

BYLAWS OF THE ATHLETIC ASSOCIATION OF THE BLACK FOREST
(A A B F)

- I. **Name** The name shall be the Athletic Association of the Black Forest (AABF).
- II. **Purpose** The purpose of the Association shall be to foster recreational and competitive sports and to promote sportsmanship and the development of individual skills for children ages five (5) to eighteen (18) in the Black Forest and greater Colorado Springs area.
- III. **Membership** At-large-membership shall consist of any parent of a child who has participated in any program of the Association in the prior twelve (12) months.
- A. There is only one vote per family.
 - B. At-large-members are only voting members to the extent of electing the Board of Directors and will not participate in the day to day management of the Association.

IV. **Board of Directors**

A. Appointment of Board members

1. The Board of Directors shall be appointed by a majority vote of the sitting Board members.
2. Each Director shall sit for a term of three (3) years.
3. The Directors shall be appointed in the following order:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Directors
4. The Chairperson and the Vice-Chairperson shall be elected in alternate years. The Treasurer and the Secretary shall also be elected in alternate years.
 - a. In the first year of the Association or during subsequent major reorganizations of the Board, the Vice-Chairperson and the Secretary shall sit for two (2) years only.
5. Mid-term vacancies shall be filled by appointment at the next regularly scheduled meeting following the vacancy, or at the earliest subsequent meeting at which suitable nominees are available.

B. General duties of the Board of Directors

1. The Board of Directors shall consist of a minimum of five (5) and a maximum of eleven (11) members.
2. A quorum shall consist of at least two thirds (2/3) of the sitting members of the Board but will be no less than three (3) members.
3. Only members of the Board of Directors may participate in the day to day operation of the Association.
4. Censorship, suspension or removal of Board members may occur under the following circumstances:
 - a. Any member will automatically forfeit their place on the Board following three (3) unexcused absences from scheduled meetings.
 - b. A member may be removed from their committee position or be suspended or removed from the Board by a two thirds (2/3) vote of the Board.
5. The Board of Directors shall conduct the following affairs of Association in accordance with the Bylaws:
 - a. Operate in accordance with the Articles of Incorporation and the Bylaws.
 - b. Collect fees for services provided by the Association, or delegate authority for such.
 - c. Register players, teams, referees and leagues or delegate authority for such.
 - d. Communicate with members and the community regarding programs and operations.
 - e. Formulate programs to promote and improve the quality of sports in the Black Forest and Greater Colorado Springs areas.
 - f. Prepare an annual budget for the Board of Directors approval.
 - g. Establish and maintain a program of education for all referees who participate in Association sponsored programs.
 - h. Appoint chairpersons to oversee each of the recognized standing committees. Maintain control over the activities of said committees.
 - i. Act upon recommendations by committees.
 - j. Shall review current programs and formulate long and short range goals to accommodate the growth of the Association.
 - k. Serve as the final word in all matters regarding the operations of the Association.

V. Duties of Officers

A. Chairperson

1. The Chairperson shall reside at all meetings of the members and Board of Directors. The Chairperson shall also sign all bonds, deeds, mortgages and contracts of the Association.
 - a. An obligation of this type will require pre-approval by a two thirds vote of the BOD.

B. Vice-Chairperson

1. In the absence of the Chairperson the Vice-Chair will preside at all meetings of the membership and the BOD.

C. Secretary

1. Shall keep accurate minutes of all meetings of the membership and the BOD.
2. Shall keep a record of the voting members of the BOD, including names, telephone numbers and addresses.
3. Shall give notice of meetings of the members of the Association.
4. Shall perform all duties commonly incident to the office of Secretary and such other duties as may from time to time be assigned by the Chairperson or Board.

D. Treasurer

1. Shall maintain the financial records and accounts of the Association.
2. Shall prepare monthly financial summaries in a format set by the BOD.
3. Shall prepare for the previous fiscal year, an annual statement prior to the annual general meeting of the Association.
4. Shall account for all monies of the Association which shall be deposited in recognized, insured financial institutions.

