

REVISED – April 2025



BY – LAWS

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PREAMBLE

The Delran Athletic Association of Delran, New Jersey to be a non-profit organization dedicated to the purpose of teaching boys and girls of Delran the meaning of fair play, to build healthy minds and bodies, and to help mold character to become model citizens through the Athletic Association sport activities.

All boys and girls registered and playing in an intramural and traveling team program or activity participate a required specified amount of time in league competition. The amount of time may vary in accordance with the sport and level and should be determined by the Commissioner and his or her committee and traveling leagues.

These By-Laws are patterned after Robert's Rule of Order and will follow Robert's Rule as closely as possible, except where adaptations will be necessary to fit this organization.

Article 1: Membership

1. An active member of the Association is one who participates in the programs voluntarily.
2. To be eligible for voting membership in the Association, a person must be 18 years old and a resident of Delran. Voting members, for purposes of elections or other issues, shall comprise of those members who attend four or more meetings in the twelve-month period preceding the vote.
3. Children other than Delran residents are allowed to participate in Delran AA Recreational sports. Delran travel teams, outside of the exceptions noted below, must be comprised of all Delran residents. Exceptions to the residency rule can be granted under the following conditions:
 - a) Additional players are needed to fill out roster spots, due to lack of registrants, or;
 - b) The player has previously played for a Delran travel team in a specific sport as a qualified participant and:
 - c) Commissioner of sport receives Executive Board approval of out-of-town player.
 - d) The following applies to Travel Softball only:
 - Divisions aged 10U and under may fill roster spots with up to 3 out-of-town players regardless of roster size.
 - Divisions aged 12U and up may fill roster spots with up to 4 out-of-town players per 12 player roster. Any player after the 12th roster spot, or 8th Delran resident, may be filled with an out-of-town player.

Once a player has been deemed eligible and has participated on a travel team for a specific sport for the AA, they will be considered equivalent to and deserving of, the same rights to be considered for a Delran travel team in that specific sport from that point on, regardless of their place of residence or time of absence from the program.

Article 2: Appointed Officers

1. President
2. Vice President

3. Secretary
4. Treasurer
5. Director of Athletics (Boys)
6. Director of Athletics (Girls)

- Section 1 – Nominations for Officers shall occur during the September, October, or November meeting. Election shall occur at the November meeting.
- Section 2 - At the November meeting the President shall appoint an election committee, to make and/or distribute ballots which shall be used for the election. Eligibility of each voter shall be determined by the listing supplied by the Secretary of by the Executive Committee prior to the election.
- Section 3 – The Election Committee shall count the votes and announce the new Officers prior to the reading of any communications. At the November meeting the ballots shall be given to the Secretary who shall hold them until the close of the following meeting, at which time they will be destroyed.
- Section 4 – Should a vacancy occur after the election, it shall be filled by appointment of the Executive Committee, and shall stand for the remainder of the term.
- Section 5 – The Officers elected in November shall assume the duties of their offices at the beginning of the January meeting.
- Section 6 – The outgoing board shall meet with the newly elected Board prior to their takeover.
- Section 7 – No Executive Officer shall serve in any governing capacity in any other recreational athletic association in direct competition with Delran Athletic Association.

Article 3: The Executive Board

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Director of Athletics (Boys)
- (6) Director of Athletics (Girls)

- Section 1 – The duties of the Executive Board are to:
 - a) Conduct an Executive Board meeting at least one a quarter.
 - b) Conduct a monthly General Membership meeting no less than 9 times per year.
 - c) Maintain official records of the Association.
 - d) Oversee all activities in the Athletic Association.

