park sponsorship.

**Secretary:**

The Secretary shall be responsible for and have authority to:

- a) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- b) Be responsible for recording the activities of the Association and maintaining appropriate files, mailing lists and necessary records, including but not limited to filing the appropriate charter and insurance with Chartered organizations.
- c) Handle all registration paperwork and related task
- d) Be responsible for preparing an agenda for all meetings with the assistance of the President and other board members who will submit items to be included.
- e) Record the minutes of Board Meetings, including all items of official business and verbatim language, before and after, of any changes to the By-Laws.

- f) Present, at each Board Meeting, the minutes of the previous Board Meeting for approval or correction.
- g) Be responsible for the securing of facilities for all monthly and annual meetings as well as for maintaining a list of all Members, Directors, committee members and giving notice of all meetings of the Association, the Board of Directors, or Committees.
- h) Notify all Board Members of regular monthly, annual, and special Board Meetings.
- i) Provide due Public Notice to the general membership of all regular monthly, election, and annual Meetings.
- j) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- k) Notify Directors when their absence from the Business Meeting jeopardizes their Director status.
- l) Prepare the ballot of nominees in preparation for the Election Meeting.
- m) Notify all Members, Directors and committee members of their election or appointment.
- n) Chair the By-Laws and Policies Committee.
- o) The Secretary shall be considered an “Agent” for the purposes of obtaining goods and services. He/she shall adhere to all purchasing policies and procedures outlined under Financial Operation.
- p) Solicit for park sponsorship.
- q) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.

### **Sergeant of Arms**

The Sergeant of Arms shall be responsible for and have authority to:

- a) Preside over the Board in the absence of the President and/or Vice President.
- b) Maintain order at Association meetings using Robert's Rules of Order and by these by-laws as governing law.
- c) Chair the Mediation/Disciplinary Committee.

- d) Conduct background checks through the Criminal and Sexual Offender Registry on all board members, managers, coaches, assistants, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to or contact with players or teams.
- e) Solicit for park sponsorship.
- f) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.
- g) Any other duties as defined by the President.

**Baseball/Softball Commissioner(s)**

The Baseball/Softball Commissioner(s) shall be responsible:

- a) The baseball and softball commissioner will oversee the operating and rules of the appropriate sport both on and off the field
- b) Submit to Babe Ruth League Inc., headquarters team rosters, including players claimed, and the tournament team eligibility affidavit.
- c) Be responsible for the care and maintenance of the playing fields, buildings, machinery, and grounds.
- d) Schedule umpires for home games as needed.
- e) Co-coordinate background checks through the Criminal and Sexual Offender Registry on all board members, managers, coaches, assistants, and other volunteers or hired workers who provide regular service to the league and/or who have repetitive access to or contact with players or teams.
- f) Communicate with appropriate Player Agents and Team Representatives as necessary to conduct its function.
- g) Maintain active communication with all Board and Head Coach's to:
  - a) Determine current status of each division.
  - b) Inform and advise the Board of any action, difficulties which might affect the divisions or seasons.
  - c) Advise the President and Board of current status, problems, and any necessary actions, except player replacement.
- h) Coordinate picture day for the sport.

- i) Notify Babe Ruth of any subsequent player replacements or trades.
- j) Responsible for game day set up and cleanup coordination.
- k) Responsible for updating all registration forms and distributing to all local schools.
- l) Perform additional duties as defined by the Board.
- m) Solicit for park sponsorship.
- n) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.

### **Sponsorship / Website Director**

The Sponsorship / Website Director(s) shall:

- a) Organize and prepare online registration that is approved by the Board.
- b) Organize and prepare online registration that is approved by the Board.
- c) Maintain and update the Association website as requested.
- d) Determine what Team or Park Sponsor will receive and update forms to reflect details and update the Website.
- e) Maintain social media sites for the Associations with all events for the organization.
- f) Perform additional duties as defined by the Board.
- g) Solicit for park sponsorship.
- h) Monitor games for appropriate sportsmanship by DSA players, coaches, and parents.

