

Charlotte County Community Services Bylaws for Charlotte County Youth Sports Council

Article 1 Name

The name of the organization is Charlotte County Youth Sports Council (“YSC”).

Article 2 Purpose

The purpose of YSC shall be to coordinate and promote the planned sports activities of various Charlotte County independent athletic organizations (“Member Organizations”) with the Charlotte County Community Services Department (“Community Services Department”) and to provide the citizens of Charlotte County the opportunity to participate in amateur sports programs on, or at, quality athletic facilities.

Article 3 Requirements for Membership of the YSC:

Member Organizations of the YSC must meet the following criteria:

- a. The Member Organization shall be a Florida registered Not-For-Profit organization. The organization must provide the Charlotte County Community Services Department with a copy of the organization’s DR-14 issued by the State, or a current Letter of Determination from the IRS, or documentation from Florida’s Sunbiz website designating the organization as an Active, Not-For Profit, entity. Physical address for organization on determining documentation must be within Charlotte County.
- b. The Member Organization shall be based in Charlotte County (a verifiable physical residential and/or commercial address is required) and have documented affiliation with a national or Florida-recognized youth governing body that requires the organization to have an elected board of directors, organizational bylaws, and background checks of all adults actively working with children in the organizational programs.
- c. The Member Organization must have a governing body consisting of a Board of Directors, and a duly Elected President, Vice-President, Secretary, and/or Treasurer.
- d. The Member Organization must submit a copy of its current bylaws to Community Services Department.

- e. The Member Organization must provide evidence of Commercial General Liability in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Charlotte County Board of County Commissioners shall be listed as Additional Insured by applicable endorsement.
- f. The Member Organization must have, available for review, a single roster per team (name, address, and phone number of each participant), age bracket of the team, and the contact information for the coaches (name, address, phone number, and email addresses).
- g. The Member Organization must provide a list of phone numbers, email addresses, and background checks for organization officials, coaches, team managers, and volunteers who are actively working with children in the organization to Community Services Department designee at the time a seasonal rental agreement is produced by Community Services Department and prior to the first practice of the season.
- h. The Member Organization must provide a master schedule of all practices and games to be played with dates, times, fields, and scheduled teams at least two (2) weeks prior to the first game of each season.
- i. All Member Organizations utilizing any area of a County facility on a seasonal or annual basis must have a current Facility Use Agreement on file with the Community Services Department.
- j. Member Organizations shall make provisions for scholarship opportunities for disadvantaged youth.
- k. Member Organizations shall provide a year-end financial statement to the Community Services Department designee annually by June 1st of each calendar year.
- l. Member Organizations that fail to comply with these policies will forfeit complimentary and high priority status utilization of the athletic facilities until they comply with the Membership Requirements. Community Services Department has the full authority to restrict usage of any assigned facilities until compliance occurs.
- m. Membership Organization criteria will be initially approved, and organizational compliance will be periodically reviewed by the Director of Community Services or his/her designee.

Article 4
Membership Requirements

- 1. The membership of the YSC shall consist of a maximum of:

- a. one (1) voting Representative from each youth sports organization; and
- b. one (1) member of the Parks and Recreation Advisory Board.

Representatives will require the following criteria and need to be nominated by the organization they represent:

- i. Serve as a board member in the sport that is being represented.
- ii. Work as a team member to provide consistent measures for all youth sports; Provide quality experiences for all sports participants; and Provide unity and support through diversity within the community.
- iii. Act as a liaison by providing accurate and positive communication between the board of the sports organization that is being represented and Community Services Department.

2. YSC structure:

- a. The YSC shall serve in an advisory capacity to Community Services Department.
- b. The YSC shall have a governing body consisting of a Board of Directors and a duly elected Chairman, Vice-Chairman, and Secretary. The Secretary will be provided by Community Services Department.
- c. The YSC shall maintain, on file with the Community Services Department, a current copy of the bylaws, an accurate list of the names and addresses of the Council, and a record of the minutes of the meetings held.
- d. The YSC representatives shall serve a two (2) year term which will begin with staggered terms of one (1) and two (2) year terms.

3. Attendance Policy / Termination. Attendance is required.

- a. Leagues/Teams/Groups may designate up to two (2) alternates from their organization who meet the same membership requirements of a YSC member at the time of application or renewal to attend monthly meetings in the absence of the designated member Representative.
- b. No Representative shall represent more than one (1) Member Organization.