- Section 2 – At a General Membership meeting, attendance roll call shall be taken. Attendance shall be recorded in a binder and closed out by signature of one Executive Board Member and One General Member at each meeting.
- Section 3 – Order of Business
 - a) Meeting called to order by the President
 - b) President Updates and Announcements
 - c) Vice President Update
 - d) Treasurer Update
 - e) Secretary Update and entry of minutes from the previous meeting
 - f) Girls A.D. Update
 - g) Boys A.D Update
 - h) Commissioner Updates
 - i) Updates from Special Committees
 - j) Unfinished Business
 - k) New Business
 - l) Record attendance
 - m) Adjournment
- Section 4 – Any proposed changes of By-Laws shall be submitted and read at two consecutive meetings. and after being read and discussed at that second meeting, be voted upon.
- Section 5 – A quorum, to transact business at general membership meeting shall consist of six Voting Members and three Officers and a minimum. Records should be kept for all business transactions and should indicate the quorum make-up at the meeting.
- Section 6 - Term of Office
 - a) Executive Board shall be elected to serve for a term of two (2) years.
 - b) Terms shall commence on January 1st and end on December 31st according to their elected years.
 - c) Terms shall expire as follows:
 - I. Odd Numbered Years: President, Secretary, Girls Athletic Director
 - II. Even Numbered Years: Vice President, Treasurer, Boys Athletic Director
 - d) A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by a simple majority vote of the Executive Board.
 - e) If a board member fails to perform the prescribed duties of the office, or, if deemed to be in the best interest of Delran Athletic Association, The Board, by majority vote, may declare the office vacant and appoint a replacement to finish out the elected term.
- Section 7 – Each Executive Board Member must fulfill the obligations of their Duties as defined. In the event the defined Duties are not fulfilled, the Executive Board Member shall not be eligible for future Executive Board Member nominations.

Article 4: Duties of the President

- Section 1 – The President shall preside over the meetings of the organization, preserve order therein as required by the By-Laws.
 - a) When a motion is made, a determination will be made by the President to accept the motion and a “second” discussed and then voted or refer the motion to an appropriate committee.
 - i. Regarding matters other than nominations for Officers and those matters over which individual Officers and/or Commissioners are directly responsible, all motions shall be heard by the President. A motion shall be noted and read back for accuracy.
 - ii. If the President accepts a motion, the motion may be discussed, open to a “second” and voted upon by the General Membership. Eligibility for voting shall be determined by the general rules of Voter eligibility for the Association (see Article 1).
 - iii. The President may refer the motion to an appropriate Officer, Commissioner, and/or an appropriate Committee for review, investigation, discussion, and feedback and report to the monthly meeting. By such referral, the President shall table the motion for discussion at a future meeting date.
 - iv. The sense of good for the Association, implied by this subsection shall result in the timely, handling of all matters by the appropriate position with the Association. Matters and motions should not be tabled indefinitely by the President. Day-to-day functions of the Association and its programs should be handled at the appropriate level of authority and not be governed by regular motions from the General Membership.
 - b) The President shall only vote in the case of a tie. He/she shall cast the deciding vote.
 - c) The President shall appoint Special Committees for the good and welfare of the Association.
- Section 2 – The President shall require from the Commissioner’s or a designated representative at the General Membership meeting, a status report of the program and a report of the conditions of the fields by season.
- Section 3 – In the absence of the Treasurer, the President may approve disbursement, and may sign checks in the amounts which fall outside the normal budget.
- Section 4 – to insure an annual audit of all records, but the Audit Committee, consisting of at least three Members, none of whom may be a member of the Executive Board.
- Section 5 – All Board Members, Commissioners, and Coaches shall submit to a background check. The Executive Board will be responsible to assure that all applicable Board Members, Commissioners, and Coaches have a complete background check prior

to participation within the Delran Athletic Association. The Executive Board may designate one individual to assure that these background checks are completed for all necessary individuals.

- Section 6 – The President shall preside over the meetings of the organization, preserve order therein as required by the By-Laws.

Article 5: Duties of the Vice President

- Section 1 – In the absence of the President, the Vice President shall preside at the monthly meeting. He/she also is responsible, in the absence of the President, for performing the duties of the President.
- Section 2 - Chair the Committee for all fund-raising drives for the Association.