## **ARTICLE V – PARLIAMENTARY AUTHORITY**

### **SECTION 1- RULES OF ORDER**

Robert's Rules of Order Second Edition shall govern the proceedings of all meetings, except where same conflicts with the bylaws of the Association.

The following rules of order will apply to the Board meetings of DSA.

1. The President shall occupy the chair and start meetings promptly at the time specified.
2. No business outside of items listed on the agenda shall be taken up except in regular order unless majority votes of those present to the contrary. Items to be placed on the agenda should be submitted to the Secretary no later than 48 hours prior to the next meeting.
3. No motion shall be received or placed before the meeting unless duly moved and seconded. It shall be open for discussion until the President has so stated.
4. Any recommendation of the Board of Directors or any duly elected or appointed committee shall carry with it a motion to concur, which motion shall have precedence over a motion.
5. When a question is before the body, no other motion shall be in order except
  - A. (1) to adjourn;
  - B. (2) to lay on table;
  - C. (3) the previous question;
  - D. (4) to postpone;
  - E. (5) to refer;
  - F. (6) to amend.

These exceptions shall have precedence in order named. The first three shall be without debate and each motion, in order, requires a vote.

6. When a Board member desires to make a motion or speak to the question, he shall rise and first obtain the President's recognition. Such Board member must confine himself strictly to the question under consideration and shall not be interrupted unless on a point of order.
7. No Board member shall be allowed to speak twice on the same questions until all who wish to speak have been heard.
8. The President shall be privileged to debate upon any subject upon vacating the chair.
9. Should more than one Board member rise to speak at the same time, the President or presiding officer shall determine who shall be recognized.
10. An amendment takes precedence over a motion and shall be put to a vote.
11. Voting shall be via voice unless otherwise proved or called for.
12. In the event of a tie vote, the President or presiding officer shall cast the deciding vote.
13. A motion to reconsider shall not be entertained unless made by a Board member who voted in the majority. A majority vote shall be necessary to reconsider.

14. Robert's rules of order (Encl 1) shall decide all questions of procedures not provided by these rules.
15. The Board may adopt additional rules of order for any meeting, by majority vote, of the Board members in attendance.
16. No one other than a Board member will be allowed to participate in a debate.
17. Any Board member shall be able to call a point to resume the meeting.
  - a. The following order of business shall apply:
    - 1) Roll call, determine Quorum
    - 2) Approval of minutes
    - 3) Approval of agenda
    - 4) Approval of financial statement
    - 5) Report of Board members
    - 6) General membership or public comments
    - 7) Old business
    - 8) New business
    - 9) Community announcements
    - 10) Election of Officers (when applicable)
    - 11) Adjourn
18. No outside teams unless verified by 2/3 approval of the board.
19. Partnerships with another park must be approved by 2/3 vote of the board.

## **SECTION 2- AMENDING BYLAWS**

1. These By-laws may be amended or repealed at any meeting of DSA. To amend any proposed or proposed set of amendments they must have been:
  - a. Read at two (2) consecutive regular Board of Directors meetings.
  - b. The amendment or set of amendments must be passed and approved by two-thirds (2/3) of all voting Board members at such a second meeting.

## **ARTICLE VI – FINANCIAL/ACCOUNTING**

### **SECTION 1- FISCAL MATTERS**

The Association's Fiscal Year begins on the first day of January and shall end on the last day of December. The calendar year is the budgeted year. As a non-profit the objective of the Association is to run at zero profit at the end of the season. However, the Association will require retaining a

reserve amount at the end of each season in order to be able to operate for the next season. The maximum reserve at any time will be \$15,000.

1. Budget

- a. The annual budget for all programs for the upcoming calendar year will be presented and approved at the January Board Meeting.

