



Willis Youth Athletic Association

a 501(c)(3) non-profit organization

Governing Bylaws

As Amended June 2026

Original adoption: March 26, 2025 / April 4, 2025

Amendments approved by two-thirds (2/3) vote of the Board: June 4, 2026

This document contains the full text of the original Governing Bylaws together with newly adopted Article V-A (Delegation of Authority), Article XIV (Conflict of Interest), and Article XV (Grievance and Dispute Resolution).

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ARTICLE I: CORPORATE NAME

This organization shall be known as Willis Youth Athletic Association, a 501(c)(3) non-profit organization operating within the City of Willis and state of Texas, hereinafter referred to as WYAA.

ARTICLE II: PURPOSE AND OBJECTIVE

Section 1: General

- A. The purpose of WYAA is to offer Diamond Youth Baseball (DYB) ages 3 – 14 in the Fall and Spring Seasons as well as All-Star play following the Spring season.
- B. The objective of this organization is to promote the development of strong character, a right attitude, a sense of responsibility and citizenship in youngsters using the game of baseball as a vehicle.
- C. To solicit and receive grants, contributions, and/or properties, enter contracts, engage services, transfer, hold and/or invest such properties as may be required to further the Purpose of this organization.

Section 2: Basic Policies and Restrictions on Activities

- A. Programs, activities and tournaments are for the enjoyment and enrichment of the players and communities involved.
- B. The Board may cooperate with other organizations and agencies, provided they make no commitments which bind WYAA.
- C. These bylaws will be reviewed annually at the annual Board of Director's meeting.
- D. No substantial part of the activities of this organization shall be lobbying or otherwise attempting to influence legislation, and this organization shall not participate in any political campaign on behalf of or against any candidate for public office.
- E. All the activities of this organization shall be charitable and educational as are permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954; or by an organization that may receive contributions which are deductible to their donors under Section 170(c)(2) of the Internal Revenue Code of 1954; or corresponding section of any future federal tax code.

ARTICLE III: GENERAL PUBLIC MEMBERSHIP

WYAA shall not have a voting membership for the general public; however, the Board of Directors ("Board") may accept parents/guardians, community residents and other persons as sponsoring members as long as they support the Purpose and Objectives of Article II. Sponsoring members shall serve this organization in an advisory, non-voting capacity and may be appointed by the Board to serve on committees chaired by a Board of Director.

ARTICLE IV: BOARD OF DIRECTORS

Section 1: General Powers

The management of all WYAA's affairs, property and interests will be managed by or under the direction of the Board. The Board is responsible for the overall policy and direction of WYAA.

Section 2: Board Qualification

All Directors must comply with the following qualifications to remain or be considered a WYAA Board Director:

- A. All Directors must understand that their role is 100% volunteer.
- B. All Directors will be subject to a background check.
- C. General Board Directors must have served as Coach, Assistant Coach, Team Mom, and/or WYAA leadership position for at least two (2) seasons within the last five (5) years.
- D. Executive Board Directors must have served as a General Board Director for a minimum of two (2) years.
- E. All Directors must donate a significant amount of time toward the success of WYAA activities.

Section 3: Initial Meeting of the Board

At the initial meeting of the Board of Directors, the initial Board will be appointed to their respective positions and then agreed upon by a majority two-thirds (2/3) vote. This applies to the inaugural meeting for WYAA; thereafter, the bylaws according to Article IV, Section 7: Election Procedure will be carried out until the dissolution of the organization.

Section 4: Annual Meeting of the Board

One annual meeting of the Board of Directors shall take place in the month of May. The specific date, time and location of the annual meeting will be designated by the Board. At the annual meeting the members shall elect Board of Directors, receive reports on the activities of the organization, and determine the direction of the organization for the coming year.

Section 5: Number and Terms

Until these bylaws are amended, the Board must have at least nine (9) Directors, but may have up to thirteen (13) Directors, who are elected for a term of two (2) years and are eligible for re-election for up to three (3) consecutive terms.

