

**BY-LAWS
OF
CAJUN SPORTS ASSOCIATION
A NON-PROFIT CORPORATION**

**ARTICLE I
NAME**

The name of this organization shall be the CAJUN SPORTS ASSOCIATION, hereinafter called “CSA.”

**ARTICLE II
PURPOSES AND POLICIES**

Section 1. Purpose

CSA is an organization founded and operated to provide recreation and athletic competition to the youth of the Pius and Milton Districts. It is intended to be a self-sufficient program supported by sponsorships and parental contributions.

Section 2. Policies

The policies of CSA shall be in harmony with the policies of the Lafayette Recreation and Parks Department, hereinafter called the “City.” CSA does not discriminate on the basis of race, creed, religion or national origin.

**ARTICLE III
STANDARDS**

Section 1. Administrative

CSA shall maintain the standards required of all athletic associations that work in conjunction with the City. It shall be entirely unconnected with and administratively independent of any other association.

Section 2. Program

CSA shall endeavor to provide competent coaches, equipment, officials and leadership for the various sports sponsored by CSA.

ARTICLE IV
MEMBERSHIP

Section 1. Membership

Any person eighteen (18) years or older, who is a parent or legal guardian of a child participating in any CSA sport activity within the past twelve (12) months, and who lives within the geographical boundaries of CSA as defined by the City shall be qualified to be an active voting member of CSA (“Voting Member”).

Section 2. Special Membership

Any person eighteen (18) years or older not qualifying for membership under Section 1 of this Article may apply to the Board for special dispensation of membership. Such membership shall be granted by a majority vote of a quorum of the Board at any regular Board Meeting.

Section 3. Loss of Membership

Any member who fails to comply with the reasonable and lawful requirements of the rules and regulations made by CSA for the governance of its members is subject to suspension of membership privileges pursuant to the provisions of Article X hereof. The exclusion of permanent membership status may be voted on at the next general meeting by a majority vote.

Section 4. Rights of Membership

Except as otherwise provided in the articles or by-laws, CSA and its directors, officers and agents, may recognize and treat a person registered on its records as a member of CSA, as a person exclusively entitled to have and to exercise all rights and privileges incident to such membership, notwithstanding any actual or constructive notice which CSA, or any of its directors, officers or agents may have to the contrary.

ARTICLE V
MEETING OF MEMBERS

Section 1. Annual Meetings

A general meeting of the members shall be held in August of each year, at the designated location and time specified in the annual meeting notification, for the purpose of electing the Board, and such other business as may come before the meeting. The Secretary, or other designee, shall send proper notification to the membership.

Section 2. Special Meetings

Special meetings of the members may be called upon the request of any five (5) Board Members through proper notification to the membership by the Secretary, or other designee.

Section 3. Location of Meetings

All meetings of the general membership of CSA shall be held at the location specified on the notice of the meeting.

Section 4. Notice of Meetings

Members shall be given reasonable advance notice by electronic notification and/or by posting on the main page of the CSA website, www.csalaf.com, of any general membership meeting.

Section 5. Voting

Voting shall be in person only; absentee voting or voting by proxy shall not be allowed. Voting shall be voice vote or by show of hands as deemed necessary by the person conducting the meeting with the exception that the annual Board Member elections may be by secret ballot.

Section 6. Quorum

A quorum shall consist of active voting membership present in person, after proper notification of a meeting to the membership by the Secretary.

Section 7. Amendments to the By-Laws

A written proposal must be submitted to the members not less than thirty (30) days prior to the meeting on which the amendment will be voted. The Secretary will provide a written notification by electronic notification and/or by posting on the main page of the CSA website, www.csalaf.com, to all members advising of the upcoming vote on the proposed amendment to the By-Laws.

ARTICLE VI
BOARD OF CSA

Section 1. Election and Term

- a. The Board of CSA (“Board”) shall consist of the officers and selected chairmen deemed necessary to formulate policy, provide administrative and program responsibility, and shall consist of not less than twenty and no more than thirty members (“Board Members”).
- b. A Nominating Committee, if appointed, shall present a slate of candidates for the Board. The slate shall consist of candidates nominated by the Board or general membership.
- c. The Board shall be elected at the annual general membership meeting. Each member shall have one vote.
- d. The term of office shall be one year, (August - July) except in the case where he/she is slated for Executive Office. There shall be no limit on the number of terms a Board Member may serve.
- e. Committee chairmen serving on the Board shall be appointed by the incoming President with the assistance of the outgoing President.
- f. The Outgoing President and Treasurer shall serve in an advisory capacity on the Board for a period of one year following their term of office. These are voting positions.

