

IRVING ALL SPORTS ASSOCIATION

BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Irving All Sports Association, referred to herein as IASA.

ARTICLE II – OBJECTIVES

The primary objectives of IASA are to compliment the commitments of the City of Irving Government by:

- A. Cooperating with the City of Irving to provide professionally managed recreational and competitive youth and amateur sports programs for the community.
- B. Cooperating with the City of Irving to sustain the future well-being of our community and citizens by instilling in our youth the importance of good sportsmanship, honesty, loyalty, courage and respect for others.
- C. Cooperating with the City of Irving to foster the continuous improvement of youth and amateur recreation and sports facilities, amenities and accommodations throughout the community.
- D. Cooperating with the City of Irving to oversee and coordinate all youth and amateur sports organizations co-sponsored by the City of Irving.
- E. Cooperating with the City of Irving to oversee and direct mandates and duties as established for all IASA member organizations.

ARTICLE III – ARTICLES OF ORGANIZATION

- A. IASA shall be a nonprofit organization, sanctioned by the City of Irving Parks and Recreation Department (IPAR).
- B. The Bylaws of IASA, as contained herein, will remain in harmony with Mandates of the City of Irving Parks and Recreation Department and Advisory Board, and the Policies of the City of Irving.

ARTICLE IV – AMENDMENTS

- A. The IASA President shall appoint a Policy Review Committee to review existing IASA Policy and Procedures. This committee will convene by Oct. 31 of each calendar year. The Policy Review Committee will submit their recommendations for additions, deletions or modifications of IASA Policy and Procedures to the IASA Board of Directors for review and approval at the next regularly scheduled meeting. Amendments to the IASA Bylaws contained herein shall be by vote of two-thirds of the eligible voting members, by ballot if necessary.
- B. Resolutions or temporary rulings may be adopted by IASA at any regular meeting. All resolutions shall require a majority vote for adoption. Resolutions shall be effective from the date of adoption and shall be valid only until the end of the current calendar year; at which time they must be either adopted as amendments or terminated.

ARTICLE V – ROBERTS RULES OF ORDER

Roberts Rules of Order will be used in effect on any areas of the IASA Bylaws not specified.

ARTICLE VI – POLICIES

The following are basic policies of IASA:

- A. IASA shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of IASA or the name of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purposes not appropriately related to promoting the objectives of IASA.
- C. IASA shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to, any candidate for public office.
- D. IASA may cooperate with other organizations and agencies concerned with recreational programs, but persons representing IASA in such matters shall make no commitments that bind IASA, except as authorized by the IASA Executive Board.

ARTICLE VII – MEMBERSHIP CRITERIA

It is in the best interest of the City of Irving to incorporate the following mandates (known as the IASA Participation Policies) to define specific IASA membership criteria that must be adhered to by all IASA membership organizations and assigned representatives:

- A. All youth and amateur sports organizations co-sponsored by the City of Irving are required to be active members of IASA.
- B. Youth and amateur sports organizations interested in being co-sponsored by the City of Irving, must satisfy all required criteria as mandated by the City of Irving Department of Parks and Recreation, Policy for use of Athletic Facilities, Sections B and F.
- C. Membership in IASA shall be available without regard to race, color, creed, religion or national origin.
- D. All IASA member organizations must adhere to the Objectives in Article II and Policies in Article VI contained in the Bylaws of IASA.
- E. All IASA member organizations must adhere to the Membership Fees in Article IX and Membership Duties in Article X contained in the Bylaws of IASA.
- F. All IASA member organizations must adhere to the mandates of the City of Irving Department of Parks and Recreation, Policy for use of Athletic Facilities.
- G. Any member organization that fails to pay the annual dues, fails to perform duties, and/or fails to maintain an active/participative role in IASA may, upon action by the Executive Board, be denied voting rights and all privileges of IASA membership. Said organization will be reported to the Director of IPAR for further action as deemed appropriate.
- H. Only member organizations in good standing of IASA shall be eligible to participate in its business meetings.
- I. The IASA Executive Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to call a disciplinary hearing of any member organization and/or representative when the conduct of such is considered not to be in the best interests of IASA and/or the City of Irving. All disciplinary hearings shall be conducted in accordance with IASA Disciplinary Hearing Procedures.
- J. These participation policies are directed toward participants of youth and amateur sports organizations co-sponsored by the City of Irving; and, are in no way intended to limit or restrict inter-city or inter-area competition.
- K. These participation policies shall not preclude or limit IASA sponsorship of tournaments or other invitational activities in the City of Irving that include youth and amateur sports organizations from within and/or outside the City of Irving.

