

Malvern Youth Athletic Association Bylaws

Article 1: Name and purpose

- 1) **Name:** Malvern Youth Athletic Association
- 2) **Address:** The mailing address will be the current treasurer's home address unless a PO Box is available.
- 3) **Purpose:** The goal of the Malvern Youth Athletic Association (MYAA) is to promote physical fitness, character development, and sportsmanship among youth.
- 4) **Nonprofit Status (for 501(c)(3)):** The Malvern Youth Athletic Association was approved as a 509(a)(2) nonprofit on March 31, 2025, with an effective date of December 9, 2024. The Employer ID number is 33-2292656.
- 5) **Effective Date of Bylaws:** October 22, 2025.

Article 2: Membership

- 1) **Member Classes:** Members are parents/guardians of children who participate in at least one (1) sport sanctioned by MYAA within the most recent past or current Board Term. Board members do not have to be a parent/guardian.
- 2) **Voting Rights:** Voting for board representatives will be limited to one vote per family or address. Members must be in attendance of the yearly meeting to cast their vote in person. Any member in good standing may be nominated for a position on the MYAA Board of Directors as an Officer or Member-at-Large representative. **Responsibilities:** Members must adhere to registration deadlines, codes of conduct, and league rules. [W Parent-Fan Conduct Form.docx](#)
[W Player Conduct Form.docx](#) [W Coach Conduct Form.docx](#)

Article 3: Organizational structure

1) **Board of Directors:** The MYAA Board of Directors (Board) shall consist of four (4) Officers and three (3) Members-at-Large. The term for each Board member shall be two (2) years (the “Board Term”).

a) **Officers:** The Board Officers will consist of a President, Vice-President, Treasurer, and Secretary. Each position will have a term of two (2) years. If an Officer cannot fulfill this time commitment, a current Board member will take the place based on a majority vote from the Board.

i) Section 1: The President will attend all monthly meetings and oversee all aspects of the association. The President will run all meetings and work with the Secretary to draft all meeting agendas.

ii) Section 2: The Vice-President will assist the President as needed and attend all monthly meetings.

iii) Section 3: The Treasurer will attend all monthly meetings and provide a detailed report on finances. The Treasurer will pay bills and deposit money in a timely manner. In addition, the Treasurer will provide full transparency on finances.

iv) Section 4: The Secretary will attend all monthly meetings and take detailed notes regarding discussions and votes. The Secretary will work with the President to draft all meeting agendas.

b) **Members-at-Large:** The Board will consist of three (3) Members-at-Large who shall be members in good standing who have been voted into office by members in good standing. They are expected to attend all monthly meetings and assist with organizing and running the association. Each Member-At Large position will have a term of two (2) years. If Member-at-Large cannot fulfill this time commitment, the Board will appoint a new Member-at-Large who is a member in good standing by majority vote of the Board.

c) **Staggered Board Terms:** To ensure continuity, stability, and effective governance, the election of executives shall follow a staggered voting process. This process is designed to prevent the simultaneous turnover of

all executive positions and to maintain institutional knowledge within the leadership team.

- i) **Structure of Terms:** The Board positions shall be divided into two groups, with each group as defined below. Each group shall serve overlapping Board Terms (two (2) years), ensuring that only one group is up for election during any given election cycle.

- (1) Group A:

- (a) President
 - (b) Secretary
 - (c) One (1) Member-At-Large

- (2) Group B:

- (a) Vice President
 - (b) Treasurer
 - (c) Two (2) Members-At-Large

- ii) **Election Schedule:** The Elections for Group A shall occur in 2027, Group B in 2028. Subsequent elections shall follow this rotation, with each group's Board Term expiring after two (2) years.

- iii) **Initial Implementation:** Upon the Effective Date of these By-Laws, the current Board shall be as follows: Board Members in Group A shall serve until the Annual Meeting in 2027, Group B shall serve until the Annual Meeting in 2028. This ensures the staggered structure is established. After the initial implementation, all Board Terms shall revert to the standard two (2) year duration.

- 2) **Committees:** Each MYAA sport shall have a committee. Each committee shall consist of at least one (1) chair person who shall be appointed by a majority vote of the Board. The chair person(s) shall be responsible for selecting additional committee members to assist throughout the season.

Article 4: Meetings

- 1) **Annual and Regular Meetings:** Board meetings shall occur at least monthly, unless otherwise agreed upon by the Board. All Board Meetings shall be open to all members in good standing. There shall be one (1) Annual Meeting after the end of the Spring athletic season. The Annual Meeting shall be open to all members in good standing and any Board elections shall occur during the Annual Meeting.
- 2) **Special Meetings:** Detail the process for calling a special meeting, including who can call one and how much notice is required.
- 3) **Quorum:** A minimum of 4 board members must be present to conduct official business.
- 4) **Voting:** A simple majority vote of Board members is required to pass any new or old business for the association. A simple majority vote of members in good standing present at the Annual Meeting is required for the election of Board Offices and/or Board Members-at-Large.

Article 5: Codes of conduct and discipline

- 1) **Player Code of Conduct:** All players registered to play and/or participating in an MYAA sports team/event shall adhere to the Player Code of Conduct found here: [w Player Conduct Form.docx](#)
- 2) **Coach Code of Conduct:** All coaches for MYAA sports shall adhere to the Coach Code of Conduct found here: [w Coach Conduct Form.docx](#)
- 3) **Parent/Spectator Code of Conduct:** All parents and spectators attending MYAA sports and/or events shall adhere to the Parent/Spectator Code of Conduct found here: [w Parent-Fan Conduct Form.docx](#)
- 4) **Enforcement and Discipline:** Any player, parent, spectator, or coach who does not adhere to the code of conducts above, will receive a written warning sent from the MYAA Board. If a second disciplinary action, in the same season, is needed, the person will be removed from the MYAA and will not be permitted to attend that sport for the rest of the season.

Article 6: Financial administration

- 1) **Fiscal Year:** The organization's fiscal year will run from January 1 to December 31.
- 2) **Spending Authority:** All transactions require Board approval.
- 3) **Dissolution Clause:** In the event the MYAA is dissolved, all assets will be donated to Brown Local Schools Athletic Department.

Article 7: Amendments

- 1) **Proposal:** An amendment to these bylaws can be proposed, in writing, by any MYAA member in good standing.
- 2) **Voting:** A two-thirds majority is needed from the Board to pass the amendment.