Section 2. Removal of Board Member

- a. A Board Member may be removed from his position for: 1) any gross violation of CSA policy; 2) gross dereliction of his duties.
- b. The President, on his own volition or at the request of other Board Members, will initiate impeachment action. The impeachment action shall consist of the following:
 1. The President will call a meeting of the Executive Committee.

2. The President shall present the case against the offending Board Member. Should the Executive Committee determine, by a majority vote, that there is cause for removal of the Board Member, the matter will be presented to the entire Board.
 3. The entire Board shall then be convened and a closed meeting will be held. At that meeting, the reasons for action will be elaborated. All Board Members will have a chance to speak and the impeached Board Member will have the opportunity to confront his accusers. A two-thirds vote of a quorum of the Board will be required to relieve a Board Member of his position.
- c. Any Board Member who fails to attend 50% of the meetings during his term shall automatically forfeit his right to sit on the Board for the following term.

Section 3. Meetings

The Board Members may hold monthly meetings as determined by the President. Committees may meet monthly or as determined by the President and committee heads. The Executive Committee may meet monthly and will receive committee reports and recommendations.

Section 4. Quorum

A simply majority of the Board Members shall constitute a quorum. The Board shall act by majority vote of the quorum.

Section 5. Rules Adoption and Changes

A majority vote of the Board can introduce a new rule. To change an existing rule requires a two-thirds vote of the Board. The President or Executive Officer must preside over all meetings that deal with proposed or existing rules.

Section 6. Notice of Resignation

Any Board Member intending to resign from CSA must give written notice of his intention to resign to the Secretary at least thirty (30) days prior to resignation.

ARTICLE VII
OFFICERS AND EXECUTIVE COMMITTEE

Section 1. **Personnel**

The Officers of CSA shall be President, President-Elect, Secretary, Treasurer, Vice Presidents, and Commissioners. All Officers must be Board Members in good standing with CSA.

Section 2. **Nominating**

A slate of candidates for each office to be filled may be developed by the Nominating committee if appointed and presented to the Board prior to the annual meeting for approval.

Section 3. **Election and Term**

Officers shall be elected by the general membership at the annual meeting for a term of one year. They shall assume their duties immediately after the annual meeting.

Section 4. **Vacancies**

A vacancy in any office shall be filled by the Board.

Section 5. **Duties**

The duties of the Officers of CSA shall be as follows:

- a. President: The President shall be the principal executive officer of CSA. The President shall preside at all meetings of the Board.
- b. President-Elect: The President-Elect shall serve as the President of CSA for the succeeding year unless the President chooses to serve another term and the Board so approves. He shall have such duties as designated by the President or by the Board. The President-Elect may also concurrently hold another Officer position on the Board.
- c. Secretary: The Secretary will record minutes of each meeting and provide typed minutes to each Board member after each meeting. The Secretary shall be in charge of registration and updating the membership list of CSA.
- d. Treasurer: The Treasurer shall have charge and custody of and be responsible for all funds and securities of CSA; receive and give receipts for monies due and payable to CSA; and deposit all such monies in the name of CSA in such banks as used by CSA.
- e. Assistant Secretary and Assistant Treasurer: These offices, if required, shall perform such duties as shall be deemed necessary and assigned to them by the Secretary and Treasurer of the Board.

- f. Vice President of Marketing: The Vice President of Marketing shall be in charge of the fund-raising committee, sponsorships for teams, corporate sponsorships and individual contributions.
- g. Vice President of Team Relations: The Vice President of Team Relations shall be responsible for uniforms, sponsor recognition, and awards.
- h. Vice President of Information Technologies: The Vice President of Information Technologies shall be in charge of the implementation and maintenance of all computer programs, associated websites and electronic communications.
- i. Commissioner for Basketball: The Commissioner for Basketball will be the head coordinator for the basketball season. He will appoint committee heads and follow-through on all aspects of the basketball program.
- j. Commissioner for Baseball: The Commissioner for Baseball shall be the head coordinator for the baseball season. He will appoint committee heads and follow-through on all aspects of the baseball program.
- k. Commissioner for Softball: The Commissioner for Softball shall be head coordinator for the softball season. He will appoint committee heads and follow-through on all aspects of the softball program.
- l. Commissioner for Football: The Commissioner for Football shall head the football program, appoint committee heads and follow-through on all aspects of the football program.
- m. Commissioner for Volleyball: The Commissioner for Volleyball shall head the volleyball program, appoint committee heads and follow-through on all aspects of the volleyball program.