ARTICLE VIII – APPROVED MEMBERSHIP

The current IASA membership consists of the following organizations:

Adult Softball Association
Irving Amateur Soccer League
Irving Basketball Association (Boys and Girls)
Irving Boys Baseball Association
Irving Boys Football Association
Irving Cricket Association (Metrohind Club, Lone Star Club, Irving Club)
Irving Disc Sports Association
Irving Girls Cheerleader Association
Irving Girls Softball League
Irving Gymnastics Association
Miracle League
Irving Parks and Recreation Department
Irving Soccer Association

ARTICLE IX – MEMBERSHIP FEES

- A. Each IASA member organization shall be assessed an annual IASA membership fee of \$100, payable to IPAR prior to Jan. 31 of each year.
- B. Each IASA member organization shall be assessed a seasonal participation fee of at least \$100 and no more than \$500, payable to IPAR at least one (1) week prior to the first scheduled league game, for each season. This prorated participation fee is determined by the size and ability of each member organization to generate funds for IASA, and based on the previous season's largest range of individual participation:

0 -	500 participants	= \$100
501 -	1,000 participants	= \$200
1,001 -	1,500 participants	= \$300
1,501 -	2,000 participants	= \$400
2,001 -	Over participants	= \$500

- C. Each IASA member organization shall be assessed a seasonal team fee of \$10 per team (youth) or \$30 per team (adults), payable to IPAR at least one (1) week prior to the first scheduled league game, for each season.

ARTICLE X – DUTIES OF MEMBERSHIP

Each member organization shall be required to comply with the following membership duties and obligations mandated by IASA:

Membership Duties / Obligations	Due Date
A. Maintain a current copy of Constitution and/or Bylaws on file with IPAR. Submit all proposed amendments to IASA/IPAR for concurrence prior to implementation	As Required
B. Submit Organizational Profile to IASA/IPAR (form provided by IPAR)	Feb 1 of Every Year
C. Submit a listing of elected Executive Board Members and Board of Directors to IASA/IPAR; including address, email & phone number. Submit updates as required	Prior to the First Scheduled League Game
D. Submit proof of accident insurance policy and/or roster listing participants covered by personal insurance policies to IASA/IPAR	Prior to the first formal team/individual practice
E. Submit proof of non-profit status to IASA/IPAR	Jan 15 of Every Year
F. Submit proof of organization-wide use of nationwide criminal background checks using a Volunteer Center certified by the Texas Department of Public Safety	Prior to the first formal team/individual practice
G. Submit a copy of approved operating budget to IASA/IPAR; as well as, any amendments made during the year	Prior to the First Scheduled League Game
H. Submit a copy of all board and membership meeting minutes to IASA/IPAR	Wednesday After Approval
I. Submit an annual financial report to IASA/IPAR for prior year (forms provided by IPAR)	March 1 of Every Year
J. Submit a copy of each periodic Financial Report to IASA/IPAR	Wednesday After Approval
K. Submit written request for primary and alternate practice sites to IASA/IPAR	Dec 31 of Prior Season
L. Submit written request to IASA/IPAR for use of game facilities	Spring/Summer (Jan 15) Fall/Winter (July 15)
M. Submit written requests for IPAR facility use to IASA/IPAR	October 31 of Prior Year
N. Submit written requests to IASA/IPAR for tournament games/events	Nov 15 of Prior Year
O. Submit a complete copy of game schedules to IASA/IPAR. For the purpose of uniformity (game schedule forms shall be provided by IPAR)	At least (1) Week Prior to First League Game
P. Submit a copy of the organization's appropriate IRS 990 form for prior year	May 1 of Every Year

