

# IMAA

INDIAN MILLS ATHLETIC ASSOCIATION, INC.

CONSTITUTION AND BYLAWS



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# **Constitution and Bylaws**

## **Indian Mills Athletic Association**

### **ARTICLE I**

(Purpose)

The name of this organization shall be *Indian Mills Athletic Association, Inc.* This organization shall be a non-profit organization, and no part of the income shall be distributed among its members, directors or officers.

### **ARTICLE II**

(Objectives)

To create activity in various types of sports, to help teach the fundamentals and techniques in all sports offered by the organization, to bring all interested parties together by active participation in all sporting and social events, and to promote and uphold the principles of good sportsmanship.

The goal of this Association is to see that each person is offered equal opportunity to participate in all sports and functions of this Association without regard to race, color, creed, national origin, or gender. All reference to the male gender in these bylaws reflects either gender.

### **ARTICLE III**

(Organization)

The Indian Mills Athletic Association shall be guided by an Executive Committee consisting of the President, Vice President, Secretary, Treasurer, and three Trustees. Any of these officers shall have the right to call a special meeting.

### **ARTICLE IV**

(Officers and their Duties)

### **Section 1. - PRESIDENT**

- a. It shall be the duty of the President to preside at all meetings of the organization.
- b. The President shall assure that all officers and directors execute their responsibilities for the betterment of the organization.
- c. The President shall, at the end of his term, see that all records are filed with the succeeding administration.
- d. The President shall preside as Chairman of the Executive Committee.
- e. The President shall have the power to designate special delegates for Association affairs.

### **Section 2. - VICE PRESIDENT**

- a. It shall be the duty of the Vice President to perform all of the duties of the President, in case of the President's absence, resignation or inability to serve, until a successor has been duly elected by the Executive Committee.  
**\*\* As amended by Amendment # 1-2004 Dated 4/5/04**
- b. The Vice President will assume the duties as the Chief Sports Director. As Chief Sports Director he will nominate and coordinate the activities of all appointed individual Sports Directors.

### **Section 3. - SECRETARY**

- a. It shall be the duty of the Secretary to keep a complete record of the proceedings of the Indian Mills Athletic Association.
- b. The Secretary shall attend regular meetings, special meetings called by the President or Executive Committee and shall have all records available.
- c. It shall be the duty of the Secretary to coordinate functions and a calendar of events for the Indian Mills Athletic Association.
- d. It shall be the duty of the Secretary to assist in coordinating registration, awards, and other functions and events.
- e. It shall be the duty of the Secretary to notify the membership of all activities, fundraisers and correspondence.
- f. The Secretary shall nominate and coordinate the activities of the Directors of Registration and Public Relations.

#### **Section 4. - TREASURER**

- a. The Treasurer shall have charge of all funds and securities of the organization.
- b. The Treasurer shall submit at each regular meeting a report consisting of receipts and disbursements of the previous month and the cash balance on hand.
- c. The Treasurer shall submit at each regular meeting of the Executive Committee a statement of the financial condition of the organization, showing all receipts and disbursements during the previous calendar month. The Treasurer shall submit anticipated expenditures for the current month.
- d. The Treasurer shall have the authority to open and maintain a checking account and a petty cash fund for the Indian Mills Athletic Association, Inc. All disbursements paid by check will be required to have two signatures, either the President or Vice President and the Treasurer. The Treasurer will maintain receipts for all disbursements.
- e. Upon retiring from office, the Treasurer shall deliver to his successor all funds, books, accounts, vouchers, and all other Indian Mills Athletic Association property in his/her possession.
- f. The Treasurer shall develop and present a budget. The budget shall be developed from input from the Executive Committee and various Directors. The fiscal year for the Indian Mills Athletic Association will be January through December. The budget shall be presented in January.
- g. The Treasurer shall prepare and file federal and New Jersey State Income Tax Returns as required. The Treasurer will assure that all forms and documents are filed with the Federal and New Jersey State Bureau of Taxation to retain non profit status for the Indian Mills Athletic Association, Inc.
- h. The Treasurer shall nominate and coordinate the activities of the Directors of Fund-Raising, Refreshments and Insurance.

