

# **PARIS AREA HOMESCHOOL ATHLETIC ASSOCIATION BY-LAWS**

## **I. Mission Statement**

Paris Area Homeschool Athletic Association is organized exclusively for educational athletics purposes under section 501(c)(3) of the Internal Revenue Code. Paris Area Homeschool Athletic Association exists to assist home school parents by providing quality, competitive sports programs for home-educated students. Our purpose is to honor and glorify the Lord Jesus Christ, using athletics as a vehicle for the physical, mental and Christian development of our children. We believe that home school students have the ability to excel and the desire to compete in many types of competitive programs. Our hope is to build an excellent reputation in the community, which will honor the Lord and create a positive reflection on home education.

## **II. Organization**

- A. The name of the association is Paris Area Homeschool Athletic Association (hereinafter referred to as PAHAA).
- B. The association will consist of organized functional groups which include the Board of Directors, Athletic Director, the membership, and any other such group named by the board and/or the membership.

## **III. Membership**

- A. Membership is available to any participant who desires to be active within the Paris Area Home-School Athletic Association. All participants must agree to abide by the by-laws and pay the annual registration fee. Members are eligible to become involved in the Association's programs as players, coaches, assistants, helpers or board members. All members must be willing to give support and participate as needed.
- B. The membership registration fee for each family is \$25 per year due by September 1st. The term of membership runs from Sept 1 - Aug 31. This fee is non-refundable and is subject to change by the Board of Directors. Fees will remain intact once registration has begun. The registration period is July and August each year. The board reserves the right to alter or waive membership fees on a case-by-case basis. Late membership will be approved by the board and closes at the end of all team tryouts.
- C. A roster of members will be maintained by the secretary.
- D. An annual general meeting of the Association membership will be held in April to elect the Board of Directors. All adult members are eligible to nominate candidates to the Board of Directors and (with the exception of the head coaches or spouses), may serve on the board. Only adult members in good standing may vote.

**PARIS AREA HOMESCHOOL  
ATHLETIC ASSOCIATION  
BY-LAWS**

- E. Any grievance of a member may be brought to the board's attention through a written request and a hearing is eligible to be accomplished in a timely manner to resolve said issue.

**IV. Termination of membership**

- A. A member may terminate his/her membership at any time upon notification to the Board of Directors.
- B. All Association members shall be under the jurisdiction of the Board of Directors. The board shall have the authority to act on any matter, which in their viewpoint intends to incriminate the organization.
- C. Membership may be suspended at any time by the Board of Directors with or without cause. First (1<sup>st</sup>) offense will result in game suspensions. Second (2<sup>nd</sup>) offense will result in termination of membership for the current year.
- D. Membership may be terminated at any time by the Board of Directors with or without cause. If termination of membership is invoked, up to a one-year waiting period is required before membership is restored. Restoration of membership will be upon board approval.

**V. Amendment to Bylaws**

- A. Any amendment to the bylaws must be approved by 2/3 majority of the Board of Directors.
  - i. The proposed amendment must be initiated by a member of the Operating Board.
  - ii. Proxy votes are allowed by Board Members. They must be in writing, easily identifiable to the missing Board member (signature or email traceable).
  - iii. Board members are required to be notified of any amendments to be presented 3 days before the meeting, if the amendment is known about ahead of time. Without such notification, no amendment vote may take place if at least (1) Board member is not present at the meeting.
  - iv. An amendment will go into effect at a determined date.
- B. An amendment must be presented to the membership in any regularly scheduled or specially called meeting with at least 14 days advance notice.
  - i. In order for the amendment to take effect, the membership must pass the amendment by a 2/3 vote.
  - ii. Proxy votes are allowed. They must be in writing and signed by the member to whom they are attributed.
- C. Changes to the bylaws shall be identified in the following ways:
  - i. For words being deleted, keep them in the text, but use ~~striketrough~~ to indicate that they were removed during the last change.

**PARIS AREA HOMESCHOOL  
ATHLETIC ASSOCIATION  
BY-LAWS**

- ii. For additions, underline the words being added, or the changes in wording to indicate that they were added during the last change.
- D. At the following revision, the previous strikethrough words or underlines shall be removed.

**VI. Administration – Board of Directors:**

**Elections:** The association shall elect on an annual basis five (5) individuals to serve on a board of directors. Each candidate must be a current member in good standing of the association. Nominations of officers shall take place by form sent to each member through the board. Nomination forms will be sent out one month prior to the date of the scheduled elections. The secretary will call to see if the nominee wants to run for office. Nominations will be closed at the discretion of the board. Members in good standing are encouraged to submit at least three and no more than five nominations for review. Members will vote for five and only five candidates. In the case that there are more than five candidates on the ballot, the five receiving the most votes will be elected. The currently serving board of directors will appoint an election committee to tabulate and report voting results. In the case of a tie, all nominees will leave the room while the remaining members have a run-off vote for the tied nominees. An elected board cannot include in its makeup both married members (man and wife) of the same household or the spouse of a coach. If both acquire enough votes for election, the spouse with the lower vote total will be deemed disqualified and those votes will not count toward election.

