

CHAMPLIN-DAYTON ATHLETIC ASSOCIATION
BY-LAWS

TABLE OF CONTENTS

ARTICLE I	NAME AND LOCATION.....	1
ARTICLE II	PURPOSE.....	1
ARTICLE III	MEMBERSHIP.....	1
ARTICLE IV	EXECUTIVE BOARD MEMBERS.....	2
ARTICLE V	NEW & ACTIVE SPORTS.....	5
ARTICLE VI	GAMBLING.....	6
ARTICLE VII	DUTIES OF DIRECTORS.....	6
ARTICLE VIII	POWER OF THE EXECUTIVE BOARD.....	8
ARTICLE IX	MEETINGS.....	9
ARTICLE X	STANDING COMMITTEES.....	10
ARTICLE XI	SPECIAL COMMITTEES.....	10
ARTICLE XII	QUORUMS AND DECISION MAKING.....	11
ARTICLE XIII	ORDER OF BUSINESS.....	11
ARTICLE XIV	RULES OF ORDER.....	12
ARTICLE XV	FINANCIAL STRUCTURE.....	12
ARTICLE XVI	CDAA COLORS.....	12
ARTICLE XVII	AMENDMENTS.....	13

ARTICLE I
NAME AND LOCATION
(Approved 9/79)

Section 1. The name of the Organization shall be the Champlin-Dayton Athletic Association, Inc. (hereinafter "CDAA").

Section 2. The place of location shall be the cities of Champlin and Dayton in Hennepin County, Minnesota. Mailing address is PO Box 112, Champlin, Minnesota 55316.

History Amended April 1990; April 2007.

ARTICLE II
PURPOSE
(Approved 9/79)

Section 1. The purpose for which this Organization is formed is to provide for and promote, athletic and recreational activities for the benefit and enjoyment of the youth of Champlin and Dayton.

Section 2. This Organization will work in cooperation with the cities of Champlin and Dayton, Anoka-Hennepin School District # 11 and other organizations to offer athletic programs.

History Amended April 1990; April 2007.

ARTICLE III
MEMBERSHIP
(Approved 9/79)

Section 1. **MEMBERSHIP.** A member of CDAA is defined as anyone who has been involved in CDAA within the last 12 months as a player, parent/guardian of a player, coach, official, Gambling Manager per Art. VI, or Executive Board Member.

Section 2. **VOTING**

1) Any CDAA member, as defined in Art. III, Sec. 1, who is 18 years or older, and has attended at least three Executive Board meetings in the previous 12 months may vote at a CDAA Executive Board meeting, unless otherwise prohibited by these by-laws.

- i) All voting members shall have equal voting rights.
- ii) Members holding multiple positions have only one vote.
- iii) All Executive Board members are eligible to vote.

Section 3. **PROGRAM PARTICIPATION**

The priorities for participation in CDAA sponsored programs are:

- 1) Residents of Champlin and Dayton
- 2) Champlin Park High School attendance boundary area
- 3) Bordering Communities

Section 4. No person shall be denied voting or participation privileges because of race, religion, gender, sexual orientation, national origin, language, physical handicap, or financial conditions.

History Amended May 1989; 1999; 2000; 2001; April 2007; August 2008.

ARTICLE IV
EXECUTIVE BOARD MEMBERS
(Approved 10/97)

Section 1. EXECUTIVE BOARD MEMBERS DEFINED

1) Director

A “Director” of CDAA shall be defined as: Executive Director, Secretary, Treasurer, Advising Director, Ethics Director, Public Relations Director, Technology Director, and one Sport Director for each sport that CDAA sponsors. For each position stated, there is only one Director, with the exception of three Advising Directors.

2) Director-Elect

A “Director-Elect” of CDAA shall be defined as: Assistants for each Director listed above, except Advising Director, and shall be termed: Executive Director-Elect, Secretary-Elect, Treasurer-Elect, Ethics Director-Elect, Public Relationship Director-Elect, Technology Director-Elect, and Directors-Elect for each sport CDAA sponsors.

3) Directors-At-Large

“Directors-At-Large” of CDAA shall be defined as: two assistants in addition to the Director and Director-Elect for Technology and two assistants in addition to a Director and Director-Elect for each of the major sports CDAA sponsors. “Major sports” are defined as Baseball, Basketball, Football, Soccer, and Softball.

4) Executive Board

All of the above listed Directors, Directors-Elect, and Directors-At-Large are automatically members of the Executive Board.