2. Excess Reserve

- a. Any amount greater than the maximum reserve will be transferred to the DSA General account, and will be allocated by the Board as requested or needed, by majority vote, in order to best serve the youth within our organization.

3. Registration Fees/Membership Dues

- a. The registration fee/membership due shall be determined by the board members in accordance with the budget.
- b. All Board of Directors, Head Coaches will pay no registration fees.
- c. Members who fail to pay their fixed dues within 30 days from the time the same become due may by majority vote of the Board of Directors present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of Membership.
- d. Dues may be refunded to those members who request a refund from the Board prior to the date that is printed on the registration form of that specific sport. Any refunds requested after that date will require the Board to review. The Board reserves the right to approve or deny any refunds requested past the date printed on that specific sports registration form for any reason.
- e. Members who fail to pay their fixed dues within 30 days from the time the same become due may by majority vote of the Board of Directors present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of Membership.

## **SECTION 2 – MAINTENANCE OF FUNDS**

1. All funds of the Association shall be maintained in commercial bank and/or saving accounts, including money market accounts.

2. The Treasurer shall direct or handle all transactions involving receipt and disbursement of the Association's funds.
3. The Association shall charge a \$30.00 fee on checks returned from the bank as non-collectible for any reason.
4. The Board shall not permit the solicitation of funds, funds raising or sponsorships in the name of Dinsmore Sports Association, Inc for Baseball/Softball Organization unless all of the funds raised are placed in the Association's treasury.

### **SECTION 3 – DISBURSEMENT OF FUNDS**

1. Check or check/debit card must be used for all disbursements of funds.
2. The Treasurer, President, or Vice-President, will be authorized to sign checks or make purchases that require the use of the check/debit card.
3. The Board shall not permit the disbursement of Association funds for other than to conduct organization activities in accordance with the rules, regulations and policies of Chartered Dinsmore Sports Association, Baseball/Softball.

### **SECTION 4 – PURCHASING PROCEDURES**

1. Only members hereinafter termed "Agents" may make purchasing or other financial obligations of the Association.
2. An Agent may purchase budgeted items up to the limits of his/her budget. Budgeted items are those falling within categories defined and approved by the Board with specific spending limits applied.
3. An Agent may make individual purchases up to \$100.00 for unbudgeted items within his/her area of responsibility. All expenditures must be accounted for in the Treasurer's report.
4. An Agent must obtain 2/3 rds approval of the Board for all unbudgeted purchases.
5. Purchase Orders shall be used for all purchases.
  - a. Agents must notify the Treasurer of all purchases and must provide the Treasurer with information required to maintain adequate and up-to- date financial records (such as receipts).
  - b. Purchase Orders by the Treasurer or the President indicating proper approval shall be issued for all purchases exceeding \$100.00.

### **SECTION 5 – FUNDRAISING COORDINATION/ PROCEDURES**



Association teams may not fundraise solely or specifically for their team. All fundraising, sponsorship, donation activities, must go through the association and turned over to the treasurer for accounting. Teams may request funds rose returned to that team through a formal process of disbursement of funds.

1. The coach for the Division(s)/Teams(s) shall submit to the Budget and Finance Committee board for approval of fundraising activities with outline activities and budget.
2. The Division(s)/Team(s) requesting a fundraising shall assign a team fundraising coordinators shall be responsible for and have authority to:
  - a. Communicate to all team parents the fundraising activities.
3. All fundraising activities will be communicated through website and social media.

## **SECTION 6 – CONTRACTS, LOANS AND OPERATIONS**

1. The President may authorize any officer or officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of such authority shall be confirmed to specific instances.
  - a. No Board member has the authority to enter into any contract or lease
2. No loan shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by resolution of 75% of the Board of Directors. Such authority shall be confirmed to specific instances.
3. All funds of the Association not otherwise employed shall be deposited in a timely manner to the credit of the Association in such banks, trust companies, or other insured depositories as the Board of directors may select.
4. Outside vendors. From time to time DSA may determine it would like to use outside resources for various operations, such as concessions, special item sales, etc. In order for a vendor to provide this service to DSA they must agree in writing to provide the Association with a minimum of 10% (percent) of the revenue generated.
5. Only members hereinafter termed “Agents” may make purchasing or other financial obligations of the Association.