**Terms of Office:** Election to the board of directors is for a two-year term. Members may be re-elected in subsequent years with no regard for term limits. At least two members need to remain on the board each year to avoid a complete board turnover. Term limits can be imposed by amendment to the by-laws by a 2/3 vote of the general membership.

**Meetings:** Meetings of the Board of Directors shall be held monthly. The president may terminate the regularly scheduled meeting based on lack of business. Time and location shall be determined by the Board.

- A. A majority of the board is necessary to constitute a quorum for the transaction of business. All members of the Board shall have equal voting rights.
  - i. All items voted upon by the Board shall require a majority for passing.
  - ii. When an item is put to a vote of the membership, the vote shall pass as long as it has majority of the members in attendance, including proxy votes.
- B. Motions shall be made for items requiring a vote. The item will then follow Parliamentary procedures in order to determine the outcome. Any motion may

# PARIS AREA HOMESCHOOL ATHLETIC ASSOCIATION BY-LAWS

be amended, either before the vote or, with approval of the President, after the vote has taken place, within the same meeting.

**Removal/Replacement:** Any member of the board may be removed from office if his/her actions are deemed harmful to the association. A majority of the board must vote for removal. The removal is effective immediately. Any vacancies on the board, for dismissal or otherwise, may be filled by the remaining board of directors from among the active membership. This person will be entitled to serve the unexpired portion of the term.

**Officers:** The board shall elect from among its members three officers. This election shall take place at the first meeting of the board subsequent to their election. The officer positions shall be President, Secretary, and Treasurer. Board members elected to these positions shall serve in each office for the length of their board term. Officers must be re-elected each year.

**The President:** The President shall preside over all meetings of the board; shall direct and supervise all business and affairs of the association; and in general perform all duties incident to the office of President and such other duties as may be prescribed by the board from time to time.

**The Secretary:** The Secretary shall keep the minutes of the meeting of the board, as well as general membership meetings; keep an accurate register of all association members; assist the election committee in validating elections; be custodian of records for the association; produce and disseminate correspondence on behalf of the President or the board; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to them by the President or the board. The Secretary will be responsible for keeping the board meeting minutes for the current year as well as the previous four years. Upon election each year, the new Secretary will be responsible for shredding or burning the oldest year's minutes.

**The Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the association; receive and give receipts for monies due and payable and make deposits on behalf of the association; and in general perform all the duties as from time to time may be assigned by the President or the board. The Treasurer will be responsible for keeping the treasurer's reports for the current year as well as the previous four years. Upon election each year, the new Treasurer will be responsible for shredding or burning the oldest year's treasurer's reports.

## VII. **Athletic Director**

# PARIS AREA HOMESCHOOL ATHLETIC ASSOCIATION BY-LAWS

**Election:** The Board of Directors shall elect an Athletic Director on an annual basis whose primary function is to manage and oversee the program and who meets the qualifications set forth in the Athletic Director Job Description.

**Term:** Election of Athletic Director is for a one-year term. Current Athletic Director may be re-elected in subsequent years with no regard for term limits. Term will begin upon selection by the board and will continue through the following annual meeting of the membership.

**Removal/Replacement:** The Athletic Director may be removed if actions are deemed harmful to the association. A majority of the Board must vote for removal. The removal is effective immediately. Vacancy of the position, for dismissal or otherwise, may be filled upon election of another candidate as elected by the Board.

## VIII. Code of Conduct:

Athletic Director is expected to:

- A. Read and agree with the mission statement in the PAHAA bylaws.
- B. Be willing to keep our organizational eye Christ-centered (doing all things for the glory of the Lord).
- C. Agree and adhere to the entire Coaches, Players, and Parents Code of Conduct and ensure that all coaches, players, and parents understand, agree, and abide by the same.

Any conduct while participating in the sport or in the community that is deemed detrimental to the program by the board will invoke a warning, disciplinary action, or suspension from the program.

Athletic Director shall be subject to removal by the Board of Directors if performance is not consistent with the above, with any other aspect of the by-laws, or with the norms of any additional athletic organization that PAHAA may become part of.

Coaches are expected to:

- A. Read and agree with the mission statement in the PAHAA bylaws.
- B. Be responsible for their behavior and the behavior of their team members.
- C. Must be willing to take direction from the Athletic Director, as the Athletic Director will have the entire membership moving toward one common goal.
- D. Lead by example in respect for other players, all coaches, all fans, and officials at all times.
- E. Provide a sports environment that is free of drugs, alcohol, tobacco, and abusive or offensive language at all events.