Section 2. TERMS OF OFFICE

1) Director

A Director, as defined in Section 1 of this article, shall hold office for the term of one year with an option of up to two additional one year terms, with the exception of Advising Directors which shall hold office for the term of one year.

i) Non-Sport Director – The term of office for non-sport Directors will be from September 15th to September 14th of the following year and will expire at the next Executive Board meeting following the end of term. “Non-sport Director” is defined as a Director not directly responsible for a sport that CDAA sponsors.

ii) Sport Director – The term of office for each sport CDAA sponsors will begin immediately upon election to the office and expire at the end of the respective sport. “End of sport” is defined as the “close of books” which is the second Executive Board meeting after the last scheduled date of competition for the sport. A “Sport Director” is defined as the position directly responsible for a sport that CDAA sponsors.

2) Director-Elect

A director-elect, as defined in Section 1 of this article, shall hold office for the term of one year with an option of up to two additional one year terms.

i) The Director-Elect will automatically fill the Director’s position when the Director’s position becomes vacant, without further election.

ii) If a Director-Elect has taken office mid-term, the first year as Director-Elect counts as year one of his/her term of office.

3) Director-At-Large

A Director-At-Large, as defined in Section 1 of this article, shall hold office for the term of one year with an option of up to two additional one year terms.

Section 3. MANDATORY NOTIFICATION OF EXERCISING OPTION TO CONTINUE IN OFFICE

1) Non-Sport Director

A non-sport director must notify the Executive Board in writing prior to the February Executive Board meeting or in person at the February meeting of the intention to continue in office, if there are more years left on the Director’s term. If the director does not communicate his/her desire to continue, his/her position will be considered open.

2) Sport Director

A sport director must notify the Executive Board in writing prior to the first Executive Board meeting after the last scheduled game of the season for the respective sport or in person at the first Executive Board meeting after the last scheduled game of the season of the respective sport of the intention to continue, if there are more years left on the Director’s term. If the director does not communicate his/her desire to continue, his/her position will be considered open. “Last scheduled games” are generally considered:

i) Basketball – March

ii) Baseball – July

iii) Softball – July

- iv) Soccer – August
- v) Cheerleading - November
- vi) Football – November
- vii) Volleyball – November

Section 4. ELECTIONS

1) Nominations

- i) When an Executive Board position becomes open due to expiration of term of office, Public Relations shall notify the public of the open position.
 - a) “Notify the public” is generally defined as an announcement in the Champlin-Dayton Press and posting of the vacancy on the CDAA website for at least two weeks prior to the Executive Board meeting at which nominations will be taken.
 - b) “Open” is defined as an anticipated opening due to the completion of a term of office.
- ii) At the next scheduled Executive Board meeting after notification of expiration of a term of office, nominations will be taken for the open Executive Board position. Nominations will be closed at the end of the same Executive Board meeting.

2) Voting

- i) Voting on Open Positions - An open position will be voted on and a new Executive Board member elected at the next scheduled Executive Board meeting after nominations. Voters shall be allowed one write-in candidate for each open position for which a vote is held.

A person shall be elected by a majority vote, including votes casts by those present and entitled to vote at the Executive Board meeting at which the election is held, in addition to absentee ballots properly delivered to the Executive Board. An absentee ballot is considered “delivered” if it is signed by the voting member, notarized, and received by the CDAA Secretary prior to the start of the Executive Board meeting during which the election is held.

If no person is elected to the open position, new nominations may be taken at the same or any subsequent meetings with a vote at the following Executive Board meeting.

- ii) Non-Sport Director – A new non-sport Director will be elected at the April Executive Board meeting, when a position is open.
- iii) Sport Director – A new sport Director will be elected two months after the end of the respective sport’s season, when a position is open. The

election coincides with the “end of sport” as defined in Art. IV, Sec. 2(1)(ii). (i.e. Soccer – nominations would be taken at the September meeting and elections held at the October meeting.)

3) No person may hold more than one position on the Executive Board at the same time, except that a person may hold a maximum of two positions for up to six months to accommodate for overlap of election cycles of certain Executive Board positions.

4) Advising Director openings shall be filled by former, recent Executive Board members, when possible.

Section 5. APPOINTMENTS

1) Any Executive Board position which becomes vacant shall be filled by appointment of the Executive Director, with approval from the Executive Board.

2) If the Executive Director position becomes vacant and there is no Executive Director-Elect, the office shall be filled by appointment of the Executive Board upon Executive Board approval as the first agenda item at the Executive Board meeting immediately following the vacancy. After the Executive Director ceases to be a member of the Executive Board and prior to appointment of a new Executive Director by the Executive Board, the position of Executive Director shall be filled on an interim basis by the Ethics Director, and if the Ethics Director is unable to perform the duties of the Executive Director, the position of Executive Director shall be filled by the Treasurer. In all circumstances, the interim Executive Director shall be an active Executive Board member.

