



**Buddhist Church of San Francisco Youth Athletic Organization  
(BCSFYAO)  
Constitution and Bylaws**

The organization shall be known as the Buddhist Church of San Francisco Youth Athletic Organization, hereafter referred to as BCSFYAO.

**Article I – Purpose of the Organization**

- A. To bring together the youth of the Buddhist Church , and the community at large, so they may take advantage of the proper environment that this organization will provide through sports and other activities, and to function as a self sustaining and self governing organization.

**Article II – Membership**

- A. Membership shall consist of:
1. All active members of the youth activities program sponsored by the BCSFYAO.
    - a. Active members are defined as those whose dues are currently paid.
    - b. Membership dues shall be determined yearly by the Board of Directors.
  2. All team coaches, managers, parents, and former BCSFYAO members.

**Article III – Board of Directors**

- A. The BCSFYAO Board of Directors shall consist of:
1. One representative from each BCSFYAO team (boys and girls)
  2. A representative from any other activity that the BCSFYAO may sponsor in the future.
  3. Elected officers of the BCSFYAO
    - a. Officers shall consist of President, Vice President, Secretary, Treasurer, Boys, Girls and Tournament Commissioners, and Historian.
- B. Duties of the Board of Directors:
1. Shall meet every second Tuesday of each month, unless designated otherwise by the President of the Board.
    - a. Shall inform any other Board member if unable to attend any Board of Director’s meeting.
    - b. A quorum shall consist of a majority of the Board of Directors.
  2. Emergency or special meetings can be called by the President or a majority of the Board of Directors.
  3. Shall have final authority for any necessary decisions concerning the BCSFYAO budget.
  4. Shall be responsible for informing the BCSFYAO members on all matters pertaining to this organization.

5. Shall be a direct line of communication with the SF Buddhist Church Board of Directors.
6. Anyone wishing to resign from the Board shall submit in writing to the full Board one month prior to resignation.

#### Article IV – Officers

- A. The Officers of the BCSFYAO shall consist of the following:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Girls Commissioner
  6. Boys Commissioner
  7. Tournament Commissioner
  8. Baseball Commissioner
  9. Historian
- B. The Officers shall be elected from and by the Board of Directors
- C. Term of office to be two (2) years.
- D. Any Officer wishing to resign from their position shall submit in writing to the Board of Directors one month prior to resigning.
- E. Vacancies in an office shall be filled from the Board of Directors.
- F. Responsibilities of Officers:
  1. President
    - a. Shall preside at all Board of Directors meetings, and shall execute all other matters pertaining to the office.
  2. Vice President
    - a. Shall preside at all Board of Directors meetings in the absence of the President.
    - b. Shall chair the Arbitration Committee.
  3. Secretary
    - a. Shall maintain a record of all Board of Directors meetings.
    - b. The minutes shall be read and approved at the beginning of each Board of Directors meeting. Copies of the minutes shall be available to each Board Member.
    - c. Shall be the custodian of the BCSFYAO records and other pertinent documents.
    - d. Shall be responsible for all BCSFYAO correspondence, i.e., acknowledgements, statements, etc.
    - e. Shall notify Board members of special meetings.
  4. Treasurer
    - a. Shall be responsible for the finances of the BCSFYAO.
    - b. Shall provide a financial report at the regularly scheduled meeting of the Board of Directors.
    - c. Shall chair the Budget Committee
    - d. Shall have responsibility of signing all BCSFYAO checks.
  5. Boys and Girls Commissioners

- a. Shall be selected by their respective team divisions
  - b. Shall attend their respective league meetings
- 6. Tournament Commissioner
  - a. Shall be selected by the BCSFYAO Board of Directors
  - b. Shall be responsible for all Open Tournament teams
  - c. Shall provide all managers with entries related to Open Tournaments
- 7. Baseball Commissioner
  - a. Shall be selected by the BCSFYAO Board of Directors
  - b. Shall attend the league meetings
- 8. Historian
  - a. Shall chair the Newsletter Committee
  - b. Shall be the custodian of the BCSFYAO archives.

#### Article VI – Committees

- A. Tournament (Basketball)
  - 1. Chairperson(s) shall be selected by the Board of Directors
    - a. Committee shall be made no later than five (5) months prior to the tournament
  - 2. Committee shall be responsible for overall planning of the tournament
    - a. Type of tournament (boys, girls, divisions, etc.)
    - b. Site of the tournament (one or more sites)
    - c. Fund-raising (booklet, admission, refreshments, etc.)
- B. Budget
  - 1. Shall consist of Chairperson/Treasurer, Assistant Treasurer and three (3) members of the Board of Directors
  - 2. Shall present the fiscal budget to the Board of Directors for discussion
- C. Arbitration
  - 1. Shall consist of Chairperson/Vice President plus two (2) representatives from the Boys Division and two (2) representatives from the Girls Division.
  - 2. Shall be responsible for arbitrating any and all decisions involving a sports program.
- D. Fund-raising
  - 1. Chairperson shall be selected by the Board of Directors
  - 2. Shall present to the Board of Directors various fund-raising events for the fiscal year for further discussion and approval.
- E. Newsletter
  - 1. Chairperson shall be selected by the Board of Directors
  - 2. Newsletter shall be presented to the BCSFYAO general membership bimonthly
- F. Activity Planning
  - 1. Chairperson shall be selected by the Board of Directors
  - 2. Shall present to the Board of Directors for discussion and approval any non-fundraising activities. Examples: Coaches and Managers Appreciation Dinner, Picnic, New Year’s Party, etc.
- G. Membership Committee
  - 1. Chairperson shall be selected by the Board of Directors

2. Committee is responsible for distribution and collection of all membership applications
  3. Will assist Boys and girls Commissioners with providing players at all levels
- H. The Board of Directors shall have the responsibility of forming new committees and Ad Hoc committees as deemed necessary, and to establish their functions.

#### Article VII – General Meetings

- A. General membership meetings shall be held once a year in September. Other general membership meetings shall be held at the discretion of the Board of Directors.

#### Article VIII – BCSFYAO Guidelines for Team Participation

- A. All participants shall be BCSFYAO members
- B. All teams shall be regulated by the respective league rules
- C. Coaches and managers shall have authority on all team matters
1. Unresolved team matters shall be presented to the Arbitration Committee Chairperson/Vice President
  2. All recommendations by the Arbitration Committee shall be presented to the Board of Directors.

#### Article IX – Amendments

- A. The above by-laws may be amended at any meeting, provided a quorum is present