## **ARTICLE VII – COACHES**

### **SECTION 1- BACKGROUND CHECKS**

All coaches/ volunteers will be required to pass a background check as administered by DSA and the City of Jacksonville Parks and Recreations. No coach, assistant coach, team parent, volunteer will be allowed on the field with the participants without proof of background checks.

## **ACTION SECTION 1 – CODE OF ETHICS**

1. Directors and staff of the Association shall be expected to maintain and exemplify the high standards of personal conduct necessary to accomplish the Objectives of the Association.
2. Members, guests and participants shall be expected to adhere to all Rules and Regulations regarding Conduct as set forth by the Chartered Organization for the Association.
3. Practices specifically prohibited on Association Grounds during sports activities include:
  - a) Consumption or possession of alcoholic beverages or illegal drugs.
  - b) Conduct causing physical harm to any member.
  - c) Possession of firearms or weapons, except by Law Officials.

## **SECTION 2 – RIGHT OF ADMINISTRATION**

1. Directors shall have the power to act pro tem, on matters of conduct or discipline, which threaten the well being of the Association or its members.
2. Commissioners, Coordinators and Functional Committee members shall have the authority to initiate disciplinary action in cooperation with the Board.
3. The Rules and Regulations Committee shall review all violations of Official Playing Rules. The Committee shall have the authority to take appropriate action except where Board action is required. Appeals of disciplinary action may be made to the Board in request of a hearing.

4. The power of Temporary Suspension shall be vested in the Board of the Association. Suspension shall be presented to the Board for review and approval of disciplinary action at the earliest opportunity.
5. Game Umpires/Officials shall have the authority to initiate disciplinary actions as necessary to maintain Code of Ethics during games.

### **SECTION 3 – DISCIPLINARY ACTION OF THE BOARD**

1. The following Disciplinary Actions shall require Board decision:

- a) Probation – previous record of misconduct, return from suspension, 1st violation of official rules set forth by Chartered Organization or Association for a specified time as directed by the Board of Directors and/or the Board.

Member or Director shall continue in present capacity for a specified length of time under supervision of an individual or committee.

- b) Suspension – 2nd violation of playing rules, Consumption or possession of Alcohol, Illegal Drugs, Firearms, or Weapons, causing physical harm to any member.

Member, Director or Board member shall be prohibited from participation in activities for a specified length of time and shall be placed on Probationary Status for an additional specified period of time.

- c) Removal of Directors and Board members– Absenteeism, Violation of the Board. All responsibilities and authority shall be revoked.
- d) Expulsion – Repeated offense of any conduct for which member was previously suspended.

Member, or Board member shall be excluded from Association membership for a period of no less than one year or otherwise specified.

1. A motion for disciplinary action, for due cause, may be made by any member or Board member. Normally, the President will be aware of the need for and will initiate such a motion. Motions, when seconded, will be voted upon.

- a) Probation or suspension of any general member requires a majority approval of the Board. Probation or suspension of a Board member shall

require a 2/3 approval of Board members present. All probations and suspensions shall specify length of time, supervising bodies and other restrictions.

- b) Removals of Directors require a 2/3 vote of the Board present except for absenteeism.
- c) Expulsion of any general member requires a 2/3 vote of Board members present. Reinstatement of any general member or Director requires a 2/3 vote of Board members present.

