



# CONSTITUTION AND BY-LAWS

Itasca Sports Association  
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**ARTICLE I- PURPOSE**

To provide responsible and safe recreational sports for the children in the Itasca area that will serve as a developmental process for their character and athletic abilities.

**ARTICLE II- AUTHORITY**

- A. State statutes take precedence over these by-laws. All by-laws and amendments will follow state statutes.
- B. This association is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these by-laws, the association shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
- C. These by-laws have been created February 10, 2025.

**ARTICLE III- Membership**

Any resident of the Itasca area that is involved directly with the association and supports the stated purpose and desires to help bring that purpose to fruition for the benefit of our children. Involvement is defined as parents or guardian, coaches, sponsors or benefactors.

**ARTICLE IV- Government**

- A. The association shall be governed by a five-member board composed of any volunteer member and each member except for the president will have one vote. President votes only in the presents of a tie. The primary responsibility of the board will be to enforce these by-laws.
- B. The five-member board will be elected at the December general meeting to develop and maintain a sense of continuity from year to year. Board members will serve staggered terms. Newly elected board members begin their term at the January meeting.
- C. The position to be elected and the years ending the four-year term will be as follows:
  - 1) President- expires even years.
  - 2) Vice President- expires odd years.
  - 3) Secretary- expires odd years.
  - 4) Treasurer- expires even years.
  - 5) Sports Director- expires odd years

\*\*\*The Concession Stand will be led by a commission for each sport.  
The commission will be appointed by a majority vote of the Board. All expenditures must be approved by the Board.

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- D. Individuals eligible for election must be Itasca area residents and should support the constitution and by-laws and be willing to carry out their duties as set forth. Past officers are eligible for reelection.
- E. Conflicts of Interest should be avoided when it comes to election of new members. Conflicts of Interest are defined by IRS within a 501(c)(3) as Board members that are related by blood or marriage, business partners if two or more individuals own at least 35% of a business together.
- F. Elections will be held by written ballot. Anyone wishing to run for an office must be present at the December meeting and volunteer to have their name placed in contention. All persons over the age of 18 years old in attendance at the meeting may cast one vote for any nominee for each position subject for election.
- G. Three board members must be present to constitute a quorum. A quorum must be present for any business to be conducted.
- H. Vacancies on the board for any reason will be filled at the next regular monthly meeting after the vacancy occurs by all members present at the meeting. Nominations will be tendered by board members present and the new board member will be selected from the nominees by a majority vote of the board members in attendance. At the expiration of the position's term pursuant, the same voting procedures as the general election will be used.
- I. Regular meetings will be the first Thursday of each month. The only exception is if that Thursday is a holiday in which case the next Thursday will be the meeting date. Special meetings may be called by any board member but must have 48 hours of advance time to accommodate all directors. Quorum rules still apply. Issues that are of an urgent matter may be decided at a Special Meeting; however, amendments to this document can only take place at regular meetings. Any actions taken by the board at special meetings should be kept to a minimum to comply with our stated purpose. All meetings are open to the public except executive session.
- J. The sole duty, goals and mission of the board is to enforce this constitution and by-laws and to work toward our stated purpose in all activities.
- K. Duties of officers are as follows:
  - 1) President
    - a. Preside at all meetings enforcing Roberts Rule of Order.
    - b. Act as liaison with school and city council.
    - c. Ensures that accounting and inventories are being conducted.
    - d. Coordinate with secretary for registration with all conferences and leagues.
    - e. Ultimately responsible to see that organization follows its constitution, by-laws, and purpose.
    - f. Sign minutes, upon Board approval, from previous meeting.

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- g. Recommend vendors for league to board.
- h. Any other duties associated with being a Board Member.

2) Vice President

- a. Assume duties of president in his/her absence.
- b. Assist any officer in their tasks as needed.
- c. Recruit volunteers.
- d. Will serve as designated town representative if President is absent.
- e. Any other duties associated with being a Board Member.

3) Secretary

- a. Record Minutes of all board meetings.
- b. Furnish minutes for each meeting and for historic archives.
- c. Coordinate correspondence with president.
- d. Coordinate records of all participants.
- e. Maintain birth certificates.
- f. Notify Paw Print Press and post on social media signups, schedules and general business of the association. To include weekly league standings and photos of activities.
- g. Coordinate with president on the registration with all conferences and leagues.
- h. Any other duties associated with being a Board Member.