Article 6: Duties of the Secretary

- Section 1 – The Secretary shall keep regular minutes of the General Membership Meetings. He/she shall maintain and preserve all records of the organization and upon retiring from the office; transfer the same to his/her Successor.
- Section 2 – The Secretary shall attend to all official correspondence of the organization.
- Section 3 – The Secretary shall maintain an up-to-date record of members, in a bound book provided for that purpose. The voting eligibility status of members shall be updated monthly as voting status will change each meeting. (See Article 1)
- Section 4 – The Secretary shall, always maintain a record of all registrants, their ages, parents consent to participate, eligibility, regardless of the sport. He/she shall be responsible for registration of players prior to the start of any given sporting season.

Article 7: Duties of the Treasurer

- Section 1 – The Treasurer shall keep, in a book provided for that purpose, a correct account of all monies received and paid out. He shall make disbursements only with Board Member approval. Upon retiring from the office, the Treasurer shall hand over to his successor all funds, books, papers in his/her possession and an audit be conducted.
- Section 2 – The Treasurer shall sign all checks on the Treasury.
- Section 3 – The Treasurer shall handle and process all insurance affairs, acting as an intermediary between the Athletic Association and the Insurance Companies.
- Section 4 - At the General Meeting in January of each year, he/she shall submit all records to an Audit Committee appointed by the President.

- Section 5 – He/she must be bonded.

Article 8: Duties of the Athletic Directors

- Section 1 – The Directors of Athletics (A.D.) shall coordinate and supervise sports support by the Athletic Association.
- Section 2 – Progress and matters of importance relative to the activities shall be reported to the General Membership.
- Section 3 – The A.D. shall obtain help from within the organization to represent the various types of sports. The A.D. shall recognize the Commissioner in each program. In the absence of a Commissioner, the A.D. shall nominate one with the approval of the Executive Board and be announced at the next General Meeting.
- Section 4 – The A.D. shall coordinate and supervise the procurement and distribution of equipment. The A.D. shall obtain a projected requirement of equipment from each program committee for the coming season.
- Section 5 – The request for use of facilities and the lining of the fields for sports activities is within the A.D.'s responsibilities.
- Section 6 – Where county or state league participation is contemplated in any sport, it will be incumbent upon person or persons interested to consult the A.D. or a duly appointed assistant who shall furnish interim information on the progress of that team and contest.
- Section 7 – In conjunction with the Commissioners, the A.D. is responsible for taking an annual inventory of equipment and uniforms for each sport.

Article 9: Standing Committees

- Section 1 – Complaint Procedures
 - a) Notify the Commissioner of that sport, if you get no satisfaction;
 - b) Notify the Athletic Director, if you get no satisfaction;
 - c) Notify the President and ask to be heard in front of the Executive Board. If the problem is not resolved;
 - d) Bring your complaint to the General Membership meeting.
- Section 2 – Disciplinary Procedures
 - a) The Executive Board will establish, maintain, and update a Code of Ethics for any individual participating in any activity sponsored by the Delran Athletic Association.
 - b) Any violation of this Code of Ethics will be acted upon by the Executive Board.
 - c) Any violator will be heard and acted upon by the Executive Board at the Executive Board meeting.

Article 10: Segregation of Duties

- Section 1 - The commissioners and board members of the Delran Athletic Association (D.A.A.) must strive for appropriate checks and balances within all aspects of D.A.A. operation. The goal of these efforts is to mitigate even the appearance of impropriety or questionable behavior in the execution of duties and responsibilities.
- Section 2 - Duties within the D.A.A. should be separated as much as possible so that one person does not perform processing from the beginning to the end of a process. Commonly, duties that should be segregated include:
 - a) If an adequate segregation of duties does not exist, the following situations may occur:
 - i. Misappropriation of assets
 - ii. Misstated financial statements
 - iii. Inaccurate financial documentation (i.e., errors or irregularities)
 - iv. Improper use of funds or modification of data could go undetected
- Section 3- Within the D.A.A. financial operations it is recognized that proper segregation of duties is not always possible or practical. However, Board members Athletic Directors and commissioners are expected to approach each situation with logical and reasonable actions based upon sound judgment.
- Section 4 - Specific areas of the D.A.A. financial operations requiring segregation of duties include the following:
 - a) Approval of disbursements vs. processing of disbursements
 - b) Disbursement of funds vs. reconciliation of banking records
 - c) Budget preparation vs. approval
 - d) Contractual commitments vs. approval of disbursements
- Section 5 - This list is by no means all-inclusive; other areas of financial operation can benefit from segregation of duties. Such items may be added as identified and deemed necessary.

