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| Date:<br>July 12, 2003 | Document Name:<br>Woodcroft Athletic Association<br>Bylaws | Document Number:<br>WAABLW01 |
| Page 1 of 5            | Prepared By:<br>Patrick Murray                             | Version:<br>01               |

# **WOODCROFT ATHLETIC ASSOCIATION**

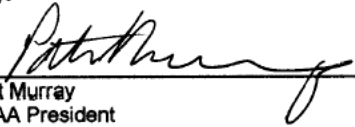
## **Bylaws**

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## Approvals


This document has been prepared, approved by and distributed to the following individuals listed below.

**Created by:**

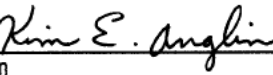
  
 Pat Murray  
 WAA President

8 Feb 04  
 Date

**Approved by:**

  
 Scott Carter  
 WAA Vice President of Operations

Feb 8 04  
 Date

  
 Kim  
 WAA Vice President and Treasurer

2-8-04  
 Date

**WAA Distribution:**

- Danny Wright, WAA Commissioner, Fields
- John Ratcliff, WAA Commissioner, Uniforms and Equipment
- Tim Morse, WAA Commissioner, Soccer
- Jay Dorfman, WAA Commissioner, Baseball and Basketball

**Community Distribution:**

|   |             |
|---|-------------|
| Durham Parks & Recreation               |             |
| North Carolina Youth Soccer Association | <u>DATE</u> |
| _____                                   | _____       |
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## **ARTICLE I     Officers**

The officers of the Woodcroft Athletic Association shall be President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

## **ARTICLE 11     Duties**

### Section 1. President

- (a) The President is the chief executive officer of the Corporation. As such, he shall diligently direct the work of the WAA and supervise the work of all officers and committees of the Association.
- (b) He shall preside at all Executive Committee meetings.
- (c) He shall preside at all Board of Directors meetings,
- (d) He and the Treasurer as hereinafter specified or, in the President's absence or disability the First Vice-President or the Treasurer or his alternate as hereinafter specified, shall sign all checks.
- (e) The term of office shall be one year.
- (f) The President shall appoint members to standing and special committees.

### Section 2. First Vice-President

- (a) He shall have and exercise all powers, authority and duties of the President during the absence or disability of the President. He shall assume the duties and title of President upon the death, disability, or resignation of the President.
- (b) He shall be Chairman of the Membership Committee.
- (c) The term of office shall be one year.

### Section 3. Second Vice-President

- (a) He shall be Chairman of the Ways and Means Committee.
- (b) The term of office shall be one year.

### Section 4. Secretary

- (a) He shall prepare and maintain full and correct minutes of the meetings of the Board and of its members.
- (b) He shall upon request by the President be responsible for preparing and sending such notices and other reports for the membership as the Constitution and By-Laws require.
- (c) He shall conduct all correspondences pertaining to his office or as requested by the President.
- (d) The term of office shall be one year.

### Section 5. Treasurer

- (a) He shall be the custodian of the funds for the Corporation, and of its valuable papers and financial records and documents, subject to such limitations and control as may be imposed by the Board.
- (b) He shall sign all checks or other orders for disbursement of the funds of the Corporation. In the event of the Treasurer's absence or disability, this function shall be performed by his alternate as specified in the Article III of the Constitution.
- (c) He shall maintain a full and complete record of all income and expenses of the Corporation, and shall prepare and submit a financial statement showing the condition of the Corporation as of the close of business on the last day of the month preceding each meeting of the board.
- (d) He shall prepare and distribute all regular billings and requests for payment, and take whatever action may be necessary for the collection of past due bills, if any,
- (e) The term of office shall be one year.

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### **ARTICLE III Committees**

Section 1. Executive Committee: The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. They shall conduct the administrative business of the Association and bring forth recommendations to the Board of Directors.

Section 2. Standing Committees: Each standing committee shall be composed of its chairman and as many other members as the President deems necessary to carry out its responsibilities; the President shall appoint these members. The term of these standing committees shall be from the time they are appointed until the time a new President appoints their successors.

(a) The Finance Committee: The Finance Committee shall prepare a proposed budget for approval by the Board of Directors and submit it for final approval by the members at the annual membership meeting. They shall also review the dues structure and if deemed necessary, submit any recommended changes to the Board of Directors for approval. The Finance Committee shall consist of the members of the Executive Committee.

(b) The Membership Committee: The Membership Committee shall recruit members for the Association and shall develop, maintain, and record membership.

(c) The Ways and Means Committee: The Ways and Means Committee shall organize and coordinate all fundraising endeavors for the Association. This Committee shall also coordinate all special events.

(d) The Long Range Planning Committee: The Long Range Planning Committee shall explore possible avenues of development and conduct feasibility studies for long term projects under consideration by the WAA.

(e) The Fields and Maintenance Committee: The Fields and Maintenance Committee shall procure and maintain portable property and maintain a reasonable inventory record of this property. They shall also provide for maintenance and scheduling of real properties owned by or held under lease by the WAA.

#### Section 3. Special Committees

It shall be the duty of the President to appoint special committees and their chairmen as the need arises. He shall designate their duties, term of office and supervise their activities.

### **ARTICLE IV Amendments**

Each proposed amendment to these By-Laws shall be submitted in writing to the Board of Directors. Upon approval by a majority of the Board, the proposed amendment shall be circularized to the membership at least ten days prior to the vote. The vote may be at a general meeting or by mail. The proposed amendment shall become a part of the By-Laws by a majority vote.

### **ARTICLE V Supremacy and Effect**

These By-Laws shall supercede all previously enacted By-Laws and shall take effect immediately upon enactment.