4) Treasurer

- a. Maintain detailed records of all association income and expenses to be broken out by individual sports.
- b. Provide local newspaper with publishable copy of financial reports.
- c. Provide accounting firm of the board's choice annual records for the purpose of an audit.
- d. Pay bills and make deposits.
- e. Make payroll and maintain records for 1099s.
- f. Provide receipts for sponsors.
- g. Coordinate all purchases for concessions and athletics with respective board members.
- h. Do all reporting to State of Texas and IRS.
- i. Mail "Thank You" letters to all sport sponsors.
- j. Any other duties associated with being a Board Member.

5) Sports Director

- a. Help each coordinator with obtaining coaches.
- b. Coordinate all schedules and provide copies to Itasca School District.
- c. Coordinate all equipment needs with directors.
- d. Coordinate concession volunteers with concession coordinator.
- e. Coordinate all expenditures with treasurer.
- f. Coordinate all facilities with Itasca School District and coordinators.
- g. Coordinate uniform and award orders with coordinators.
- h. Any other duties associated with being a Board Member.

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L. Committees

- 1) Coordinators will exist as follows:
  - a. Baseball Coordinator 1/ Optional for position 2
  - b. Softball Coordinator 1/ Optional for position 2
  - c. Basketball Coordinator 1/ Optional for position 2
  - d. Football Coordinator 1/ Optional for position 2
  - e. Cheer Coordinator 1/ Optional for position 2
  - f. Soccer Coordinator 1/ Optional for position 2
  - g. Volleyball Coordinator 1/ Optional for position 2
  - h. Concession Stands
  - i. Umpire/Referee Coordinator (this duty can be delegated to the coordinator of each specific sports by the Board).
  - j. Any Board member may hold a coordinator position or recommend a coordinator for each sport, requiring board approval by majority vote of the board.
- 2) Coordinators responsibilities are as follows:
  - a. Coordinate sign-ups/registration locations and times.
  - b. Coordinate tryouts and drafts.
  - c. Submit list of needed equipment to board.
  - d. Supervise issuance and turn-in of equipment.
  - e. Submit uniform and award orders to board.
  - f. ALL decisions involving expenditures or association money must be pre-approved by a majority vote of the board.
- 3) Coaches – The single most important component of this organization will be the volunteers that serve as coaches. Each volunteer that takes on these responsibilities should be willing to:
  - a. Submit to a criminal background check as required by the Board.
  - b. Teach and instruct the fundamentals needed to prepare each child for the next level of play. This must be done in the spirit of fun as to hold each child's interest, form the talented players to the recreational player. All children pay the same fee, and great care should be taken to protect the self-esteem and confidence of all.
  - c. All Coaches must remember that they are an example to the children they coach. They must control themselves as well as the players and fans to ensure a character-building atmosphere.
  - d. Coaches must stay in contact with their commissioner as well as all members of their team and the children's parents so that everyone knows of practice and game times as well as all inevitable changes.
  - e. Coaches should guide their teams to respect all other players and teams and should make every effort to be punctual when they take the field and leave it.

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- f. Coaches and their teams must make sure to leave their dugouts, benches and playing area clean by removing all trash and seeing that all equipment is returned to the proper place. The last teams to leave the playing area should always see that everything is picked up and free of trash. Failure to comply with any of "subtitle f", after a team has received one warning will result in FORFEITURE OF THE TEAMS NEXT WIN.
- g. Turn in all equipment at the end of each season.
- h. When necessary, turn in score sheets.
- i. Coaches must abide by the "Coach's Code of Conduct" as adopted by the Board.
- j. Coaches must sign affidavit to be kept by secretary that they have received a copy of these by-laws and/or a copy of the Coach's Code of Conduct at some time and agree to enforce them as best they possibly can. Refer to Article IV sub-item N for non-compliance penalty.

4) Committee's

- a. A committee's authority begins and ends with the Board of Directors. The Board decides whether to create a committee and sets its terms of reference. Once a committee is established and the terms of reference set, the committee then makes recommendations to the Board before the specific sport season begins. The Board will vote on the recommendations which will then be implemented by the committee. Recommendations by a committee will require a majority vote by the Board to be implemented. ALL decisions on policies and procedures must be presented to the Board and voted on. A committee's progress report should be communicated and submitted to the President on a regular basis and presented for Board review.
- b. The purpose of a committee is to operate the committee's sport as directed by the Board of Directors. The commissioner of each sport will be decided by majority vote of the Board. Committee size should only be as large as necessary to accomplish the duties and responsibilities of the committee. However, the size and diversity of the committee should allow for representation from different segments of the surrounding community. A variety of members should be sought to include a mixture of new members for a new perspective and current members for continuity.
- c. A committee may not be comprised of more than two Board members.
- d. Committees and Board members will work together for the common result of reaching the association's goals.
- e. RULES ESTABLISHED BY A COMMITTEE FOR A SPECIFIC SPORT, EVEN IF APPROVED BY THE BOARD OF DIRECTORS, DOES NOT SUPERCEDE OR OVERRIDE THESE BY-LAWS.