ARTICLE XI – GOVERNING BODY

- A. IASA shall be collectively governed by an Executive Board and a Board of Directors. The IASA Executive Board shall consist of the following Officers: President, Vice-President, 2nd Vice-President, Secretary and Treasurer. The IASA Board of Directors shall consist of all Executive Board Officers and one (1) representative from each member organization. Assigned representatives from member organizations shall be the President of each organization, or their designated representative.
- B. Each member organization of the Board of Director's shall have one (1) vote and it shall be cast by the assigned member. The IASA President shall be entitled to cast one (1) vote in order to break a tie. No board member shall have more than one vote.
- C. The IASA President, with the approval of the Board, shall appoint special committees as required.

ARTICLE XII – ELECTION OF OFFICERS

- A. The election of officers shall be handled in the following manner:
1. A nominating committee consisting of three (3) members shall be elected by the Board during the regularly scheduled July meeting.
 2. At the regularly scheduled October meeting, the nomination committee shall make recommendations for the Office of President, Vice-President, 2nd Vice-President, Secretary and Treasurer. Executive Board Members must be an Irving Resident.
 3. Election of President, Vice-President, 2nd Vice-President, Secretary and Treasurer shall be by ballot at the regularly scheduled October meeting.
 4. Elected officers shall take office January 1.
 5. Said officers shall be elected for a term of two (2) years.
- B. No member of the Board of Directors shall hold more than one IASA Board position, or represent dual positions on the IASA Board except when appointed by the IASA President in an interim capacity until the open position can be filled.
- C. A vacancy in the Office of President shall be filled by the advancement of the Vice-President. The Vice-President shall be the President and will retain the title of President for that fiscal year. When a vacancy occurs in the Office of Vice-President, 2nd vice-President, Treasurer or Secretary, the Board shall elect a person to fill the office for the remainder of the term for which the retired official was originally elected.
- D. The immediate past President of the Irving All Sports Association shall be an Ex-Officio, non-voting member of the IASA Executive Board for at least one year.

ARTICLE XIII – DUTIES OF OFFICERS AND BOARD MEMBERS

- A. The President shall:
1. Direct the affairs of IASA.
 2. Preside at all meetings of IASA, the Executive Board and the Board of Directors.
 3. Prepare the agenda for all meetings of IASA.
 4. Attend all meetings and events as requested by the City of Irving in support of IASA.
 5. Appoint special committees as required.
 6. Perform all other duties usually pertaining to the office.

B. The Vice-President shall:

1. Assist the President in directing the affairs of IASA.
2. Act in the absence of the President.
3. Preside at all meetings and functions of IASA in the absence of the President.
4. Attend all required meetings and events in the absence of the President.
5. Chair special committees appointed by the President.
6. Perform all other duties usually pertaining to the office.

C. The 2nd Vice-President shall:

1. Assist in directing the affairs of IASA.
2. Perform all other duties usually pertaining to the office.

D. The Secretary shall:

1. Record all meetings of IASA, the Executive Board, and the Board of Directors.
2. Be responsible for preparing and maintaining all correspondence pertaining to IASA functions and business matters.
3. Be responsible for coordinating, recording and tracking membership fees, duties and other assigned responsibilities as mandated by IASA for all participating member organizations.
4. In the event the Treasurer position is not filled, the Secretary shall assume those duties. This person shall have no more than one vote.
5. Disburse funds only as authorized during the absence of Treasurer.

E. The Treasurer shall:

1. Act as the authorized custodian of IASA funds; establish, maintain, and manage IASA's financial accounts as authorized by the Executive Board.
2. Keep on permanent file the IRS Employer Identification Number (EIN), and the Sales Tax permit assigned by the Texas Comptroller's Office, if one has been acquired.
3. Supervise the preparation of IASA's Annual Operating Budget.