Article 11: Commissioner Duties

- Monthly attendance at A.A. General Membership Meeting by Commissioner or committee member to report activity and answer questions related to their sport.
- Must attend or have a representative from his or her committee present at his or her specific sport registration to answer any questions pertaining to their sport.
 - 1. Commissioners should make every effort to meet the voting eligibility requirements in Article 1 – minimum of four or more meetings in a twelve-month period, in order to continue holding the Commissioner position.
 - 2. Commissioners who do not meet the attendance requirements, may be removed from position at the DAA Board's discretion.

- Establish committee to manage sport and submit list of members to the Executive Board before registration or one month after appointment.
- To seek higher positions in the A.A. and cultivate replacements within their sport and committee.
- Budgets and inventory/equipment needs must be submitted to the Executive Board for approval prior to registrations being opened up for your sport. This includes equipment needs for the TWP budget as well as operating budget for the sport. Tryout registrations where there is no fee being collected do not require budget approval prior to opening registrations.
- All equipment and uniforms must be collected and an inventory account given to the Athletic Directors within one month of when the season has ended (including post season play).
- Selection of head coaches for intramural program, travel teams, and tournament teams.
- In the event additional registrations are needed and accepted by a Commissioner after late registration ends the commissioner shall work with the AA Secretary to ensure the child is registered and fees are paid. No child may participate in any way without registration and payment being completed.
- Attempt to solve program specific problems within your program. If satisfactory resolution cannot be met, or if problem effects multiple programs elevate the problem to the appropriate level of the organization. Reference by-laws Section 2. Complaint procedures.
- Accurate accounting of program expenses, including disposition of referee and umpire fees.
- Uphold the by-laws of the Delran Athletic Association and support the Executive Board and Ways and Means activities during the year.
- Conduct yourself and the business of your sport in a professional, ethical, and moral manner. Emphasize good sportsmanship and keep the interest of the children first.
- New Commissioners are nominated by the Athletic Directors and approved by the Executive Board. The Executive Board will review the performance of each Commissioner on a yearly basis. If their performance is negative, an Executive Board vote will be taken to decide if he or she remains as Commissioner.

Article 12: Reimbursement of Out-Of-Pocket Expenditures

- All out-of-pocket expenditures related to a DAA activity must be pre-approved by the respective league commissioners or Athletic Directors.
- All expenditures must be documented in accordance with the DAA Cash Disbursements Policy. This includes evidence and nature of the costs as well as approval of the expense.
- Any purchase must be prepared following the procurement policy.
- Examples:
 1. Some examples of expected or acceptable out-of-pocket costs are: costs to replace / replenish snack stand inventory, ties for soccer net, etc.
 2. Unacceptable out-of-pocket costs includes new or additional uniforms (including tournament play), purchase of additional trophies/medals, payment of

tournament fees, payment of umpire or referee fees (these are paid to head coaches in advance).

- All reimbursement requests must meet the criteria listed above before any reimbursement of monies from the league can be made. Failure to comply with these criteria will delay reimbursement and may result in non-payment of any expenditure.

