

**Joshua Youth Football and Cheer Association  
operating as Joshua Youth Sports Association**

**By-Laws**

**Approved January 14th, 2024**

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Joshua Youth Sports Association  
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[www.JYSA.com](http://www.JYSA.com)

# **By-Laws**

## **Article II – Title**

### **Section 1 – Name**

- A. The name of the organization is Joshua Youth Football and Cheer Association and will be operating as Joshua Youth Sports Association.
- B. Joshua Youth Sports Association may be referred to here-in, and in general usage, as JYSA and/or the Association.
- C. Any use, or implied use, of the Association’s name requires approval by Board of Directors.

## **Article II – Mission Statement**

### **Section 1 – Purpose**

- A. To provide a competitive recreational youth sports organization which encourages and develops the fundamental skills and physical growth of young athletes by offering an organized tackle football, flag football, cheerleading, basketball, baseball, and softball program with the sole purpose of instruction and fun.

### **Section 2 – Goals**

- A. The Associations goals are:
  - 1. Develop sound and proficient athletes and prepare them for advancement into the Joshua ISD athletic program.
  - 2. Build character and a competitive spirit among our players.
  - 3. Develop strong, physically fit young athletes.
  - 4. Advance and promote the community of Joshua to other cities in the area.

### **Section 3 – Motto**

- A. The Association motto is;  
“DEVELOPING CHAMPIONS, ON AND OFF THE FIELD”

## **Article III – Tax Structure**

### **Section 1 – Tax Structure**

- A. The period of duration of JYSA is perpetual.
- B. JYSA shall be duly registered as a non-profit organization with the State of Texas.
- C. JYSA is a non-profit organization organized exclusively for such purposes that qualify JYSA as an exempt organization under section 509(a) (2) of the Internal Revenue Code, or corresponding sections of any future tax code.
- D. No substantial part of the activities of JYSA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and JYSA shall not participate in or intervene in any political campaign (including publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.
- E. Notwithstanding any other provision of this document, the Association shall not carry on any other activities not permitted to be carried on by
  - 1. an organization exempt from federal income tax under section 509(a)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code
  - 2. an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Section 2 - Revenue**

- A. No part of the net earnings of JYSA shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons; except that JYSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the JYSA By-Laws, Policies and Procedures.
- B. As set forth in the Articles of Incorporation, the Association shall use its funds only to accomplish the objectives and purpose specified in JYSA By-Laws, Policies and Procedures, and no part of said funds shall inure, or be distributed to a member of the Association; except as authorized by JYSA.

### **Section 3 – Dissolution**

- A. Upon Association dissolution, any funds and/or capital assets remaining shall be distributed to one or more qualified charitable or otherwise philanthropic organization(s) to be selected by the Board of Directors and/or Association membership.
- B. Said funds and/or capital assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Any such funds and/or capital assets not distributed shall be disposed of by the Court of Common Pleas of Johnson County, Texas.

### **Section 4 – Fiscal year**

- A. The fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

### **Section 5 – Indemnification**

- A. JYSA does hereby indemnify, defend and save harmless the officers and directors of the Association to the fullest extent allowed by law while acting within the scope of their capacity as an officer or director. This indemnification shall be considered to act secondarily and in excess to any coverage afforded to any officer or director under any validly collectible insurance policy from any source.

## **Article IV – JYSA Membership**

### **Section 1 – Membership**

- A. JYSA Membership shall be open to any person of good moral character interested in participating in and/or promoting the purpose of JYSA.
- B. JYSA Members are defined as players, cheerleaders, parents, registered volunteers, coaches and Board members.
- C. Players and cheerleaders, by default, become JYSA members upon registration.

### **Section 2 – Code of Conduct**

- A. All members shall;
  - 1. Be loyal to JYSA.
  - 2. Promote the mission and goals of the Association.

3. Conduct personal behavior in a courteous and respectful manner.
  4. Comply with JYSA By-laws, Policies and Procedures.
- B. Failure to comply with any JYSA By-law, Policy or Procedure will result in prompt and appropriate disciplinary action.
- C. See Policies and Procedures for further delineation.