4. Receive all monies for IASA, and issue a receipt for all monies received.
5. Deposit all monies in a timely manner in a bank approved by the IASA Executive Board. The bank account must be in the name of the Association.
6. Make disbursements as authorized by the IASA Executive Board in accordance with budget approved and adopted by the Association. Keep an accurate and detailed account of all monies disbursed as prescribed in the IASA Bylaws. All bills must be paid by checks; not cash.
7. Reconcile bank statements monthly as soon as received. It is recommended that an individual, that is not a signee on the account, review and initial each monthly bank statement.
8. Prepare and present a financial report at membership meetings, Executive Board and Board of Director meetings and at other times when requested by IASA or the Executive Board. A copy of each Financial Report must be filed after each meeting and maintained by the Treasurer, another copy must be provided to the Secretary to be retained with the corresponding meeting minutes, and a copy to the Athletics and Aquatics Division of IPAR to be filed for audit in the Department's files.
9. Prepare and file an Annual Financial Report for IASA. A copy of the Annual Financial Report must be presented to the Board of Directors, and a copy must be filed and maintained by the Treasurer. (Stated in Section XX)
10. Submit to the Financial Reconciliation Committee (audit), the previous financial reconciliation report and copies of the current year's budget adopted by the Association with the approval date. Upon completion of the financial reconciliation, the committee will forward these items to the new or returning treasurer.
11. Maintain a list of IASA membership fees and dues paid annually.
12. Maintain a list of assets.
13. Complete and file the appropriate IRS 990 form on or before four and one half months after the fiscal year ends. The outgoing treasurer is responsible for completing the form.
14. Prepare a detailed report of all fundraisers conducted from January 1 –December 31, if filing sales tax on an annual basis. A Sales Tax Return must be filed with the Texas Comptroller's Office even if there were no taxable sales for the period.
15. In the event the Secretary position is not filled, the Treasurer shall assume those duties. This person shall have no more than one vote.

- F. The Board of Directors shall:
1. Be responsible for general oversight of IASA through the implementation and promotion of the Objectives in Article II and Policies in Article VI contained in the Bylaws.
 2. Review and approve policy adoption and policy changes.
 3. Vote on motions presented by the individual officers, directors, and appointed officials.
 4. Arbitrate all protests duly filed in writing according to Complaint Procedure; and, further arbitrate any other disputes upon request of the President.

ARTICLE XIV – MEETINGS

- A. The IASA Board of Directors will meet quarterly on the fourth Tuesday of each designated month. There will be no meeting in June or December.
- B. Special Meetings will be called by the President upon request by at least two (2) Board members. The Irving Parks and Recreation Department will notify each voting member a reasonable time in advance of the called meeting.
- C. A quorum for the transaction of business shall consist of one (1) more than half of the Voting Membership of the IASA.
- D. All Board members, or their approved designee must attend seventy-five percent (75%) of all Board meetings as scheduled or called by the President.
- E. Representative(s) from the City of Irving Parks and Recreation Department shall be invited to participate in all IASA Executive Board and Board of Director meetings.

ARTICLE XV – HEARINGS AND PROTESTS

- A. IASA, when requested, will conduct hearings or protests presented to them by individuals or member organizations.
- B. A committee (referred to as the IASA Protest Committee) will consist of a minimum of five (5) members appointed by the President, and will hear all protests brought before the Association.
1. All persons involved will be notified of time and place of hearing.
 2. Each member organization or individual will be allowed to state their side of the incident. Parties will be heard separately.
 3. The IASA Protest Committee will review the facts and make their decision. All parties involved will be notified of the results.

ARTICLE XVI – BUDGET

- A. The annual IASA budget shall consist of an Operating Budget, including individual budget itemizations by expense category.
- B. The Operating Budget shall be prepared annually by a finance committee under the supervision of the Treasurer.
- C. The Operating Budget shall be presented to the Board of Directors for approval at least one week prior to the January membership meeting. Any differences or discrepancies shall be immediately resolved and the IASA President will propose for approval of the operating budget at the January meeting.

ARTICLE XVII – SUPPLIES

All equipment, supplies, and various other items purchased from IASA funds become the property of the IASA. If the Association dissolves, said items then become the property of the City of Irving.

ARTICLE XVIII – EXPENDITURES

Any expenditure to exceed \$50.00 of IASA account funds for purchases of supplies, equipment and miscellaneous items must have the prior approval of the Executive Board. Expenditure(s) should be listed separately in Financial Report.

