

# **PASO ROBLES YOUTH SPORTS COUNCIL**

## ***BYLAWS***

### **ARTICLE I - THE COUNCIL**

#### Section 1: Name of Council

The name of the Council shall be the "Paso Robles Youth Sports Council" (hereinafter referred to as the "PRYSC").

#### Section 2: Purpose

The PRYSC shall be a not for profit, public benefit organization. The PRYSC is organized for the purpose of supporting other publicly supported youth sports organizations; to provide a forum through which independent sports groups can advise and petition the City of Paso Robles and area schools ("local agencies") on matters relating to youth and adult athletic activities in the City of Paso Robles and the Paso Robles School District. In order to accomplish that purpose, the PRYSC may consult with and advise the local agencies on those matters which deal with:

- a. Athletic Field Use
- b. Athletic Field/Facility Improvements and
- c. Athletic Field/Facility Development

The PRYSC shall be and remain established following the adoption of these bylaws unless otherwise abolished by an affirmative vote of the PRYSC. The PRYSC shall operate under the "Articles of Organization", which were filed with the Internal Revenue Service in December 2006.

#### Section 3: Membership

- a. Membership Categories and Qualifications

1. Affiliated Member Organizations

An existing league or association of persons and/or entities which has its headquarter or a site office within the "local agencies" boundaries, or has a substantial number of constituents who are persons and/or entities who reside or conduct business within the "local agencies" boundaries, formed for the purpose of serving the community and generally recognized by persons within the City as a Paso Robles community organization, can apply for membership. To qualify under this category, the organization must be not for profit.

2. Members at Large

Individual persons can apply for membership

3. Associate Members

Membership in this category is for associations or organizations who are set up as for profit.

b. Open Membership

Criteria and selection for membership shall not discriminate based upon sex, race, religion, creed, color, national or ethnic origin, or any other classification protected by law.

Section 4: Termination of Membership

- a. Membership may be terminated by a three-quarter (3/4) affirmative vote by the Board of Directors, provided that the member shall have been given at least thirty (30) days prior to the meeting of the Board of Directors in which the possible termination is considered to show cause, if such there be, why the membership should not be terminated.

**ARTICLE II - BOARD OF DIRECTORS**

Subject to the Articles of Organization, these Bylaws, and the laws of the State of California, all powers shall be exercised by or under the authority of, and the business of the PRYSC shall be controlled by a Board of Directors which shall consist of the following members:

- a. Each "Affiliated Member Organization" shall have two representatives.  
b. "Members at Large" as approved by the Board of Directors.  
c. "Associate Members" may not serve on the Board of Directors.

**ARTICLE III - OFFICERS**

Section 1: Officers

The officers of the PRYSC shall consist of a President, three Vice Presidents, Secretary, and Treasurer, who shall be elected in the manner set forth in this Article II, and shall be elected from members of the Board of Directors.

Section 2: President

The President shall preside at all meetings of the PRYSC and may submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the PRYSC. The President may sign documents necessary to carry out the business of the PRYSC.

### Section 3: Vice Presidents

There will be three (3) Vice-Presidents. Vice Presidents shall perform the duties of the President in the absence or incapacity of the President. In the event of the death, resignation or removal of the President, the Vice Presidents shall assume the President's duties until such time as the PRYSC shall elect a new President. The Vice-Presidents shall be responsible for a portfolio and have the title of (a) Project Management VP, (b) Administrative VP, or (c) Facility and Event VP.

### Section 4: Secretary

The Secretary shall record the minutes of the PRYSC meetings, and provide copies to the members.

### Section 5: Treasurer

The Treasurer is responsible for all banking and provide the Treasurers' Report for each meeting.

### Section 6: Additional Duties

The officers of the PRYSC shall perform such other duties and functions as may from time to time be required by the PRYSC, these Bylaws, or other rules and regulations, or which duties and function are incidental to the office held by such officers.

### Section 7: Election

The President, Three (3) Vice Presidents, Secretary and Treasurer shall initially be elected from among the members of the PRYSC at the PRYSC's first regular meeting. Thereafter, the President, Vice Presidents, Secretary, and Treasurer shall be elected from among members of the PRYSC. Such officers of the PRYSC shall hold office for a two year term following their election and until their successors are elected and in office. Any such officer shall not be prohibited from succeeding him or herself. Elections shall be held in December, with officers taking office the next January 1<sup>st</sup>.

### Section 8: Removal of Officers

- (a) Upon an affirmative vote, by a majority of the members of the PRYSC present at a regular or special meeting of the PRYSC at which a quorum is present, any officer may be removed from office, and a successor elected pursuant to Section 7 of this Article III .
- (b) Upon an officer having three consecutive unexcused absences, a letter shall be sent to the officer notifying him/her that he/she may be removed from office.

#### Section 9: Vacancies

Should the office of the President, Vice President, Secretary or Treasurer become vacant, the PRYSC shall elect a successor from among the PRYSC members at the next regular or special meeting and such office shall be held for the unexpired term of said office.