## **Article V – Governance**

### **Section 1 – By-Laws, Policies and Procedures**

- A. JYSA Board of Directors and members are governed by and operate to the provisions of the By-Laws, Policies and Procedures as defined.
1. By-Laws - set the foundation of the Association structure and basis of decision making.
    - a. By-Laws are reviewed annually between Dec 1 and Dec 31; amended if needed.
    - b. By-Law review requires a quorum of the Board of Directors.
    - c. By-Law changes require a 2/3 vote of the entire Board.
    - d. By-Laws are set by January 1<sup>st</sup> annually and stand in effect through annual review and acceptance period on or about December 31.
    - e. By-Laws may be amended after the review period by the call of a special meeting, attended by all of the Board of Directors, and by a 2/3 vote of the entire Board.
  2. Policies - are the operational tool of the Association intended to guide decisions and activities.
    - a. Policies can be reviewed and amended at any time.
    - b. Policy changes require a simple majority vote of the quorum of the Board.
    - c. A policy cannot, by design, conflict with a standing By-Law.
  3. Procedures – if deemed necessary may augment a specific policy, or stand alone, and establish a set process.

- B. The government and direction of JYSA and the control of its property and monies shall be vested in the Board of Directors.
- C. All voting rights are restricted solely to the Board of Directors.

## **Section 2 – Board of Directors**

- A. The governing body of JYSA shall be the Board of Directors.
- B. JYSA’s Executive Board of Directors, referred hence forth as the Executive Board, shall consist of Ten (10) executive officers: President, Vice President, Treasurer, Secretary, Cheerleading Director, Football Director, Basketball Director, Baseball Director, Softball Director, and Concession Director.
- C. The General Board Member positions by title will assume responsibility of one or more following Officer Roles: Town Representative, Field/Equipment Director, Assistant Football Director, Assistant Cheer Director, Assistant Basketball Director, Assistant Baseball Director, Assistant Softball Director, Assistant Concession Director, Assistant Field/Equipment Director, Assistant Town Representative, Football Registrar, Cheer Registrar, Basketball Registrar, Baseball Registrar, Softball Registrar, Team Parent Resource Officer, Communications Officer, Fundraising Officer, and Volunteer(s).
  - 1. Officers may be assigned roles not identified above.
  - 2. Officers may be called upon to share responsibilities.
  - 3. Officers are required to attend at least 6 pre-scheduled Board Meetings per year.
  - 4. The Volunteer position(s) is for parents looking to help in exchange for discounted registration. Many volunteers can fall under this single position.
- D. Seating of all Executive Board positions is as follows.
  - 1. Executive Board Positions are elected on an bi-annual basis, with half of the Executive Board being elected yearly.
    - i. President, Cheer Director, Secretary, Baseball Director, and Basketball Director are elected on odd years.
    - ii. Vice President, Football Director, Concession Director, Treasurer, and Softball Director are elected on even years.
  - 2. Executive Positions up for election shall be posted on JYSA website/social media at least 30 days before an election and shall remain until election day.

3. Nominations and/or ballot requests are due 24 hours before the election.
  4. Elections shall be held at the December Monthly Board Meeting, to be effective on January 1 the following year. For instance, 2023 Board Members (odd year) are elected in December of 2022, and go into effect January 1, 2023.
  5. An Executive member may fulfill, in an interim capacity, the duties of a vacant Executive position by a unanimous vote of the Executive Board until a new executive officer is elected.
- E. The Executive Board shall have authority over all matters of the Association and shall write, amend and enforce the Association By-Laws and Policies.
1. General business decisions require a simple majority vote of the quorum of the Executive Board members to move a motion.
  2. Matters pertaining to the discipline and/or removal of an existing Board Member (Executive or General Member), a 2/3-majority vote of the Executive Board members will be required to move a motion. In order to call for a 2/3 vote, two-thirds plus one of the total number of Executive Board members must be present.
  3. The Board President will determine the outcome in the occurrence of a tie vote on any decision.

### **Section 3 – Responsibilities of Executive Officers**

- A. The President shall:
1. Preside over all meetings.
  2. Call all meetings of the JYSA Board.
  3. Be an ex-officio member of all committees.
  4. Enforce all JYSA By-Laws, Policies and Procedures.
  5. Request volunteers for appointment for standing and special committees.
  6. Have power to remove any disorderly member impeding the progress of any meeting.
  7. Be responsible with the Treasurer for contents of the treasury.
  8. Provide deciding vote in the event of a tie vote.
  9. Present and follow meeting agenda.
- B. The Vice President shall:
1. Preside over all meetings in absence of President.
  2. Be an ex-officio member of all committees.