ARTICLE XIX – FINANCIAL

- A. IASA will establish a bank account for Association approved operational expenditures, and submit a financial report annually to the IPAR Administrative office.
- B. The Superintendent of Athletics and Aquatics or their designated representative will maintain a record of financial reports. The records will include the following:
 - 1. Checks will be signed by any two (2) of the following: President, Vice-President, 2nd Vice-President or Treasurer.
 - 2. The IASA account may be used as a holding account for infrequent IPAR special events and sponsored activities (summer tennis and track program registration). Monies collected remain in the account and expenses are paid from the account by the IASA Treasurer in the approved manner. Excess revenues from these transactions remain in the IASA operating account to be expended at the discretion of the Board.

ARTICLE XX – ANNUAL REPORT

- A. An annual report will be completed at the end of the calendar year showing all financial transactions of IASA. A copy of this annual report will be filed with the Parks and Recreation Director by January 31. These funds will be subject to bi-annual audit by a firm or individual selected by the Officers of IASA.
- B. If the funds of the IASA operational account should become excessive, the funds will be transferred into the IASA savings account and the balance returned to a normal level of operation. This will be done at the discretion of the IASA Board of Directors.

ARTICLE XXI – IRVING ALL SPORTS ASSOCIATION BANQUET

- A. The IASA Banquet will be held as deemed appropriate, by the IASA organization.
- B. A Banquet Committee will be selected to organize and promote the IASA banquet. This committee will consist of the IASA President and the Superintendent of Athletics and Aquatics and appointed members.

ARTICLE XXII – HALL OF FAME

- A. Inductees into the Irving Sports Hall of Fame will be selected by a nomination committee appointed by the IASA Executive Board.
- B. A committee consisting of the President of IASA and three members elected at a regular meeting each year will receive and screen applications.
- C. Nominees must meet the following qualifications:
 - 1. A candidate must receive a unanimous vote of the selection committee before being placed on the ballot.
 - 2. A candidate must be at least 19 years old.
 - 3. A candidate must be a graduate of an Irving High School or a resident of Irving for at least five (5) years.
 - 4. A candidate or their representative must be present at the Awards Ceremony in order to receive his award.

ARTICLE XXIII – SPECIAL RECOGNITION

During the IASA Banquet, special recognition will be given to teams and individuals for outstanding contributions to amateur athletics in Irving.

ARTICLE XXIV – VOLUNTEER TRUST FUND

- A. The purpose of this trust fund is to promote youth and amateur athletics through the Irving Park and Recreation Program. This can be done by the utilization of these funds to:
 - 1. Construct new facilities and/or renovate existing facilities to provide amenities that are safe, first-class and state-of-art.
 - 2. To acquire more land and/or property for the expansion of athletic facilities.
 - 3. To provide a scholarship for some deserving individual(s) who has participated in amateur athletics in the City of Irving. Priority will be given to those participating with disabling injuries.
 - 4. To support the enhancement and preservation of the Irving Sports Hall of Fame.
 - 5. To assist in soliciting and conducting recognized State and National youth and amateur athletic tournaments in the City of Irving.
 - 6. To assist in educational workshops promoting basic fundamentals in athletics and good sportsmanship.
- B. All funds designated for the Volunteer Trust Fund will be deposited in an interest bearing account.
- C. All fund expenditures administered by the Volunteer Trust Fund shall require a two-thirds vote of eligible voting membership. All expenditure requests must be submitted in writing to the IASA Executive Board for approval.

ARTICLE XXV – DISBANDMENT

- A. If, for any reason a member organization should dissolve, all funds accumulated in its treasury will be transferred to the Trust Fund.
- B. Accumulated supplies and equipment will be transferred to IASA to be maintained or disbursed to an association of like cause for the enhancement of that sport. The IASA reserves the right to liquidate such supplies and equipment and direct the acquired funds to the Trust Fund.
- C. Should IASA dissolve, all funds accumulated in its treasury will be transferred to the Voluntary Contribution Plan for the Park Land Acquisition. The responsibility of administering the Trust Fund will be transferred to the City of Irving Parks and Recreation Board. The Chairman of the Board will replace the IASA President and all other rules and regulations of the Trust Fund will remain the same.