Article 13: Cash Disbursements

- All approved check requests must be paid. By laws [article 7, section1] state that Treasurer can make disbursements “only with Board Member Approval”.
- A check request may only be submitted by a league commissioner or Board Member to request a disbursement of all DAA funds.
- Valid reasons for a check:
 1. Invoice – Supplier sends invoice approved by use of procurement policy
 2. Cash Advance – A member of DAA Board or league commissioner requests an advance of cash to pay for expenses. An accounting of the expenses including receipts should be returned to the treasurer within two weeks of the end of the activity along with any unused funds. Cash Advances are limited to \$100 or less with the Treasurers approval.
 3. Reimbursement - A member of DAA Board or league commissioner pays for the expense with their own money and then makes a request for reimbursement. Requests for reimbursements must include receipts.
- Requests for reimbursements should be made within a reasonable time of the end of the activity.
- REQUIREMENTS FOR A CHECK REQUEST
 1. Attach any invoices or receipts to the Check Request and send them to the Treasurer. In the event that receipts aren’t available, or were misplaced, a written explanation of the vendor and nature of the expense must be provided with the check request.
 2. Each Check request must be approved by a DAA Board Member in order for the Treasurer to process the check for payment.
- All checks over \$1,000 require two signatures.
- The President and Treasurer will be the only signers on the account.

Article 14: Procurement

- The President of the Delran Athletic Association is responsible for maintaining and granting authority to all league commissioners to approve purchases. All purchases approved by each league commissioner must follow the procurement policy below.
- As indicated in article 8, section 7, the Athletic Directors must initiate all equipment purchases and that the Board must approve purchases before orders are placed.
- Those who purchase a single item of sports equipment costing more than \$1,000 for use by D.A.A. sports programs shall obtain 3 quotes. See Appendix A for example of equipment purchase form.

- If there is only one supplier of the required equipment in the local area, the three quote requirement may be waived, with Board approval. All quotes shall be made on a competitive basis to the maximum extent practicable. The following factors shall be considered in evaluating bids, in order to obtain the most advantageous contract:
 1. Price.
 2. Lead-time and delivery date.
 3. Quality (when practicable the purchaser shall specify, "No Substitutions", or similar comment, in purchase descriptions.
 4. Supplier's stock on hand (sizes, quantity and colors) and/or distance from their supplier.
 5. Capability and willingness to respond promptly to the needs of DAA.
 6. Reputation of the supplier based on past experience of DAA or others who have purchased from them - willingness to stand behind their product's quality and to make good, when problems occur.
 7. Satisfaction with past service to DAA, if applicable.
 8. Convenience.
- The Board must approve the procurement, based upon evaluation of the quotes, prior to placement of the orders.

Article 15: Cash Receipts

- The majority of Delran Athletic Association (D.A.A.) receipts are for children's sports registration fees. Such fees are generally paid on-line, and funds are electronically transferred from a merchant account into the commercial checking account maintained by the Delran Athletic Association (the 'bank account'). Some registration fees are paid via personal check, and in rare instances such fees are paid in cash.
- Other cash receipts are generated from snack bar sales and, on occasion, fundraising activities and events.
- The D.A.A. policy with respect to cash receipts is as follows:
 - On-line funds are the preferred method for registration fees, as they offer a secured and automated flow of funds to the bank account.
 - Checks are restrictively endorsed, then deposited into the bank account within a reasonable timeframe.
 - Cash receipts shall be deposited into the bank account within a reasonable amount of time.
 - Should commissioners receive or take possession of cash, they should turn over such receipts to the Treasurer for deposit as soon as is practical to do so.
- All cash deposits made to DAA will require a written receipt as confirmation of the deposit.
 - The written receipt is required to include Date, Amount Deposited, DAA Board Member signature, and the signature of the Depositor.
 - Copies of the written receipt are to be held by the DAA Treasurer and the Depositor.

