# NAME

## The name of this organization shall be known as the Grove City Kids Association (GCKA).

# PURPOSE

## The primary function of GCKA is to provide regulated and supervised recreational intramural youth activities.

## Activities are organized:

### To promote the enjoyment, advantages, fundamentals, rules, and comprehensive techniques of youth programs.

### To teach and encourage sportsmanship, achievement, and physical fitness.

### To provide a safe environment for all and warrant public confidence in the integrity and the administration of the GCKA.

## A secondary function of GCKA is to provide advanced skill youth activities through travel and tournament teams.

# PARTICIPANTS

## Eligibility for participation in the Grove City Kids Association shall consist of any youth regardless of sex, race, color, creed or national origin whose participation is an implied consent to abide by the by-laws and policies of the GCKA and its programs.

# BOARD OF DIRECTORS

## The Grove City Kids Association shall be organized and governed by a Board of Directors.

### The Board of Directors will consist of 13 positions and there will be a member for each associated position. A member will be recommended for each Board position by the GCKA Personnel Committee and confirmed by the GCKA Board of Directors. Each Board position will have a term of three years and will be staggered such that four of the terms expire December 31st.

### The GCKA Personnel Committee shall ensure a posting is placed on the GCKA website in November each year indicating upcoming vacancies due to term expirations and outlining the process of becoming a candidate.

### Candidates for the expiring terms, including those Board Members currently in the positions, must submit written notice of their interest in becoming a Board Member to the chairperson of the GCKA Personnel Committee prior to the Annual Organizational Meeting.

### Appointments

#### The GCKA Board of Directors shall confirm new participants by an affirmative vote of at least 2/3 of the Board members currently serving at a regular Board Meeting.

#### When a board vacancy exists, the Personnel Committee shall ensure a posting is placed on the GCKA website outlining the process of becoming a candidate for GCKA Board of Directors. The posting notice shall include eligibility requirements.

#### Eligible candidates shall

##### Be in good standing with the Grove City Kids Association, having not been on probation or under suspension in the GCKA during any part of a two-year period prior to application for a Board position.

##### Will not have been convicted of or plead guilty to any violations listed in Ohio Revised Code (ORC)109.572 section A(1)a and A(1)b.

##### Express a desire to serve as a GCKA Board Member. Candidates will be considered by the current Board without regard to race, color, gender, age, sexual preference, national origin, religion, disability or veteran status.

#### No person may serve as a member of the GCKA Board while serving as Commissioner or Assistant Commissioner of a GCKA Recreational Activity.

## Any member of the GCKA Board may be removed by an affirmative vote of at least 2/3 of the total Board members currently serving.

## Any officer of the GCKA Board may be relieved of their duties by an affirmative vote of at least 2/3 of the total Board members currently serving.

Section 4 Any member of the GCKA Board who misses four (4) board meetings in a calendar year shall be placed on probation.

# STANDARD RECREATIONAL PROGRAMS

## A GCKA Recreational Activity is one which is given that designation by an affirmative vote of at least 2/3 of the total Board positions. To abolish a GCKA Recreational Activity requires an affirmative vote of at least 2/3 of the total Board positions.

## Any GCKA Recreational Activity must be identified with the Grove City Kids Association by a standard logo, prominently displayed on the uniform.

# RESPONSIBILITIES OF THE BOARD OF DIRECTORS

## Develop and/or approve the organizational structure of the Association.

## Establish policies.

## Act on recommendations from all committees.

## Approve expenditures and transfers of funds.

## Provide leadership in the development and maintenance of youth activities.

## Assess progress and direction of all GCKA Recreational Activities and develop resources needed to reach the desired goals.

## When vacancies occur on the Board, elect replacements for the remainder of that vacated term.

## Provide direction in maintaining a fiscally sound budget.

## Execute any and all other business as the Board deems necessary.

## Attend 75% of the regular Board meetings in each calendar year.

# MEETINGS

## An Annual Organizational meeting will be held in February as part of the regular monthly meeting.

## The Board will regularly meet each month as established by the Board of Directors.

## Meetings will be guided by Roberts Rules of Order.

## All Board meetings are open to the public.

## Special meetings may be called by the President and/or a majority of the Board as needed. Special meetings are called when business must be conducted prior to the next regular meeting and the following requirements apply: Seven days notice to all Board Members and; confirmation of receipt of the notice must be received by the GCKA Office Assistant at least 48 hours prior to the start of the meeting.

## Emergency meetings may be called by two (2) officers of the Board or three (3) Board members. Emergency meetings must be conducted within a one (1) week period. Also, only the emergency situation will be acted upon.

## A quorum for a regular or special meeting is a majority of the total members of the Board. A quorum for an emergency meeting is 2/3 of the total members of the Board.

## Each member of the Board shall have one vote on any matter as brought before the Board of Directors.

## Discussion of any motion brought before the Board will be limited to 4 minutes for each Board member who presents, after which a vote shall be taken.

## If unable to attend a Board meeting, Board members shall notify a Board Officer prior to the meeting.

# OFFICERS OF THE BOARD OF DIRECTORS

## Must be members of the Board.

## Shall be elected annually at the Organizational meeting by an affirmative vote of 2/3 of the current board members. The president shall serve a 2 year term.