3) “Vacant” is defined as an inability to finish a term of office for any reason.

Section 6. REMOVAL FROM OFFICE

Any Executive Board member may be removed from office by an affirmative vote of three-fourths (3/4) of the members of the Executive Board. A motion for such action will come from a member of the Executive Board and full discussion of the need will be given at an Executive Board meeting. The Executive Board member involved will be given, in writing, a copy of the proposed action and opportunity to respond. A vote will be called at the next Executive Board meeting and only Executive Board members present at the meeting will be allowed to vote.

History Amended May 1988; April 1990; October 1997; 2000; 2001; January 2004; April 2007; August 2008.

ARTICLE V
NEW & INACTIVE SPORTS
(Approved 4/07; previously in Art. IV)

Section 1. INACTIVE SPORTS

Any Sport inactive for a period of at least three (3) years may be eliminated from the CDAA program by majority vote at an Executive Board meeting. If a sport is eliminated due to inactivity, all Executive Board positions related to that Sport are also eliminated.

Section 2. NEW SPORTS

A new Sport may be implemented on a temporary basis upon approval by a majority vote at an Executive Board meeting. After one year from the date of initial approval, the temporary sport may become permanent by majority vote at an Executive Board meeting. A sport may continue on a temporary basis for a maximum of three consecutive years, after which time CDAA sponsorship ceases without Executive Board approval as a permanent sport.

History Amended October 1994; April 2007; August 2008.

**ARTICLE VI
GAMBLING
(Approved 5/01)**

Section 1. A Gambling Manager will be appointed and contracted by the CDAA Executive Board. The Gambling Manager will serve as the chairperson of the Gambling Committee at the discretion of the Executive Board.

Section 2. The Executive Board will have a Gambling Committee with the authority to approve minutes and gambling monthly tax returns along with expenditures for lawful purposes and/or allowable expenses in the event of no Executive Board quorum.

Section 3. The Gambling Manager is a voting member of the CDAA Executive Board.

Section 4. The Gambling Manager shall present a financial report to the CDAA Executive Board at each Executive Board meeting.

History Amended August 2008.

**ARTICLE VII
DUTIES OF DIRECTORS
(Approved 9/79)**

Section 1. Executive Director

The Executive Director shall preside at the Executive Board Meetings. The Executive Director shall: (1) have general active management of the business of CDAA; (2) when present, preside at meetings of the Executive Board and of the members; (3) see that orders and resolutions of the Executive Board are carried into effect; (4) sign and deliver in the name of CDAA deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of CDAA except in

cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws or by the Executive Board to another officer or agent of CDAA; (5) maintain records of and, when necessary, certify proceedings of the Executive Board and the members; and (6) perform other duties prescribed by the Executive Board. The Executive Director shall transfer his/her official effects to his/her successor in office without undue delay.

Section 2. Secretary

The Secretary shall attend the Executive Board Meetings. He/she shall record their proceedings as approved and maintain a record of minutes; shall conduct the official correspondence of CDAA; shall execute such papers as may be required; and issue notice of meetings. The Secretary shall transfer his/her official effects to his/her successor in office without undue delay.

Section 3. Treasurer

The Treasurer shall attend the Executive Board Meetings. The Treasurer shall: (1) keep accurate financial records for CDAA; (2) deposit money, drafts, and checks in the name of and to the credit of CDAA in the banks and depositories designated by the Executive Board; (3) endorse for deposit notes, checks, and drafts received by CDAA as ordered by the Executive Board, making proper vouchers for the deposit; (4) disburse CDAA funds and issue checks and drafts in the name of CDAA, as ordered by the Executive Board; (5) upon request, provide the President and the Executive Board an account of transactions by the Treasurer and of the financial condition of CDAA; and (6) perform other duties prescribed by the Executive Board or by the President. The Treasurer shall transfer his/her official effect to his/her successor in office without undue delay.

Section 4. Sport Directors

The Sport Directors shall attend the Executive Board Meetings. They shall be entrusted with and be responsible for all equipment and property used in their respective sport; shall present a budget proposal to the Executive Board for approval prior to registration and be responsible to that budget when making necessary purchases; shall submit a revised budget to the Treasurer within thirty days after the last registration; shall perform the duties necessary to organize and execute their sport and exercise a general supervisory control; shall keep accurate records and report to the Executive Board on the progress and development of their sport; and shall submit a final report and financial statement within sixty days of the end of sport. Sport Directors shall transfer their official effect to their successor in office without undue delay.