#### **SECTION 4 – BOARD MEMBER RECALL**

It may be necessary or desirable by the body of DSA to recall members of the Board of the Association. The procedure for doing so is outlined:

- A. When fifteen (15) members in good standing of DSA present a petition, in writing, to the Board members disclosing their desire to recall any member of the board of the Association.
- B. Or if the majority of the Board members desire to recall any member of the Board.
  - a. The Board shall establish a date for the meeting within five (5) days after receipt of the petition.
  - b. The meeting shall be held no later than fifteen (15) days from receipt of the petition.
  - c. The recall meeting shall be chaired by an independent party selected by the Board.
  - d. A time limit for speaking and voting shall be established by the Board prior to this meeting and announced by the chairperson at the meeting.
    - 1. At the meeting the person(s) desiring to have a recall shall state briefly their reasons for desiring to recall any Board member of the Association, followed by any member(s) desiring to speak against the recall.
    - 2. The sole question posed shall be "Shall (name of board member) be recalled?"
      - a. If the majority of those present and eligible to vote, vote in the affirmative, the Board member ceases to be a member of the Board.

- b. If the majority of those present and eligible to vote, vote in the negative, the Board member shall serve the remainder of the term unless recalled.

## **SECTION 5 – SUSPENSION OR TERMINATION**

**Suspension or Termination.** Resignation or action of the Board of Directors may terminate membership. In the event that a dispute arises concerning rules interpretation or conduct of player, manager, coach or parent, such action will be based on the recommendation of the Mediation Committee, following a Mediation Hearing.

a) The Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interests of the Association and/or Babe Ruth League Inc., Pop Warner, and/or United Youth Football/Cheer. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

b) In the event that a dispute arises concerning rules interpretation or conduct of a player, manager, coach or parent, any action will be based on the recommendation of the Mediation Committee, following a Mediation Hearing.

c) Membership shall exclude persons who have been duly expelled from membership in accordance with the Association Code of Ethics and Disciplinary Action.

## **SECTION 6 - DISPUTES**

**Disputes.** Upon notification by any party in a dispute over rules interpretation or conduct by any member, the Mediation Chairperson will convene a hearing of the Mediation Committee; as soon as possible The Mediation Chairperson will notify all parties in the dispute of date and place of hearing, using all methods available. All parties will have equal time to state their side and will agree to maintain proper levels of conduct throughout the proceedings. The Mediation Committee will document all details of the dispute, to include testimony of any 3rd party witnesses presented at the Hearing and prepare a Recommendation of Action for the Board of Directors. The Mediation Chairperson will present the Recommendation of Action to the Board of Directors at the next monthly meeting or at a Special Meeting called by the Board for the purpose of resolution of the dispute. One party from each side of the dispute may discuss his/her case before the Board votes. The decision will be a vote of only the Board of Directors and is final.

## **SECTION 7 – NEGLECT OF DUTIES**

**Neglect of Duties.** Each Board member shall perform the duties of a Board member, including the duties as a member of any committee of the Board upon which the Board member may serve, in good faith, and in a manner that such Board member believes to be in the best interests of the Board, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. A Board member may be removed from office for gross neglect of duties by a majority vote of the Board present at monthly business meeting. The term “gross neglect of duties” shall mean a willful or unintentional failure by any Board member to fulfill the duties outlined per Board position in these Bylaws

**Conflicts of Interest.** No member of Dinsmore Sports Association Board of Directors or Staff/Volunteer shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Dinsmore Sports Association. This shall also include the member’s business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain. Each individual shall disclose to the Dinsmore Sports Association Board Chair any personal interests which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.

In addition, any member of the Board of Directors or Staff shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during the term of their affiliation.

Any new member of the Board of Directors shall be given this policy at the time of their election onto the Board of Directors and the policy will be reviewed annually by the board at a regularly scheduled meeting.

We understand that the purposes of this policy are to protect the integrity of Organization Name and the organization’s decision-making process as well as to enable our constituencies to have confidence in the integrity, intentions and actions of the officers, staff, board members and volunteers. To that end, we understand that this policy is not meant to supplement good judgment and all constituents should respect its spirit as well as its wording.