## Elected officers (Executive Board) shall consist of a President, Vice-President, Secretary, and Treasurer.

## Duties of the officers

### President:

#### Presides at all meetings of the Board.

#### Nominates all committee chairpersons for Board approval.

#### Be an ex-officio member (or his appointee) to all standing committees.

#### Prepares a written agenda for regular Board meetings.

#### Supervises and evaluates the activities of the GCKA Office Assistant and recommends to the Board any proposed changes in salary, hours or benefits of Office Assistant.

#### Provides direction to all GCKA Recreational Activities and committees based on by-laws, policies and precedent.

#### Conducts official correspondence of the Board.

#### Serves as liaison between GCKA and Grove City government and civic organizations.

### Vice-President:

#### In the absence of the President, the Vice-President exercises the President's functions.

#### Performs other duties as assigned by the President.

### Secretary:

#### Keeps complete and accurate minutes of the Board Meetings and sends a copy of such to each Board member at least one week in advance of the next Board meeting.

2 Time keeper for Board meetings

### Treasurer:

#### Chairs the budget committee.

#### Renders a monthly report to the Board which includes information from the accountant.

#### Ensures the GCKA Purchase Order process is followed.

# COMMITTEES OF THE BOARD

## Reasons for Committees:

### Increase the efficiency and productivity of Board meetings.

### Provide for the utilization of special interests and skills.

### Provide the opportunity for small groups to explore in depth the assigned functional responsibilities of the Board and bring recommendations to the attention of the Board for action.

## Functions of Committees:

### No Committee shall act on behalf of the organization without Board approval.

### Any committee may initiate and bring matters to the Board. The President of the Board may assign items to committee for study and subsequent recommendations.

## Appointment of Standing Committees

### Standing Committee chairpersons nominated by the President are approved by the Board by a simple majority vote at the annual organization meeting to serve one year. Each committee shall consist of a chairperson and at least two (2) other committee members as well as the board president (or his/her appointee). Chairpersons are required to be members of the GCKA Board, Committee members are not.

### Committee members will be selected by the committee chairperson

## Standing Committees

### Personnel

#### Investigates complaints/conflicts involving employees and volunteers in the GCKA organization, and reports recommendations to the Board.

#### Recommends replacements after a vacancy occurs on the Board.

### Legislative

#### Reviews By-Laws/Policies annually in October.

#### Reviews proposed Recreational Activity rules for submission to the Board.

### Public Relations/Publicity

#### Promotes the GCKA and its activities.

#### Maintains Website content.

#### Publishes a Newsletter.

### Bingo

#### Supervises operation of GCKA bingo as allowed by state or federal law.

#### Provides the Board with a copy of the Monthly GCKA Bingo Report and Annual State Bingo Report.

#### Manages Bingo Facility.

### Facilities Management

#### Supervises the maintenance of Murfin Fields and all buildings at Murfin.

#### Supervises and evaluates paid maintenance personnel of GCKA Murfin Fields and all buildings at Murfin and recommends to the Board any proposed changes in salary, hours or benefits.

#### Presents bids to the Board for construction or improvements that exceed $2,500.

#### Recommends the hiring of all paid maintenance personnel of GCKA Murfin Fields.

#### Provides an ongoing plan to schedule repairs and maintenance to all fields.

### Budget Committee

#### Ensures the total annual balanced budget of income and expenses is balanced.

#### Meets as needed to review amendments to budgets submitted.

#### Reviews the purchasing practices of GCKA Recreational Activities.

#### Makes recommendations to the Board for changes regarding the financial process or procedures to ensure the integrity of the GCKA.

## Committees Other Than Standing Committees

### Committees other than Standing Committees shall be established by the Board, as the GCKA Board of Directors shall deem necessary. Chairpersons of these committees are required to be members of the GCKA Board.

# POLICIES

## Policies are supplemental guidelines to the By-Laws that will further define the functioning of each program or committee sponsored by the GCKA.

## No policy adopted by the Board may conflict with any GCKA by-law.

# AMENDMENTS

## These by-laws may be amended at any regular Board meeting by an affirmative vote of at least 2/3 of the total Board positions provided a written notice of the amendment(s) has been given at a previous regular Board meeting.

## Policies may be adopted, deleted or amended by an affirmative vote of a majority of the total Board positions at any GCKA Board meeting.

# DISSOLUTION

## If the Association should be dissolved, no member will receive any portion of its remaining assets or property. Upon dissolution, the balance of any assets or property of the Association which remains after all obligations are paid will be distributed to any other non-profit association that works with children, whether or not incorporated, which has been determined by the Internal Revenue Service to be exempt from payment of federal income taxes under Internal Revenue Code; Section 501(c)3.

## Dissolution, partial distribution or leasing of any part or parts of GCKA Murfin Fields whether temporarily or permanently must be approved at a regular Board meeting by an affirmative vote of at least 2/3 of the total Board members provided a written notice of such request has been given at the previous regular Board meeting.

# Revision of BY-LAWS

## Effective Date

### As of JAN 20 2021 these reviewed and revised GCKA by-laws supersede any and all previous GCKA by-laws.