Section 5. Technology Director

The Technology Director shall attend the Executive Board Meetings. He/she shall be responsible for providing and overseeing all information technology services for CDAA as directed by the Executive Board. The Technology Director

shall transfer his/her official effect to his/her successor in office without undue delay.

Section 6. Public Relations Director

The Public Relations Director shall attend the Executive Board Meetings. He/she shall be responsible for providing information and services to the residents of Champlin and Dayton and other organizations as directed by the Executive Board; shall publish Executive Board openings and vacancies; and shall advertise for events and sports registration. The Public Relations Director shall transfer his/her official effect to his/her successor in office without undue delay.

Section 7. Ethics Director

The Ethics Director shall attend the Executive Board Meetings. He/she shall monitor grievance policies and procedures; shall promptly reply to community input; shall assist sports as needed with resolving incident reports; and shall make determinations on disputes when necessary. The Ethics Director shall transfer his/her official effect to his/her successor in office without undue delay.

Section 8. Directors-Elect

Directors-Elect shall attend the Executive Board Meetings. They shall, in the absence of the Director or at his/her request, perform the duties of the Director. Directors-Elect shall generally assist the Director and prepare for the following year's duties. Directors-Elect shall transfer their official effects to their successor in office without undue delay.

Section 9. Directors-at-Large

Directors-At-Large shall attend the Executive Board Meetings. They shall generally assist their respective Director as needed. Directors-at-Large shall transfer their official effects to their successor in office without undue delay.

Section 10. Advising Directors

Advising Directors shall attend the Executive Board Meetings. They shall generally assist the Executive Board. Advising Directors shall transfer their official effects to their successor in office without undue delay.

Section 11. Except to the extent that the articles or bylaws provide that the members may exercise the powers under this section, the Executive Board may elect or appoint, in a manner set forth in the articles or bylaws or in a resolution adopted by the Executive Board, other officers or agents the Executive Board considers necessary for the operation and management of CDAA, each of whom has the powers, rights, duties, responsibilities, and terms in office provided for in the articles or bylaws or determined by the Executive Board.

History Amended May 1989; April 1990; October 1997; 1999; 2000; August 2008.

ARTICLE VIII

POWER OF THE EXECUTIVE BOARD
(Approved 9/79)

- Section 1. Powers.** The Executive Board shall meet upon the call of the Executive Director. It shall have full charge of the property of CDAA, shall make all contracts on behalf of CDAA, shall receive and act upon all complaints and suggestions of the members, and shall in general transact CDAA's current business, conforming its actions to the general policy and directions of CDAA. The Executive Board may arrange for dinners or luncheons in connection with meetings, and for speakers or for other forms of entertainment, and may donate money to other organizations and municipalities
- Section 2. Employees.** The Executive Board or its duly authorized agents shall have the power to appoint and remove all agents and employees of CDAA, prescribe their duties, and fix their compensation.
- Section 3. General.** In addition to the powers conferred to the Executive Board in these by-laws, the Executive Board or its duly authorized agents shall have the power to perform all lawful acts necessary and expedient to CDAA business. The Executive Board shall also have the power to adopt rules and policies that the Executive Board deems necessary to carry out its purposes.

History Amended August 2008.

ARTICLE IX
MEETINGS
(Approved 2/81)

- Section 1.** Business meetings of CDAA will generally be of one type: Executive Board Meetings.
- Section 2. Meetings.** Executive Board Meetings are generally held once per month. A minimum of ten (10) such meetings will be held per year. Additional meetings shall be called by the Secretary at any time upon the request of the Executive Director or upon the request of the majority of the Executive Board Members.
- 1) Date, time, and place of all Executive Board meetings will be determined by the Executive Board. Notice of all Executive Board meetings will be given to all Executive Board members in advance of the meeting and a good faith effort will be made to notify all "members," as defined in Art. III, sec. 1.
 - 2) All Executive Board meetings are open to the public.
 - 3) The Executive Director may close a public meeting to handle confidential matters according to Robert's Rules of Order.

Section 3. Records. The Executive Board shall keep a complete record of all Executive Board meeting minutes and financial records, showing in detail the assets and liabilities of CDAA.

Section 4. Inspection. All Executive Board meeting minutes and financial records shall be open to inspection by membership at reasonable times with reasonable advanced notice.

History Amended By-Laws February 1981; April 1990; 2000; 2001; April 2007; August 2008.

ARTICLE X
STANDING COMMITTEES
(Approved 9/79)

Section 1. The Executive Director may establish a Standing Committee, appoint a Chairperson to the Standing Committee, and fill vacancies on the Standing Committee with the approval of the Executive Board when deemed necessary to accomplish long-term tasks.