Section 6: Director Liability

Each Board Director is required, individually and collectively, to act in good faith, with reasonable and prudent care, and in the best interest of the organization. If a Board Director acts in good faith and in a manner that is reasonably in line with the best interests of the organization as determined by a reasonably prudent person situated in similar circumstances, then they shall be immune from liability arising from official acts on behalf of the organization. Board Directors who fail to comply with this section of these bylaws shall be personally liable to the organization for any improper acts and as otherwise described in these bylaws.

Section 7: Election Procedure

Board of Director applications will be received at least two (2) months prior to the annual Board of Director's meeting. Applications will be used by the Board to identify and evaluate potential Board Director candidates. New Board Directors and existing Board Directors up for re-election and candidates shall be voted upon by the existing Board Directors by secret ballot at the annual Board of Director's meeting. Directors will be elected by two-thirds (2/3) vote of members present at the annual meeting.

Section 8: Resignation, Termination and Absences

Resignation from the Board of Directors can be at any time by giving written notice to the President or Secretary. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein, and unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

A Board Director shall be terminated from the Board of Directors due to not complying with the governing rules according to Article IV, Section 2: Board Qualification, Article IV, Section 6: Director Liability, and/or other reasons by a two-thirds (2/3) vote as indicated in Article IV, Section 9: Removal of Directors.

A Board Director shall be terminated from the Board due to excessive absences, more than two unexcused absences from board meetings in a year by a two-thirds (2/3) vote as indicated in Article IV, Section 9: Removal of Directors. An unexcused absence is an absence that is not communicated to other Board Directors or one that is not in conflict with professional, personal or other sports activities.

Section 9: Removal of Directors

At any meeting of the Board of Directors called expressly for that purpose, any Board Director, including the entire Board, may be removed by a two-thirds (2/3) majority vote by the current Board of Directors. If the Board votes to remove the entire Board, then the President, Treasurer, and Secretary will serve as the interim Board until Directors are duly elected to the Board pursuant to these bylaws.

Section 10: Vacancies

When a vacancy on the Board exists mid-term, the Secretary must receive nominations for new members from present Board members one week in advance of a board meeting. The Board will vote for candidates at the next board meeting. If filled, the new Board member will begin a new two (2) year term.

In the event that an Executive Board Member position becomes vacant, a qualified General Board Director may be elected to fill the vacancy through a majority vote of the Board. Eligibility for election to the vacant position shall not be contingent upon the number of years served by the General Board Director.

Section 11: Quorum

A quorum must be attended by at least two-thirds (2/3) percent of Board Directors for business transactions to take place and motions to pass.

Section 12: Regular Meetings

The Board shall meet the 1st (first) week of every month, except for the month of July, and at their annual Board of Directors meeting. Executive Board Directors may meet at their discretion. The meetings of the Board or any committee may be held at the organization's principal office or at any other place designated by the Board or its committee, including by means of remote communication. A Board Director participating in a meeting by remote means is deemed to be present in person at the meeting. Absentee members will have no voting capacity.

Section 13: Special Meetings

Special meetings of the Board shall be called upon by the President or shall be called by the Secretary upon the request of any five (5) members of the Board. Any special meeting must be preceded by at least forty-eight (48) hours' notice of the date, time, place and purpose of the meeting.

Section 14: Action by Directors Without a Meeting

Any action which may be taken at a meeting of the Board may be taken without a meeting, provided all Board Directors unanimously agree, and such unanimous consent is included in the minutes of the proceeding, filed with the corporate books/records, and sets forth the action taken by the Board.

Section 15: Notice of Meetings

An official Board meeting requires that the Secretary provide written notice of the meeting at least one week in advance. Notice may be given personally by email, by group chat app, by facsimile, by mail, or in any other lawful manner. Oral notification is sufficient only if accompanied by a written record of the notice in the corporate books/records. Notice is effective at the earliest of:

- A. Receipt;
- B. Delivery to the proper address or telephone number of the Board Director(s) as shown in the organization's records;
or
- C. Five (5) days after its deposit in the United States mail, as evidenced by the postmark, if correctly addressed and mailed with first-class postage prepaid.