### **ARTICLE III - MEETINGS**

#### Section 1: Regular Meetings

The PRYSC shall meet monthly. The dates shall be selected by the Board of Directors.

#### Section 2: Special Meetings

Special meetings may be held upon call of the President, or an affirmative vote by a majority of the members of the PRYSC present at a regular or special meeting of the PRYSC which a quorum is present, for the purpose of transacting any business designated in the call, after notification of all members of the PRYSC by written notice personally delivered or by mail at least twenty-four (24) hours before the time specified notice for a special meeting. At such special meeting, no business other than that designated in the call shall be considered.

#### Section 3: Adjourned Meetings

Any meeting of the PRYSC may be adjourned to an adjourned meeting without the need for notice requirements of a special meeting, provided the adjournment indicates the date, time and place of the adjourned meeting. PRYSC members absent from the meeting at which the adjournment decision is made shall be notified by the President of the adjourned meeting

#### Section 4: All Meetings to be Open and Public

All meetings of the PRYSC shall be open and public to the extent required by law. All persons shall be permitted to attend except as otherwise provided by law.

### Section 5: Right of Public to Appear and Speak

At every regular meeting, members of the public shall have an opportunity to address the PRYSC on matters within the PRYSC 's subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment; provided, however, that the PRYSC may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The President may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

### Section 6: Non-Agenda Items

Matters brought before the PRYSC at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon by the PRYSC at that meeting. Those non-agenda items brought before the PRYSC that the PRYSC determines will require PRYSC consideration and action and where PRYSC action at that meeting is not so authorized shall be placed on the agenda for a future meeting.

### Section 7: Quorum

At all meetings of the Board of Directors, a quorum shall consist of at least one-half of the members. Less than that number shall adjourn the meeting from time to time until a quorum is obtained.

### Section 8: Votes

Each member of the Board of Directors shall have one vote. An affirmative vote by a majority of the members of the PRYSC present at a regular, or special meeting of the PRYSC at which a quorum is present, shall be required for approval of any questions brought before the PRYSC other than amendments of the PRYSC Bylaws or Policies.

### Section 9: Minutes

Minutes of the PRYSC shall be prepared in writing by the Secretary. Copies of the minutes of each meeting shall be made available to each member of the PRYSC. Approved minutes shall be filed in the official book of minutes of the PRYSC.

## **ARTICLE IV - AMENDMENTS**

These Bylaws may be amended by any member of the Board of Directors at any regularly called meeting of the Board of Directors of this organization upon the affirmative vote of three-fourths (3/4) vote of the board of directors present, provided such amendment and notice of consideration shall have been given to each member of the Board of Directors not less than thirty (30) days prior thereto, and further provided that such notice include the name of the member proposing such amendment, along with a brief explanation of the purpose of the amendment. After the amendment of the Bylaw is passed by the required vote of the Board of Directors, it must then be submitted to each "Affiliated Member Organization" in good standing for ratification before the amendment can be approved.

***These items need to addressed:***

- Members in good standing
  - (a) Fees paid
  - (b) Insurance Forms received
  - (c) Attendance
  - (d) Probation
  - (e) Board of Director info
- Affiliation process
- Succession of officers
- Definition of Vice-presidents' duties
- Election of which officers (one-half each year or all every two years)

## **POLICIES**

### **Article I**

**The PRYSC shall meet regularly on the first Wednesday of each month, at the hour of 7:00 p.m. at Centennial Park, Paso Robles, California. In the event that the regular meeting date shall be a legal holiday, then any such regular meeting shall be held on the next business day thereafter ensuing that is not a legal holiday. A notice, agenda and other necessary documents shall be delivered to the members, personally or by mail, at least seventy-two (72) hours prior to the meeting.**

Policy regarding use of equipment

- Any member organization that borrows equipment or a trailer that belongs to PRYSC must be a member in good standing.
- A current certificate of insurance must be on file with PRYSC proving that the member organization has current liability insurance with at least \$1 Million in limits for General Liability and non-owned auto liability. This insurance certificate must state that the member organization's insurance is primary.
- The member organization that borrows equipment or a trailer that belongs to the PRYSC agrees to indemnify PRYSC for any claim, damages or loss arising out of the use of equipment or a trailer belonging to PRYSC.
- No person who is under 21 years of age will be allowed to drive a vehicle to either pull or to use a trailer or use or operate any equipment that belongs to PRYSC.

#### ***These items need to be addressed:***

- Change in Policy
- Budgeting
- 12 Month rolling calendar
- Allocation of funds - how to apply for money (application) and the parameters to be eligible
- Type of projects eligible for consideration for funding
- Donations
- Attendance and participation
- Procedure for applying for membership
- Insurance
- Board of Director information on member organizations
- Field Use application process
- Fees - Payment to the City - Hourly usage