M. Removal from designated positions.

- 1) Any board member can be removed in the following ways:
  - a. Written resignation to the president.

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- b. A 2/3 vote by the members of the board as prescribed by Article IV sub-item N.
    - c. Absence from two consecutive regularly scheduled meetings without notification to the president or secretary.
  - 2) Any appointed position can be terminated and replaced by majority vote of the board as prescribed by Article IV sub-item N.
  - 3) Indiscretions with association money, equipment and/or property will not be tolerated. Any individual with sufficient evidence that exist of misappropriation of funds, equipment and/or property will be removed and criminal charges filed.
- N. Voting a member off of the board, off a committee or from a coaching position can only be done due to conduct incidents including:
- 1) Non-enforcement and or intentional violation of by-laws.
  - 2) Conducting business in the name of the organization without board consent.
  - 3) Moral turpitude.
  - 4) Non-performance of duties.
  - 5) Mutual agreement in the best interest of the organization.
  - 6) Actions not conducive to the betterment of the children of Itasca.
  - 7) Decisions require a majority vote of the Board and are final.
- O. Emergency voting will not be acceptable except in extreme cases and then must be ratified at a called meeting as quickly as possible within the constraints of Article IV section G. A determination of an extreme case can only be decided by a majority vote of the board. Board members that use emergency voting to accommodate a personal goal will be subject to removal from office.

**Article V – Financial**

- A. The treasurer will act as the chief financial officer of the association. She/he can pay bills and make deposits for the association in a banking house agreed upon by a majority vote of the board members.
- B. All checks for association expenditures require signatures from two board members.
- C. Fees for participation and sponsorships will be decided by the board after a determination of expenses and available resources has been made. All fees are due at registration in full and before any child is selected in a draft. Children unable to pay will be handled by the president on case-by-case basis.
- D. Sponsorship fees will be paid prior to the uniform order.
- E. Bartering for sponsorships will not be allowed.
- F. Insufficient fund checks that have been presented twice will be turned over to the Hill County District Attorney and will carry an additional charge of \$25.
- G. Refunds will be recommended by the coordinator to the board and will be processed by treasurer. Refund 100% before first practice; 50% before first game. If a uniform has been ordered, the cost of the uniform will be deducted from the refund amount. All refunds are subject to Board approval.

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- H. Additional fees may be charged for late registration.
- I. If possible, the Itasca Sports Association will start an annual scholarship to a deserving graduating senior from Itasca High School that participated in at least three leagues of youth sports. Candidates will be sought from the high school administration and should exemplify good sportsmanship and strong character.
- J. Gifts to individual board members will not be accepted and should be disclosed and turned over to the treasurer for disbursement.

**Article VI- Rules of Conduct**

- A. No alcoholic beverages, illegal drugs, guns, knives or profanity should ever enter the playing area of any Itasca Sports Association activity. State laws will be adhered to on school property concerning smoke and smokeless tobacco.
- B. Fighting, unnecessary roughness, or disruption of games among or by players, coaches and spectators will not be tolerated in any manner. Such conduct may result in the suspension of the guilty party for a length of time to be decided by the board based on the seriousness of the infraction.
- C. Itasca Sports Association reserves the right to take whatever action necessary to encourage a positive environment for our children to accomplish the goals of the organization.
- D. Itasca Sports Association will only be as successful as the effort that all participants put into the organization. Coaches will be held responsible for providing parents for concession workers and will also be responsible for seeing that their playing area is left clean. Teams that do not carry their part of the load will FORFEIT THEIR NEXT GAME.
- E. Itasca Sports Association will offer free registration to all sports for active board members children not to exceed three. (Children of board member will be required to live in the same household as the board member).