## PARIS AREA HOMESCHOOL ATHLETIC ASSOCIATION BY-LAWS

- F. Place the emotional and physical well being of their players ahead of a personal desire or external pressure to win.
- G. Never publicly demean a player, official, opposing coach, or parent.
- H. Use sound judgments in the return of injured players to the game, using parents input if needed.
- I. Take reasonable steps to ensure all equipment used by players is safe and conforms to standards.
- J. Take initiative in resolving any known or suspected conflict relating to a player or family by applying scriptural guidelines as outlined in Matthew 18:15. ~~If conflict is unresolved, coach will seek board's assistance.~~ Should a coach have an issue with a parent, player, or member, the issue should be brought before the Athletic Director, and if no resolution can be met, the issue should be brought before the board.
- K. Accept both positive and constructive feedback graciously.
- L. Communicate expectations clearly to players and parents.
- M. Coaches are representatives of PAHAA and are to be groomed in a manner well pleasing to the Lord.

PAHAA is committed to the Biblical principles of purity. As such, and out of respect for each of the players, co-ed scrimmaging or games will not be allowed. Furthermore, coaches are to refrain from conducting practices or drills in such a way that physical contact between girls and boys would be likely to occur.

Any conduct while participating in the sport or in the community that is deemed detrimental to the program by the board will invoke a warning, disciplinary action, or suspension from the program.

Coaches shall be subject to removal by the Board of Directors if his or her performance is not consistent with the above, with any other aspect of the by-laws, or with the norms of any additional athletic organization that PAHAA may become part of.

Players are expected to:

- A. Read and agree with the mission statement in the PAHAA bylaws.
- B. Be courteous to opposing teams and treat all players and coaches with respect.
- C. Be modest in victory and gracious in defeat.
- D. Demonstrate good sportsmanship before, during, and after games.
- E. Show respect for authority to all officials, whether or not they agree with a call.
- F. Respect the privilege of using playing facilities by cleaning up benches, locker rooms, stands, and the grounds after a practice or game.
- G. Show up for practice on time, with proper equipment and ready to play.

## **PARIS AREA HOMESCHOOL ATHLETIC ASSOCIATION BY-LAWS**

- H. Communicate to the coach ahead of time when you will miss a practice or game.
- I. Dress in a manner that could not be considered offensive or morally suggestive at all PAHAA events.
- J. Using scriptural guidelines as outlined in Matthew 18:15, tell the coach of your concerns or problems instead of talking to others about them. Of course, include your parents. If resolution with the coach cannot be met, discuss your concern with the Athletic Director.
- K. Players are representatives of PAHAA and are to be groomed in a manner well pleasing to the Lord.

Any conduct while participating in the sport or in the community that is deemed detrimental to the program by the board will invoke a warning, disciplinary action, or suspension from the program.

Players shall be subject to suspension of games and /or removal from the team by the coaches, the Athletic Director, or by the Board of Directors if his/her conduct is not consistent with the above, with any other aspect of the by-laws, or with the norms of any additional athletic organization that PAHAA may become part of.

### Parents are expected to:

- A. Read and agree with the mission statement in the PAHAA bylaws.
- B. Trust the coach to coach the team and the Athletic Director to lead the coaches.
- C. Not approach the coach's bench or scorers table unless it is to assist an ill or injured child. No one but coaches, players, scorekeepers, helpers and medical personnel are to approach the bench during a game.
- D. Volunteer to help with the team need whenever possible.
- E. Let the officials call the game, remembering that they too are only human and that rarely is the outcome of a game determined by a "bad call".
- F. Demonstrate exemplary sportsmanship at games by using only positive cheers and never laughing at errors or jeering an opponent.
- G. Advocate a sports environment that is free of drugs, alcohol, tobacco, and abusive/offensive language.
- H. Assist their athletes to show up to practice and games on time, with proper equipment, and ready to play.
- I. Direct their athletes to communicate to the coach in advance of any anticipated missed practices or games.
- J. Using scriptural guidelines as outlined in Matthew 18:15, speak to coaches privately (and not to others) about any issues concerning any aspect of their family or athlete's participation on the team.

# PARIS AREA HOMESCHOOL ATHLETIC ASSOCIATION BY-LAWS

- K. Speak to the Athletic Director ~~any member of the Board of Directors~~ about any issue not adequately resolved with a coach. If an issue remains unresolved after speaking to the Athletic Director, speak to any member of the Board of Directors.
- L. Be familiar with PAHAA rules of eligibility and to notify the coach of any reason their athlete might not qualify to play with PAHAA.
- M. Fill out any post season evaluations with truth and love.