Article 16: Privacy Policy

- The Delran Athletic Association takes your privacy seriously.
- Personal information is information about you and your children that is personally identifiable like your name, address, email address, phone number and cell phone number and that is not otherwise publicly available.
- This policy does not apply to the practices of companies and organizations that the Delran Athletic Association does not own or control or to people that the Delran Athletic Association does not employ or manage; such as PayPal - Sports Commissioners that are privy to this information, and any league that might require such information about your child.
- The Delran Athletic Association collects personal information when you register your child for a sport.
- When you register, we ask for information such as your name, child's name, email address, child's date of birth, gender, zip code, phone number and cell phone number.
- This information is stored on secure servers from Third Party web hosting services.
- This information is available during open registrations to Executive Board members, as well as Commissioners.
- The Delran Athletic Association uses information for the following general purposes: in order to set up the various sports leagues we host, fulfill your requests for services, improve our services, contact you, conduct research, compile a checks and balance list for each registration.
- The Delran Athletic Association reserves the right to send you certain communications relating to the Delran AA activities such as: service announcements, administrative messages and fundraising events. A Newsletter might be sent out as well.
- The Delran Athletic Association does not rent, sell, or share personal information about you or your children with other people, companies or organizations; the third party web hosting service does not rent, sell, or share personal information about you or your children with other people, companies or organizations.
- The Delran Athletic Association limits access to personal information about you and your children to board members and the appropriate sports commissioner who we believe reasonably need to come into contact with that information to provide services to you.
- Understand that no one affiliated with the Delran Athletic Association ever comes in contact with or has access to your bank account or credit card information.
- The Delran Athletic Association may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address or by placing a prominent notice on our site.

Article 17: Refund Policy

- Refunds will be sent by check.
- In addition to the Processing Fee, Refund schedule / Criteria below:
 - Refund requests made prior to Registration Close (not including Late Registration Periods.)
 - 100% Registration cost refund
 - Refund requests made after Registration close, but prior first practice.

- 50% Registration cost refund.
- Refund requests made after first practice.
 - No refund will be given.
 - Exceptions can be made at the discretion of the DAA Executive Board.
- No refund will be given once the season has ended.
- Late fee charges will not be refunded under any circumstances.
- Requests for refunds must be made in writing and submitted by email to:
info@delranaa.org.
 - Requests must include the Player's Name, Birthdate, Sport, Reason for Refund, and Mailing Address for the Refund Check.
- Refund requests will be reviewed by the Secretary and reviewed with impacted Commissioner for approval.
 - The Secretary will update the Registration system, the submit to the Treasurer for check processing.
 - Refunds will be processed within approximately two weeks once the request is received by the Treasurer.
- Protests in refund decisions can be submitted in writing to the Executive Board at
info@delranaa.org.

Article 18: Return Check Policy

- Any check presented to the Delran Athletic Association returned unpaid by the bank will be automatically re-deposited, when possible.
- A \$25.00 Return Check Fee will be imposed.
- The maker of the check will be notified by mail when their check has been returned and the need to pay the Return Check Fee.
- If the re-deposited check is returned a second time the maker will again be notified by mail.
- The Delran Athletic Association will then request payment, for the full amount of the check plus two return check fees (\$50), in the form of a money order or a bank check.

Article 19: Manual Registration

- The Delran Athletic Association will offer both On-line and Written Registration options. The goal of the Written Registration policy is to allow for player registration when the on-line registration system is not convenient.
- A player will not be considered registered, until the following criteria are met:
 1. Delran Athletic Association Release Waiver Form is completed.
 2. Program Commissioner has approved (in the event registrations are closed)
 3. Payment has been received for program

The Delran Athletic Association Board has the right to approve or decline written registrations and will make every effort to ensure all players can participate in their desired program.

Article 20: Fundraiser Events

Delran Athletic Association

- There can be no fund-raising other than general fund-raising for the programs of the Athletic Association
- This includes the annual Cooperstown team, apparel fundraisers, raffle fundraisers, or any other event deemed as a fundraising event for the Delran Athletic Association or any of the Programs associated.
- Sub-Committee responsible for all the monies associated with the annual Cooperstown Team including:
 - Fundraisers
 - Expenses
 - Payments
 - Reporting
 - Cash Transactions
 - Expenses
- Sub-Committee composed of Team Head Coach, Team Parent, Current DAA Board Member.
 - The DAA Board Member cannot be associated with current Cooperstown team outside of Sub-Committee presence.
 - Sub-Committee members not to be spouse, husband or wife
- A member of the Sub-Committee will report current Financials to DAA Board on a monthly basis.
- In the event the Sub-Committee cannot come to a collective agreement on decisions, financial or otherwise – DAA Board will make final decisions.
- The DAA Board has the authority to review and make changes to the Sub-Committee or decisions made by the Sub-Committee.