Section 6. Executive Committee

The Executive Committee shall be comprised of the President, President-Elect, Secretary, Treasurer and three at large positions. All Executive Committee Members must be Officers in good standing with CSA. The three at large positions shall be selected by the President.

ARTICLE VIII
FINANCIAL POLICIES

Section 1. Fees

All youth participants in each of the sports sponsored by CSA, shall pay a registration fee as determined by the Board based on the operational costs of said sport.

Section 2. Sponsorships

- a. Each team shall be responsible for obtaining its own sponsor in order to cover the cost of team uniforms. Should a team sponsor not be located, the costs of the uniforms shall be the responsibility of said team. Sponsorship fees shall be determined by the Board based on the operational costs of said sport. The Vice President of Marketing shall act to coordinate sponsorships for all sports.
- b. Each sport sanctioned by CSA must be financially self-sufficient. In the instance where a sport is not self-sufficient, the Board shall consider discontinuing sponsorship of said sport.
- c. When funds are raised by parents or any other groups to aid a particular team (such as all-star traveling expenses), any funds left over after expenses are paid, shall revert back to the General Fund. These funds shall not be earmarked for any specific team, but will be spent on general expenses as the Board deems necessary.

Section 3. Checking Account

CSA shall maintain a checking account at a financial institution designated by the Board, and all checks, drafts or other orders for the payment of money, and notes or other evidences of indebtedness, issued in the name of CSA, shall be signed by two (2) designated directors of CSA.

ARTICLE IX
COMMITTEES

Section 1. Appointment of Committees

The Board shall be vested with the authority to appoint any and all Committees, coordinators, agents or other positions deemed necessary by the Board to achieve fair and equitable youth sports activities.

Section 2. Nominating Committee

A standing committee may be appointed by the Board on or before the annual membership meeting. The committee shall find at least one (1) nominee for each position to be elected at the annual meeting. They must provide a ballot at the annual meeting listing the nominees, as well as providing for nominations from the floor, and for write-in votes. The committee will be responsible for the tally of all ballots at the annual meeting.

Section 3. Disciplinary Committee

The President shall appoint a committee of three Board Members to investigate any disciplinary complaint against a member.

Section 4.

Each committee chairman shall report at the regular Board meetings.

Section 5.

Each committee shall elect its own chairman, unless otherwise specified by the Board.

ARTICLE X
DISCIPLINARY PROCEDURES

Section 1. Procedure

- a. Accusation or Complaint
This stage is where a person (coach, player, parent, administrator) is actually charged with the commission of a specific behavior. The complaint may be either written or verbal.
- b. Investigation
The Disciplinary Committee shall conduct a preliminary investigation.
- c. Suspension pending hearing
If the committee finds in the preliminary investigation that the complaint has at least some basis in fact, the person will be temporarily suspended, pending an open hearing.
- d. Open hearing
Within 10 days of the suspension, the person shall have the right to confront his accuser in an open hearing before the Board. If the person does not desire an open hearing, the suspension will stand for an appropriate time. Judgment will be rendered by the majority

of a quorum of the Board. If found guilty of the incident, the person may be suspended. For serious infractions, suspension may be for life.

Section 2. Types of Disciplinary Complaints

Grounds for disciplinary complaint shall include, but not be limited to, the following:

- a. Physical or verbal abuse of players. Physical or profound verbal abuse of parents, game officials or other coaches.
- b. Molestation.
- c. Encouraging or condoning violent behavior by players outside of the scope of the game being played.
- d. Encouraging or condoning unsportsmanlike behavior in players.
- e. Cursing at children, officials or parents on the field of play or at a practice.
- f. Intoxication or loss of personal self control to the detriment of the players at a field of play or practice.
- g. Failure to uphold the goals, principles and objectives of CSA.

ARTICLE XI

MISCELLANEOUS PROVISIONS

Section 1.

The fiscal year of CSA shall end on August 1st of each year.

Section 2.

These by-laws may be supplemented by reference to other sets of rules or guidelines. For example, CSA may utilize City rules, Pony Baseball rules, Mustang rules and various guide notes adopted by CSA.