Section 2. Members of a Standing Committee may be removed at the discretion of the Executive Director with the approval of the Executive Board. .

Section 3. Standing Committees shall be subject to the control of the Executive Board. A majority of the appointed Standing Committee members shall constitute a quorum for all business conducted at Standing Committee meetings.

Section 4. Standing Committees may be discontinued with the approval of the Executive Board.

History Amended April 1990; August 2008.

ARTICLE XI
SPECIAL COMMITTEES
(Approved 9/79)

Section 1. The Executive Director may establish a Special Committee and appoint a Chairperson to the Special Committee, and fill vacancies on the Special Committee with the approval of the Executive Board when deemed necessary to accomplish specific short-term tasks.

Section 2. Members of a Special Committee may be removed at the discretion of the Executive Director with the approval of the Executive Board.

Section 3. Special Committees shall be subject to the control of the Executive Board. A majority of the appointed Special Committee members shall constitute a quorum for all business conducted at Special Committee meetings.

History Amended April 1990; August 2008.

ARTICLE XII
QUORUMS AND DECISION MAKING
(Approved 9/79)

Section 1. **Eligibility.** All those eligible to vote pursuant to Article III, sec. 2 may vote at Executive Board meetings.

Section 2. **Quorum.** At least one-third (1/3) of the filled board positions of the Executive Board will constitute a quorum.

Section 3. **Voting.** 1) A majority vote will be necessary for decisions to be approved.

2) E-mail voting will be allowed, unless otherwise prohibited by these by-laws, at the discretion of the Executive Director with an affirmative vote being a majority vote of all eligible voters as defined in Article III, sec. 2, of these by-laws, whether the eligible voter casts a vote or not. All persons eligible to vote shall be notified via e-mail in advance of the upcoming vote.

3) Absentee ballots will be allowed for Executive Board member elections as defined in Art. IV, sec.4, unless otherwise prohibited by these by-laws.

History Amended 2001; August 2008.

ARTICLE XIII
ORDER OF BUSINESS
(Approved 10/97)

Section 1. The order of business at the Executive Board Meetings of CDAA shall include, but not be limited to, the following:

- I. Call to Order
- II. City Business
- III. New Business (Public)
- IV. Executive Director's Report
- V. Secretary's Report
- VI. Treasurer's Report
- VII. Committee Reports
- V. Sport Reports:
 - i. Baseball
 - ii. Basketball
 - iii. Cheerleading

- iv. Football
- v. Soccer
- vi. Softball
- vii. Volleyball
- VI. Non-Sport Reports
 - i. Ethics Report
 - ii. Public Relations Report
 - iii. Technology Report
- VII. Old Business
- VIII. New Business (Board)
- IX. Adjourn

History Amended January 1987; May 1988; April 1990; October 1997; 2000; 2001; August 2008.

ARTICLE XIV
RULES OF ORDER
(Approved 9/79)

Section 1. Except as otherwise provided, Robert's Rules of Order shall govern the deliberation of CDAA.

History Amended August 2008.

ARTICLE XV
FINANCIAL STRUCTURE
(Approved 10/94)

Section 1. **Income** - Methods to generate income other than participant fees included in each sport's budget must be approved by the Executive Board prior to receiving monies and must comply with federal and state law.

Section 2. **Signature** - All disbursements by check shall be signed by the Treasurer, Treasurer-Elect, Executive Director, or Executive Director-Elect of CDAA.

Section 3. **Reimbursement** - Directors may expend up to \$500 for CDAA purposes, without prior Executive Board approval, provided that receipts are delivered to the Treasurer as soon as is practicable and prior to reimbursement.

History Amended May 1988; October 1994; 1999; August 2008.

ARTICLE XVI
CDAА COLORS
(Approved 10/91)

Section 1. The official colors of the Champlin-Dayton Athletic Association are Navy, White, and Silver Gray.

History Amended May 1989; October 1991.

ARTICLE XVII
AMENDMENTS
(Approved 9/79)

Section 1. These by-laws may be amended at any CDAA Executive Board Meeting by three-fourths (3/4) vote of the members present. The proposed amendment must be publicly posted at least 1 week preceding the next Executive Board Meeting. Amendments cannot be voted on at the first Executive Board Meeting at which they are discussed.

History Amended 2001; April 2007; August 2008.

ARTICLE XVIII
TRAVELING BASEBALL
(Approved 1/04; Removed 4/07)

HISTORY OF AMENDMENTS TO THE CDAA BY-LAWS
(Removed to separate document 4/07)