## IX. Eligibility of Athletic Director, Coaches, and Players:

### A. Athletic Director

- i. Must be 25 years of age or older.
- ii. Must meet the qualifications set forth in the Athletic Director Job Description.
- iii. An assistant may be selected by the Athletic Director and must be approved by the board, must follow the Paris Area Homeschool Association (PAHAA) rules and regulations, and must agree with the Mission Statement in the PAHAA bylaws.
- iv. Must agree with the Mission Statement in the PAHAA bylaws.
- v. Must sign and abide by the PAHAA Code of Conduct.

### B. Head Coaches

- i. Must be 21 years of age or older.
- ii. All head coaches will be selected and approved by the board from among a list of qualified volunteers and must agree with the Mission Statement in the PAHAA bylaws.
- iii. Assistant coaches and helpers may be selected by the head coach and must be approved by the board, must follow the Paris Area Homeschool Association (PAHAA) rules and regulations, and must agree with the Mission Statement in the PAHAA bylaws.
- iv. Term will begin upon selection by the board and will continue through the following annual meeting of the membership.
- v. Coaches and Assistants must sign and abide by the PAHAA code of conduct.

### C. Players

- i. Player must be homeschooled, living in the Northeast Texas and Southeast Oklahoma areas, as long as the rules of the PAHAA are met.
- ii. Players must be homeschooled. "Homeschooled" means that the player must be receiving his/her primary education through the home.
- iii. A player must be living at home with a parent or guardian.
- iv. A player is ineligible if that player has gone through any high school graduation ceremony prior to the season's first game.



**PARIS AREA HOMESCHOOL  
ATHLETIC ASSOCIATION  
BY-LAWS**

- v. A player is ineligible for play on any team on the September first following that player's 19<sup>th</sup> birthday.
- D. Exceptions for any eligibility requirements for Athletic Director, coaches, or players must be approved by the board.
- E. Athletic Director, Coaches, and Players will be evaluated throughout the year. If there are problems, the board will meet with the Athletic Director, coach and /or player(s) and discussion will be made based on the following steps for disciplinary action.
  - i. A report will be given from the board
  - ii. Questioning Athletic Director, coach, or player (parents present)
  - iii. Recommended action
  - iv. Warning
  - v. Termination is at the discretion of the board.
- F. Appeals Process. If an Athletic Director, coach, or player's athletic privileges are revoked, the Athletic Director, coach, or player may request a conference to be held within ten days following the revocation. The Athletic Director/coach/player/parent (if involving a student) will meet with the board and the appeals process will begin. A motion to bring the appeal before the membership will be made on a case by case basis at which time a vote by the membership will determine the outcome.

**IX. Teams**

- A. Teams will be picked at the beginning of the basketball season based on the eligibility rules, age, and tryout results. Boys & girls teams will consist of a varsity, junior varsity, and junior high team dependent upon the number of participants with no more than 10 players each for the basketball teams.
- B. Tryouts will be held ~~starting in September through the first game annually~~ at the discretion of the Athletic Director and coaches.
- C. Age: A minimum age of 13 will be required to be eligible to play on the varsity basketball team for boys and girls. The eligibility of the player will be determined by his/her age as of September first of each year.
- D. A team and/or player fee may be required to assist with funding and will be at the discretion of the board.

**X. Evaluation Form**

**PARIS AREA HOMESCHOOL  
ATHLETIC ASSOCIATION  
BY-LAWS**

The Board of Directors will compose an evaluation form each year and distribute this to each member at the annual meeting in the spring. The Board can either elect to use the same evaluation form used the previous year or create their own. The form will include questions that will supply the newly elected Board with helpful feedback from the membership, assisting the Board in making any necessary changes or enhancements to the organization.

**XI. Dissolution of Corporation**

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as a religious organization and a "Public Charity" under Sections 501(c)(3) and 509(a)(1) of the Code, or to an organization contributions to which are deductible under Section 170(c)(2) of the Code and Regulations as they now exist or as they may hereafter be amended, as the Board of Directors shall determine. Any such assets not so disposed of by a Court of competent jurisdiction in the county or state in which the principal office of the Corporation is then located, exclusively for such purposes or to an organization or organizations as said Court shall determine, which are organized and operated exclusively for purposes described in Section 501(c)(3) of the Code.

**XII. IRC 501(c)(3) Tax Exemption Provisions**

- A. Upon the dissolution of PAHAA, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.
- B. PAHAA is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of PAHAA net earnings shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
- C. No substantial part of the activities of PAHAA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the

**PARIS AREA HOMESCHOOL  
ATHLETIC ASSOCIATION  
BY-LAWS**

organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

- D. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.