3. Be responsible for the documentation and amendment of JYSA By-Laws, Policies and Procedures.
  4. Enforce all JYSA By-Laws, Policies and Procedures in the absence of the President.
  5. Be responsible with Secretary for all JYSA records.
- C. The Secretary shall:
1. Be responsible for all JYSA records.
  2. Maintain the JYSA Book of Minutes.
  3. Provide proper notification of all JYSA meetings and will keep the minutes thereof.
  4. Provide meeting minutes via email to all Board members.
  5. Shall transmit all records to any person elected to succeed him/her.
  6. Work with Communications Officer to publish accurate Association information across all Association social platforms.
- D. The Treasurer shall:
1. Receive and be accountable for all money from all sources.
  2. Is accountable for normal operating expenditures.
  3. Pay all bills by check/debit card and keep a record of all monetary transactions.
  4. Submit a written monthly financial statement/reconciliation to all Board members (typically provided for monthly meeting to be made part of the minutes).
  5. Provide a Treasurers' report at each JYSA Board meeting.
  6. Submit an annual, end-of-year, itemized financial statement/reconciliation to all Board members.
  7. Disburse funds with approval of the Board members.
  8. Shall transmit all financial records to any person elected to succeed him/her.
- E. The Football Director Shall:
1. Chair the Football Committee
  2. Recruit and choose potential coaches for both tackle and 7 on 7
  3. Work with Cheer Director to set dates and location of signups.
  4. Orient Coaches and parents with JYSA rules, policies and procedures
  5. Be the Point of Contact for all football related matters within the Association.
  6. If needed, decide on team breakdown and hold coaches accountable during the draft, regular season, and postseason.



7. Maintain and reinforce the Association's core values to coaches, parents, and players.
- F. The Cheer Director Shall:
1. Chair the Cheer Committee.
  2. Recruit and choose potential coaches.
  3. Work with Football Director to set dates and location of signups.
  4. Orient Coaches and parents with JYSA rules, policies and procedures
  5. Be the Point of Contact for all cheer related matters within the Association.
  6. Decide squad assignments.
  7. Hold coaches accountable for weekly practices and set the minimum standards for on-field presentation.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- G. The Basketball Director Shall:
1. Chair the Basketball Committee
  2. Recruit and choose potential coaches.
  3. Choose Uniform Vendor and Pricing
  4. Set registration dates and location of signups/sizings.
  5. Orient Coaches and parents with JYSA rules, policies, and procedures.
  6. Be the Point of Contact for all basketball related matters within the Association.
  7. Handle Team/Player drafts, finalize team rosters, and place uniform order.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- H. The Baseball Director shall:
1. Chair the Baseball Committee.
  2. Recruit and choose potential coaches.
  3. Choose Uniform Vendor and Pricing
  4. Work with Softball Director to set dates and location of signups.
  5. Orient Coaches and parents with JYSA rules, policies, and procedures.
  6. Be the Point of Contact for all baseball related matters within the Association.
  7. Handle Team/Player drafts, finalize team rosters, and place uniform order.

8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- I. The Softball Director shall:
  1. Chair the Baseball Committee.
  2. Recruit and choose potential coaches.
  3. Choose Uniform Vendor and Pricing
  4. Work with Baseball Director to set dates and location of signups.
  5. Orient Coaches and parents with JYSA rules, policies, and procedures.
  6. Be the Point of Contact for all softball related matters within the Association.
  7. Handle Team/Player drafts, finalize team rosters, and place uniform order.
  8. Maintain and reinforce the Association's core values to coaches, parents, and players.
- J. The Concession Director shall:
  1. Chair the Concession Committee.
  2. Be responsible for concessions operations at all JYSA events.
  3. Make sure the concession stand is fully stocked with supplies on game day.
  4. Have check/debit card signing rights to JYSA checking account.
  5. Be accountable with the Treasurer for recording all expenditures associated with concessions operations.
  6. Collecting receipts from check purchases.
    - i. Tracking petty cash flow and maintaining receipts.
    - ii. Preparing weekly deposits and transferring to Treasurer.
    - iii. Maintain a weekly operating balance in cash box

#### **Section 4 – Meetings**

- A. A quorum of the Board of Directors is required to commence a meeting and to conduct Association business.
  1. Except for as stated above, a simple majority vote of the quorum will move a motion.
- B. The Board shall hold regular monthly meetings, January through December.
  1. All JYSA meetings are deemed mandatory for Executive Board members.