#### **Section 5. - Trustees**

- a. Trustees will be duly elected in accordance with the provisions of Article VI.  
**\*\* As amended by Amendment # 1-2004 Dated 4/5/04**

- b. The trustees shall nominate, from the group of duly elected trustees, candidates for the offices of the organization, which shall consist of the President, Vice-President, Treasurer and Secretary. The trustees shall elect the officers from the duly nominated candidates. The term of service for each officer's position shall terminate on December 31<sup>st</sup> of each year.

**\*\*As amended by Amendment # 1-2004 Dated**

- c. It shall be the duty of the remaining trustees to represent the general membership at all meetings and to chair Ad Hock committees and/or perform one time specific duties as designated by the Executive Committee.

### **Section 6. - Directors**

- a. The Directors, Assistant Directors, Commissioners, Managers, and Coaches of the Indian Mills Athletic Association will be confirmed by the Executive Committee on an as needed basis and may be terminated by a quorum of the Executive Committee.
- b. **Directors of Sports** shall be appointed by the Executive Committee for each individual sport offered by the Indian Mills Athletic Association. Directors of Sports, in coordination with the Vice President, shall develop, coordinate and implement athletic programs for the fiscal year. Directors of Sports shall be responsible for nominating Commissioners, Managers and Coaches. Directors of Sports shall be responsible for the guidelines of play and for submitting team rosters to the Executive Committee and other Directors as required. The Directors of Sports shall assist the Director of Registration in the scheduling and registration of participants for their individual sports. Directors of Sports shall develop and submit a budget estimate to the Treasurer for review by the Executive Committee and approval by the General Membership. Directors of Sports shall nominate Assistant Directors of Sports to assist them in their duties as follows:
  - 1. **Assistant Director for Equipment and Procurement** shall be responsible for all equipment and uniforms necessary to participate in their sports program. The Assistant Director shall be responsible for the procurement, distribution, collection, reconditioning, storage and inventory of equipment necessary for the sport. The Assistant Director shall when procuring equipment and supplies attain the best market prices by bid or open market which ever is most cost effective.
  - 2. **Assistant Director of Fields** shall be responsible for maintaining the fields which are utilized for their individual sport.

3. **Assistant Director of Officials** shall be responsible for acquiring and scheduling officials pertaining to their sport.
- c. **Director of Registration** shall be responsible for the scheduling, registering and collecting of funds from all participants and members of the Indian Mills Athletic Association. The Director of Registration shall be responsible for recording the name, address, and telephone number of each participant and member. The Director of Registration will be responsible for submitting a budget to the Treasurer for review by Executive Committee and approval by the General Membership
- d. **Director of Public Relations** develops, coordinates and implements a program of publicity for all activities of the Indian Mills Athletic Association through newspapers, radio, publication of a newsletter, letters, and other media as appropriate. The Director shall coordinate activities with the Secretary.
- e. **Director of Refreshments** shall be responsible for purchasing all food, beverages and items sold by the Indian Mills Athletic Association. The Director shall be responsible for soliciting volunteers and for the operation and maintenance of all snack stand activities. The Director shall maintain receipts and an accounting for all funds disbursed. Funds generated by sales shall be deposited in the Indian Mills Athletic Association general funds checking account. The Director shall coordinate all activities through the Treasurer.
- f. **Director of Insurance** is responsible for securing bids on insurance coverage for the Indian Mills Athletic Association and presenting same to the Executive Committee for review and action. The Director shall be responsible for the filing of all insurance claims. The Director shall coordinate activities through the Treasurer.

## **ARTICLE V**

(Governing Body)

### **Section 1. - Executive Committee**

- a. It shall be the duty of the Executive Committee to recommend policy and procedures for the Indian Mills Athletic Association.
- b. The Executive Committee shall meet every month of the year at a time prescribed by the Executive Committee, or at any special meeting as called by the President or other Executive Officers.
- c. The President shall serve as the Chairperson of the Executive Committee. The balance of the Committee will consist of the Vice President, Secretary, Treasurer, and three Trustees.