**Article VII- Competition**

- A. Protests
  - 1) Protest shall be considered only when based on the violation of a playing rule or the use of an illegal player.
    - a. No protest will be considered involving an umpire/referee's judgment call.
    - b. Equipment that does not meet league specifications shall be removed from the game but not be grounds for protest.
    - c. Board approved local rules may not be protested.
  - 2) The head coach of the contesting team is the only person that may file a protest unless assistant coach is filling in as head coach.
  - 3) Protest procedures are as follows:
    - a. A protest will be made by notifying the lead umpire/referee and the opposing coach at the time of the occurrence that the game is being played under protest. The protesting coach must then submit the protest in accordance with the specific sports rules.



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- b. The protest will be handled by the coordinators or director of the specific league and sport that is being played.
- c. All protest must be accompanied with a protest fee. If the protesting coach is correct the fee will be returned and if the coach is incorrect the funds will revert to the association or league depending on which sport the protest occurs.

B. Eligibility of Participation

- 1) Any child that wishes to play must be registered within the designated deadline by completing all proper entry forms and submitting required birth certificates, social security number and fees paid. Out of area children will be accepted but only if released by another town's coordinator or board.
- 2) Age guidelines will be determined by the rules used by the national or regional organizations that Itasca Sports Association selects to join. There will be no variations.
- 3) If all rosters have equal number of children, then no late registration of players will be allowed. The only variation will be if there are enough late registrants to add a child to each team in the respective league. Late registrants will be added to roster if teams are not equal in their respective draft orders until all teams are equal in number. If enough players exist to add to all rosters, then each coach will draw for his/her players.
- 4) League rule variations will be kept to a bare minimum and all sports will follow the rule books provided by the national or regional organizations that the board chooses to join. If any local rules do exist, they will be given to every coach and umpire/referee before the first game is played. After a season has started no rules may be added or amended.
- 5) Players enrolled in Itasca Independent School District must sign-up, participate in draft process and play on an Itasca team unless the player lives in a different town or the board gives votes to release the player.

C. Drafts

- 1) Drafts will take place with all coaches present. A draft may not begin until all coaching positions are filled. A coin flip will decide who picks first. No variations from this process are acceptable unless established by the national or regional organizations that the association has selected to join.
- 2) The number of protected players that a team will be allowed shall be determined by rules of the national or regional organization chosen by the board.

D. Post Season Play

- 1) At the end of each regular season each sport will seek to continue post season play. The selection of player participants will be handled in accordance with the guidelines of the national or regional organization that the association elected to join.

E. Concession Responsibilities

- 1) Teams will be responsible for working a portion of the concession stand responsibilities defined by the coordinator for each sport. Failure to comply will result in the team having to pay \$200 per missed occurrence.

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- 2) If a team decides in advance that they will not work the concession stand, they will be responsible for informing the coordinator in a timely manner along with paying the \$200.
- 3) If a team fails to submit payment before required concession date, they will be forced to forfeit their next scheduled game.

**Article VIII- Amendments**

- A. This constitution and by-laws can be amended at any regular meeting of the board of directors providing the following qualifications are met:
  - 1) Announcement at the prior regular meeting that a by-law change will be voted on at the next regular meeting and the proposed change to be added to next meeting's agenda.
  - 2) Announcement of what the proposed by-law change is and why the change is being pursued at the prior meeting and which meeting the vote is being conducted within.
  - 3) A majority vote conducted of board members present at the meeting.

**Article IX- Required records**

- A. The association shall keep correct and complete records in the possession of the secretary and will consist of the following:
  - 1) If the association incorporates an endorsed copy of all document's files with the Secretary of State relating to the corporation, including, but not limited to, Articles of Incorporation, articles of amendments if any, restated articles, articles of merger, articles of consolidation and statement of change of registered office or registered agent.
  - 2) A copy of these by-laws and any amended versions.
  - 3) Minutes of all meetings of the board.
  - 4) A financial statement showing the assets, liabilities and net worth of the association at the end of the three most recent fiscal years.
  - 5) A financial statement showing the income and expenses of the association for the most recent fiscal year.
  - 6) All rulings, letters and other documents relating to the association's federal, state and local tax status.
  - 7) A list of names and addresses of all association officers.
  - 8) The association's federal, state and local information or tax returns for each of the three most recent tax years.

**Article X- Indemnification**

- A. The association may indemnify any officer or member who is found liable as a named defendant or respondent in any proceeding because of his/her actions or omissions within the scope of his/her capacity as established by these by-laws. The association will not indemnify any person in a criminal proceeding, or any individual

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found liable to the association or liable to another based on improperly receiving a personal benefit.