2. Scheduled monthly meetings are to be posted on an approved JYSA medium.
3. Scheduled monthly meetings are open to all Association members.
4. Meeting times and place are determined by the Board.
- C. Closed Session meetings may be called by the President, or at the request of not less than five (5) members of the Board.
- D. An "Annual" meeting will be held on/around the third (3<sup>rd</sup>) week of December each and every year.
  1. The annual meeting is open to all Association members.
- E. Meetings may be conducted per the following Order of Business.
  1. Roll Call
  2. Reading and acceptance of previous meeting minutes.
  3. Treasurer's report
  4. Football report
  5. Cheer report
  6. Basketball report
  7. Baseball report
  8. Softball report
  9. Concession report
  10. New Business
  11. Old Business
  12. Public Forum
  13. Adjournment

## **Section 5 – Committees**

- A. The Board may assemble committees, as needed.
- B. An Executive Board member is required to chair a committee.
- C. The President and Vice President are ex-officio members of all committees.
- D. The Following Committees are listed with the minimum amount of members:
  - a. Football Committee
    - i. Football Director - Chair
    - ii. Asst. Football Director
    - iii. Football Registrar
    - iv. Town Representative
    - v. Asst. Town Representative
  - b. Cheer Committee

- i. Cheer Director – Chair
  - ii. Asst. Cheer Director
  - iii. Cheer Registrar
- c. Basketball Committee
  - i. Basketball Director – Chair
  - ii. Asst. Basketball Director
  - iii. Basketball Registrar
- d. Baseball Committee
  - i. Baseball Director – Chair
  - ii. Asst. Baseball Director
  - iii. Baseball Registrar
- e. Softball Committee
  - i. Softball Director – Chair
  - ii. Asst. Softball Director
  - iii. Softball Registrar
- f. Concession Committee
  - i. Concession Director – Chair
  - ii. Asst. Concession Director
  - iii. Treasurer
- g. Discipline Committee
  - i. President – Chair
  - ii. Vice President
  - iii. Football Director
  - iv. Cheer Director
  - v. Basketball Director
  - vi. Baseball Director
  - vii. Softball Director

## **Section 6 – Rules of Order**

- A. Robert’s Rules of Order shall guide governance of all Association proceedings not covered by this By-Law, the Policies or Procedures.

## **Section 7 – Confidentiality**

**It is understood and agreed that all General Board Members understand that information discussed within the Board must remain confidential and private.** These matters include but are not limited to: discussions at board meetings, email exchanges, and conversations. This confidentiality prevents the release of sensitive information involving not only JYSA, but also its membership. **Failure to adhere to this confidentiality**

**doctrine can result in dismissal from the General Board as well as the association.**

## **Article VI – Insurance**

### **Section 1 – Insurance**

- A. The Association must have insurance covering all players and cheerleaders.
  - 1. General Liability Insurance and Excess Accidental Medical Insurance are provided secondary and in excess to any same or similar coverage afforded to any player and cheerleader under any validly collectible insurance policy from any source.
    - a. Minimum Liability requirements
      - i. \$1,000,000.00 in coverage
      - ii. \$2,000,000.00 in aggregate
    - b. Minimum Excess Accident requirements
      - i. \$25,000.00 per participant per injury
    - c. Minimums are subject to change based on the City of Joshua, Joshua ISD, and MYFA requirements.

## **Article VII – Definitions**

- 1) Ex-officio - an ex officio member of a committee or an organization is a member because the job they have allows them to be involved.
- 2) Indemnification – the act of holding one harmless and exempt from personal liability.
- 3) Quorum - the smallest number of people who must be present at a meeting to allow official decisions to be made. The requirement for a quorum shall be met if a simple majority of the Board of Directors is present.