All Board Directors, committee members, and representatives of the organization are required to notify the organization of any changes to the individual's contact information. Pursuant to the obligations under this Section of these bylaws, the individual must notify the organization that electronic transmissions of notice are impracticable, impossible, frustrated, or otherwise improper and ineffective.

ARTICLE V: EXECUTIVE BOARD OF DIRECTORS STRUCTURE

Section 1: Designations

Until these bylaws are amended, the Executive Board of Director positions at minimum include: President, Vice President, Treasurer, and Secretary. The Board may appoint additional Executive Board Directors as deemed appropriate by two-thirds (2/3) vote of the Board.

Section 2: Duties of Executive Board of Directors

A. President

The President plays a pivotal leadership role in guiding the organization and ensuring its success. The President is responsible for overseeing board meetings, leading strategic planning, and working closely with fellow board members

and volunteers to fulfill the association's mission. The President will represent the league to the community, help secure resources, and ensure that the league operates in a way that fosters a positive and supportive environment for young athletes. Strong leadership and strategic thinking will be instrumental in creating an experience that promotes teamwork, character development, and a love for the game of baseball. Additionally, the President will furnish addendums and changes to the Articles of Incorporation and bylaws to the Board.

B. Vice President

The Vice President will support the President in providing primary leadership and guidance in the organization. The Vice President's role includes serving as the second-in-command to the President, assisting with the organization's strategic planning process, and ensuring that executive leadership is represented at board meetings and community and outreach events. The Vice President will need to possess excellent leadership, communication and adaptability skills to navigate the dynamic environment of youth baseball.

C. Treasurer

The Treasurer is responsible for managing the organization's finances with transparency and integrity. This role includes overseeing the budget, tracking expenses, preparing financial reports, and ensuring that funds are used efficiently to support the league's operations and programs. The Treasurer will work closely with other board members to ensure financial stability and help make informed decisions for the long-term success of the association. Attention to detail and financial stewardship will be key to maintaining the trust of the community and ensuring the league's continued growth and success.

D. Secretary

The Secretary plays a crucial role in maintaining effective communication and organization within the board. This position involves recording accurate meeting minutes, managing official documents, and ensuring that all board members are informed of meetings, agendas, and key decisions. The Secretary will help keep the board organized and ensure that important information is readily accessible. Attention to detail and commitment to clear communication will help ensure that the league runs smoothly and that all members are aligned in their goals and actions.

ARTICLE V-A: DELEGATION OF AUTHORITY

(New Article approved June 4, 2026)

Section 1. Purpose

This Article clarifies who has authority to make decisions and approve expenditures between Board meetings while maintaining proper oversight and transparency.

Section 2. General Principles

- The full Board retains ultimate authority on major policy, budget, and governance matters.
- Day-to-day operations should be handled efficiently by the Executive Board, President, and designated Directors without unnecessary delays.
- All actions taken under delegated authority must be reported back to the full Board at the next regular meeting.

Section 3. Spending Approval Matrix

The following matrix governs spending authority:

Amount	Who Can Approve	Documentation Required	Reporting to Board
Up to \$500	President or relevant Director	Receipt + brief note	Summary at next meeting
\$501 – \$2,500	Executive Board (President + Treasurer)	Written justification + receipt	Reported at next meeting
Over \$2,500	Full Board approval required	Written proposal + quotes (if applicable)	Must be pre-approved
Unbudgeted items over \$1,000	Full Board approval required	Written request with justification	Pre-approval required

Section 4. Emergency Authority

The President may approve emergency expenditures up to \$1,000 with immediate notification to the Executive Board. Such expenditures must be reported to the full Board at the next meeting.

Section 5. Two-Signature Requirement

All checks require two signatures (President and Treasurer) as set forth in Article VIII.

Section 6. Reporting Requirements

Any person who exercises delegated spending authority must provide a brief summary (amount, purpose, vendor) to the Board at the next regular meeting.

Section 7. Budgeted vs. Unbudgeted Items

Recurring or regular expenses already included in the approved annual budget (e.g., insurance, field fees, background checks) do not require additional approval beyond the normal budget process.