- c. One (1) absence by a Member Organization Representative from a regularly scheduled meeting during a one (1) year calendar period will result in an email notification to all YSC Representatives on file, notifying them of the first absence and the policy.
- d. Two (2) absences by a Member Organization Representative from regularly scheduled meetings during a one (1) year calendar period will result in a certified letter from Community Services sent to the current address on file, as well as an email to all YSC Representatives on file, notifying them of this policy.
- e. Termination:
 - Level 1: Three (3) absences by the Member Organization Representative(s) from regularly scheduled monthly meetings during a one (1) year calendar period shall automatically terminate the membership of the Member Organization on the YSC. An organization may apply for reinstatement to the YSC after one (1) full year from date of termination.
 - Level 2: Any Member Organization that is reinstated on the YSC following a termination in membership must remain in good standing for the next 12 months beginning with the month in which they are reinstated. If they fail to remain in good standing throughout this time, the membership of the organization will be terminated for a three (3) year period. After two (2) full years (24 months) of membership termination, an organization may request early readmittance into the YSC by applying for reinstatement and presenting their reinstatement request at a scheduled YSC meeting. There must be a majority vote of active YSC Member Organizations in favor of reinstatement for the organization to be readmitted.

Article 5

Meeting Requirements

1. The YSC shall meet monthly, starting in January of each year, on the third Monday of each month at a location TBD at 6:00 p.m. unless otherwise determined by the YSC and Community Services Department.
2. YSC meetings shall be open to the public. Any person or group wishing to address the YSC may be placed on the agenda at least 10 days prior to the scheduled meeting by contacting Community Services Department designee. The Department designee will work with the Council Chair and/or Vice Chair to determine the agenda.

3. All decisions of the YSC will be binding upon approval by a simple majority unless otherwise stated.
4. To conduct official business, a simple majority of the members of the YSC must be present.
5. Special Meetings may be called at the request of two (2) or more YSC members, however, a 2/3 majority of the organizational representatives must be present to conduct business at a Special Meeting.
6. All YSC meetings will be conducted in accordance with Roberts Rules of Order.

Article 6

Bylaw Recommendations

1. Recommendations to the existing bylaws may be suggested at any regular scheduled meeting of the YSC and will be reviewed by the Director of Community Services or designee.
2. Any revisions to the bylaws by Community Services Department will be provided to the YSC for review and recommendations prior to final approval.
3. Final authority for all revisions to the YSC bylaws will be at the discretion of the Director of Community Services or designee.

Article 7

Duties of the Youth Sports Council

1. The YSC will be responsible for:
 - i. Advising the Community Services Department as to the establishment of the specific sports seasons,
 - ii. The equitable use and allocation of the amateur athletic facilities; and
 - iii. Any concerns or issues that need to be addressed within the existing facilities and/or amenities.
- a. The YSC recognizes that facility usage will be considered in the following order of priority:
 - Public Use via Charlotte County Programs
 - Charlotte County Tournament Rentals
 - Charlotte County Recreational Youth Sports Leagues

- Charlotte County Competitive Youth Sports Leagues
 - Charlotte County Adult Leagues
 - Charlotte County School Usage
 - League, Team, and/or Individual Rentals outside of Charlotte County.
- b. The YSC acknowledges that the Community Services Department shall retain the right to cancel any play, regardless of the circumstances, to protect and safeguard the fans, participants, and facilities.
2. The YSC may review and recommend policies for and to the Community Services Department in such areas, but not limited to, ordinances, fees, athletic use agreements, background checks, field equipment, or facility modifications.

Article 8
Youth Sports Council Benefits

Organization Members in good standing of the YSC may qualify for certain benefits. These benefits include, but are not limited to:

- a. Complimentary meeting space for board meetings and/or organization registration in their contracted Charlotte County athletic facility during normal hours of operation (subject to room availability).
- b. Complimentary or discounted fees for usage of Charlotte County outdoor athletic facilities for organization practices and games (based on availability).
- c. Discounted fees for usage of Charlotte County athletic facilities for organization-related tournaments (based on availability).
- d. Authorization to display one (1) permanent team banner with a maximum size of 32 square feet at their contracted Charlotte County athletic facility. The location of which is subject to Community Service approval. Approval to display a team banner larger than this designated size will be at the sole discretion of Community Services.
- e. Authorization to display sponsorship banners with a maximum size of 3' x 6' at their contracted Charlotte County athletic facility. Banners should be appropriately affixed to fences in a non-permanent manner and should be facing inward towards the field(s) of play as opposed to facing roadways or parking lots whenever possible. Approval to display any sponsorship banner larger than this designated size will be at the sole discretion of Community Services. Members are required to maintain the cleanliness

and appearance of their team banners and sponsorship banners or forfeit the opportunity to utilize this designated space at their contracted Charlotte County athletic facility. Community Services shall have the authority for first right of refusal for the display of any sponsorship banners, flyers, or other marketing materials.