5. Shall insure that each sub-committee designated by the BOD submits an annual budget prior to the March meeting each year.
 - a. Annual budget statements shall be approved by a majority vote of the BOD.
6. Shall be responsible for filing all tax returns required of the Association to maintain it's exempt status.

VI. Meetings of the Board of Directors

- A. The BOD shall meet at least once every three (3) months throughout the year.
1. The order of business at BOD meetings shall be:
 - a. Call to order
 - b. Approval of agenda
 - c. Approval of minutes/financial reports
 - d. Approval of committee minutes
 - e. New business
 - f. Old business
 - g. Adjournment
- B. The location of all meetings shall be determined by the BOD.
- C. The order of business at meetings shall be in general:
 1. Roll call
 2. Approval of minutes
 3. Written reports from the Officers and Standing Committees.
 4. Election of Officers and Directors
 5. New business
 6. Adjournment
- D. All meetings of the A.A.B.F. shall be conducted in accordance with Robert's Rules of Order, latest edition.
- E. Special meetings of the membership may be called by the Chairperson, BOD, or by a majority of the sitting members of the BOD.

VII. Committees

- A. Recreational Soccer, Recreational baseball
1. Develop an annual operating and capital expenditures budget.
 2. Based upon the proposed operating budget recommend the fee schedule for the current season.
 3. Develop and implement the program, including but not limited to: schedule events, arrange for playing/practice fields, arrange for coaches, arrange for referees, set team rosters, arrange for coaches clinics, develop all required forms and mailings, other activities incident to oversight of the sports program.
 4. Report to the Board of Directors as they require concerning current activities, future events, other pertinent information necessary for the Board to properly administer and oversee the activity.

B. Competitive Soccer

1. Develop an annual operating and capital expenditures budget.
2. Based upon the proposed operating budget recommend the fee schedule for the current season.
3. Develop and implement the program, including but not limited to: schedule events, arrange for playing/practice fields, arrange for coaches, arrange for referees, set team rosters, arrange for coaches clinics, develop all required forms and mailings, other activities incident to oversight of the sports program.
4. Report to the Board of Directors as they require concerning current activities, future events, other pertinent information necessary for proper oversight of the committee's activities.
5. Shall maintain membership in good standing with the Colorado State Youth Soccer Association and other organizations deemed desirable by the Board of Directors.
6. Shall inform the Board of any potential conflicts which could lead to losing membership in said organizations.

VIII. Association Finances

- A. The monies of the Association shall be deposited in the name of the Association in such government insured financial institutions as the Board of Directors shall designate. The monies may be drawn out only on checks signed by such individuals as the Board of Directors may designate.
 1. Checks drawn for amounts in excess of \$ 500 shall require two authorized signatures. This requirement shall be printed on the face of all Association check blanks.
- B. Notes, commercial paper, certificates of deposit, etc. when authorized by the Board, shall be signed in the name of the Association by the Chairperson or other agent authorized by the Board.

IX. Amendments

- A. Any amendment to these Bylaws must be approved by a two-thirds (2/3) vote of the sitting members of the Board of Directors.
- B. Any proposed amendment to these Bylaws may be submitted by a member of the Board. Proposed amendments must be in writing and submitted at least thirty days prior to the next scheduled meeting in order to be considered by the Board of Directors.

END

rec 11/92

<u>Carrie Drednick</u> CHAIRPERSON	<u>11/18/92</u>	<u>Carol Anne Scally</u> VICE-CHAIR	<u>11/18/92</u>
<u>Linda Oliver</u> SECRETARY	<u>11/18/92</u>	<u>Steve T. Edman</u> TREASURER	<u>11/18/92</u>
_____ DIRECTOR	_____	_____ DIRECTOR	_____
_____ DIRECTOR	_____	_____ DIRECTOR	_____
<u>R. N. Strickland</u> DIRECTOR	<u>11/18/92</u>	_____ DIRECTOR	_____
<u>[Signature]</u> DIRECTOR	<u>11/18/92</u>	_____ DIRECTOR	_____

Revised 11/92