Section 8. Policies and Procedures Manual

The Board may adopt more detailed spending policies and procedures in the organization's Policies and Procedures Manual, consistent with this Article.

ARTICLE VI: GENERAL BOARD OF DIRECTORS STRUCTURE

Section 1: Designations

Until these bylaws are amended, the General Board of Director positions shall at minimum include: Director of Select Teams & Tournaments, Director of Concessions, Director of Registration & Uniforms, Director of Maintenance, Director of Sponsorships, Director of Marketing and Associate Director(s) (Floating). The Board may appoint additional Board of Directors as deemed appropriate by two-thirds (2/3) vote of the Board.

Section 2: Duties of General Board of Directors

A. Director of Select Teams & Tournaments

The Director of Select Teams & Tournaments will oversee the management and development of select baseball teams and tournament operations. Responsibilities include coordinating team selection, ensuring compliance with league rules, managing tournament logistics, fostering player development, and ensuring a positive experience for players, coaches, and families. This position requires strong leadership, communication, and organizational skills, as well as a commitment to promoting the growth and success of the youth baseball program.

B. Director of Concessions

The Director of Concessions is responsible for overseeing all aspects of the league's concession operations. This includes managing inventory, coordinating volunteers and/or employees, ensuring food safety standards are met, and creating a welcoming environment for families at the games. The Director of Concessions will play a key role in generating revenue to support the league's activities while ensuring a positive experience for players, parents, and spectators.

C. Director of Registration & Uniforms

The Director of Registration & Uniforms is responsible for managing player registration and ensuring all athletes receive the correct uniforms for the season. This includes coordinating registration processes, maintaining accurate records, and overseeing the ordering and distribution of uniforms. This role is essential in helping the league run efficiently and ensuring that all players are ready to take the field with pride.

D. Director of Maintenance

The Director of Maintenance is responsible for overseeing the upkeep and repair of the league's facilities and fields. This includes ensuring that the fields are safe, well-maintained, and ready for play and managing any necessary repairs or improvements to equipment, structures, and grounds. The Director of Maintenance will coordinate with volunteers and contractors to keep the park in top condition.

E. Director of Sponsorships

The Director of Sponsorships is responsible for securing and managing partnerships with local businesses and organizations to support the league financially. This includes identifying potential sponsors, negotiating sponsorship agreements, and ensuring sponsors receive the agreed-upon recognition and benefits.

F. Director of Marketing

The Director of Marketing is responsible for promoting the league and its events to the community. This includes creating and implementing marketing strategies, managing social media accounts, designing promotional materials, and increasing the league's visibility.

G. Associate Director (Floating)

The Associate Director will support the league's overall functioning by assisting fellow board members in various tasks and initiatives. The role will involve collaborating on decisions related to league operations, fundraising, event planning, and ensuring a positive experience for players, coaches, and families.

ARTICLE VII: COMMITTEES

The Board may appoint committees whose powers, terms of office and rules of procedure shall be determined by the Board and chaired by a Board of Director. Committees are to be formed for the purpose of control, special affairs or events, termination of Board Directors, and/or grievances. Any such committee may be activated and any committee member may be removed from said committees by the discretion of the Board.

ARTICLE VIII: FINANCIAL POLICIES**Section 1: Fiscal Year**

The fiscal year shall begin on January 1 (one) and end on December 31 (thirty-first). A summary of receipts and expenditures and a balance sheet of all assets and liabilities shall be prepared for each fiscal year by the Treasurer and presented to the Board at the annual meeting in August.

Section 2: Budget Process

An annual budget shall be prepared by the Treasurer, in conjunction with the President, and presented and approved by the Board at the annual meeting. The budget shall include anticipated incomes, general operating expenses for WYAA and requested expenses by other Board Directors. Monthly budget expenses will be reviewed by the Board at the monthly Board meeting. The Treasurer may request additional Board budget reviews throughout the year as determined by unexpected changes in the budget.

Section 3: Financial Business

All funds of the organization shall be deposited in such bank, trust companies, or other reliable depositories as the Board may direct. Any withdrawal of funds by check must be signed by the President and/or the Treasurer. The name of the organization will be imprinted on the checks.