- d. The Executive Committee may make recommendations to the Association on all matters coming before them.
- e. A quorum of the Executive Committee shall consist of a majority of the members.
- f. Any member of the Executive Committee missing three consecutive meetings without a valid excuse will be asked to terminate his position as an Executive Officer. He must notify the Secretary of his absence prior to the meeting.
- g. Expenditures not to exceed \$2,000.00 may be approved by a quorum of the Executive Committee. Any expenditures for capital investments shall be approved by the general membership.
- h. General appropriation of monies will be discussed at the monthly meeting of the Association and referred to the Executive Committee for advisement. If recommended by The Executive Committee, the matter shall be voted upon by the general membership.

## ARTICLE VI

### (Elections)

- a. The election of trustees whose terms are expiring will take place at the December general meeting each year with nominations for said trustee positions being finalized at the November general meeting.
- b. Nominations for Trustees may be made by a member of the general membership that is in good standing.
- c. To be qualified to be nominated as a Trustee, an individual must be a member in good standing. ~~and must have attended at least two of the three monthly general meetings preceding the nomination meeting in November.~~  
**\*\*As amended by #1-2018 Dated 01/08/2018**
- d. The term of service for each Trustee shall be two years from the date of the election.
- e. Elections of officers for the positions of President, Vice-President, Secretary and Treasurer shall be held at the Annual Reorganization Meeting in January of each year. The term of service for each officer's position shall terminate on December 31<sup>st</sup> of each year.

**\*\* As amended by Amendment #1-2004 Dated 4/5/04**



## **ARTICLE VII**

(Amendments)

Proposed amendments to these Bylaws must be presented in writing by the Bylaws Committee at a regular meeting and read by the Secretary. The matter will be left on the table until the following regular meeting, when the Secretary shall again read the proposed amendment. The Association will then vote on the proposed amendment. Two-thirds vote is necessary for approval.

## **ARTICLE VIII**

(Voting)

In order to vote at a general meeting you must:

- a. Be a member in good standing with the Association as recorded by the Secretary.
- b. Attend at least two of the three previous monthly meetings of the general membership not including the election month.
- c. Or be a Trustee of the IMAA Executive Committee  
**\*\*As amended by #1-2018 Dated 01/08/2018.**

## **ARTICLE IX**

(Authority)

The final authority in settlement of disputes as to the conduct and procedure at meetings shall be Roberts Rules of Order.

By-Lawd Amened 01/08/2018

By-Laws Amended 4/5/04

By-Laws Amended 2/2/98

By-Laws Amended 1/9/95

## **Amendment to the Bylaws of the Indian Mills Athletic Association Accounting**

### **Policies and Procedures for Satellite Organizations**

The Treasurer of the Indian Mills Athletic Association will be responsible for all funds received and all funds distributed for any and all transactions conducted by the Association and its Satellite Organizations. A Satellite Organization is an entity which is organized under the guidance of the Association for purposes of Fields and Facilities, Insurance, and non-profit organizational status.

**Funds Management:** The Treasurer will use the following methodology; Establish individual ledgers for each team within a Satellite Organization. Establish a combined ledger for shared activities within a Satellite Organization.

The coach of each team within the Satellite Organization will be responsible for depositing funds with the Treasurer.

The coach of each team within the Satellite Organization will be responsible for providing appropriate documentation for distribution of funds. This documentation can be invoices, tournament applications, receipts. etc.

Any funds on account for a disbanded team within a Satellite Organization, shall be equally distributed to the remaining teams within the same Satellite Organization.

No funds may be distributed without authorization from the coach of the team within the Satellite Organization. The Treasurer may levy a fee for materials necessary to support the accounting functions.

**Reporting:** The Treasurer must include a Summary Financial Report for each Satellite Organization with the Monthly Treasurers report at the General Meeting Individual team Financial Reports will be provided upon request.

**Non Compliance:** Failure to adhere to these Accounting Policies and Procedures will result in the denial or withdrawal of non-profit status, use of the Associations Tax ID number, loss of rights to use playing fields and loss of *insurance* coverage provided by the Associations group policy.

Proposed January 5, 1998  
Committee

Tom McWillimas  
Ric Brandon

Voted and Accepted February 2, 1998 Executive

John McDevitt  
Tom Basehore

Hal Haines  
Jane Bella  
George Daniels