The President or Treasurer shall not make a check payable to them and then sign the respective check. If a check is made payable to the President, then the Treasurer must sign. If a check is made payable to the Treasurer, then the President must sign. Credit cards will be issued to the Board of Directors by the respective financial institution and it is the responsibility of said Board Directors to manage and be accountable for them. If a debit withdrawal is made from a financial institution then a record of the withdrawal must be presented to the Board at the next board meeting. No payment or withdrawal in excess of five hundred dollars (\$500) may be made without Board approval.

Section 4: Audit of Accounts

The accounts of WYAA shall be audited each year by an independent accountant or by a committee appointed by the Board of Directors. The Board shall have the power to commission a special audit at any time deemed necessary.

Section 5: Non-Payment and Checks Policy

- A. Any participant or authorized representative that owes money to WYAA will not be permitted to participate in WYAA programs or tournaments until all fees are paid in full.
- B. WYAA will not accept checks for player registration. Player registration fees will be submitted online through the secure WYAA registration system.
- C. WYAA will accept checks from donors and sponsors.

ARTICLE IX: BOOKS AND RECORDS

Section 1: Meeting Minutes

As required by these bylaws, the organization must keep a complete and accurate accounting and minutes of the proceedings of the Board and Directors within the corporate books/records.

Section 2: Retention of Records

The organization shall retain all records according to the specified time period as noted in this Section. A records management committee may be formed to oversee records on an annual basis.

A. Permanent

Audit reports; Articles of incorporation, minutes, bylaws and charter; Chart of accounts; Check copies for important payments and purchases; Copyright, trademark and patent registrations; Correspondence, legal and important matters; Deeds, mortgages and bills of sale; Depreciation schedules; Discrimination reports; Financial statements (year-end); General ledgers, year-end trial balance and journals; Insurance records, accident reports and claims; Mission statements and strategic plans; Program or project files; Property records, appraisals and blueprints; Tax returns and worksheets; and Training manuals.

B. Minimum of Seven (7) Years

Accident reports; Accounts receivable, payable, and notes receivable and payable; Bank statements, checks, deposit records and reconciliation; Contracts, mortgages (expired); Contracts (until 7 years after expiration); Donation documentation; Expense analyses; Garnishments; Grants funded (7 years after closure); Invoices; Inventory records; Payroll records; Personnel files (terminated employees); Purchase orders; Sales records; Stock and bond certificates (cancelled); Vouchers for payments to vendors, employees, etc.; and Withholding tax statements.

C. Three (3) Years and Under

General correspondence (1 year); Administrative correspondence (3 years); Customer and vendor correspondence (2 years); Employee demographic records (3 years); Grants, unfunded (1 year); I-9s (3 years after hire date); Insurance policies (3 years after expiration); Internal audit reports (3 years); and Petty cash vouchers (3 years).

Section 3: Legibility of Records

Any books, records and minutes may be in any form capable of being converted into written form within a reasonable time upon request to the Secretary.

Section 4: Right to Inspect

Any Board Director has the right, upon written request delivered to the Board, to inspect and copy during usual business hours the following documents of the organization:

- A. Articles of Incorporation;
- B. Bylaws;
- C. Minutes of the Board proceedings;
- D. Annual statements of affairs; and
- E. Other documents held at the principal address pursuant to these bylaws.

The organization acknowledges and agrees that any obligation to produce corporate documents under this Article of these bylaws shall attach to the Secretary as part of the duties described in Article V, Section 2 and Article VI, Section 2 of these bylaws.

ARTICLE X: SPECIAL CORPORATE ACTS

Section 1: Execution of Written Instruments

All Board approved contracts, deeds, documents, and instruments that acquire, transfer, exchange, sell, or dispose of any assets of the organization must be executed by the President to bind the organization. If the President is incapacitated or otherwise unavailable, then the designated Vice President may execute the respective Board approved documents to bind the organization.

Section 2: Special Signing Powers

If the President holds an interest which exists outside of the capacity of being President, then any agreement involving such interest must be signed by the Vice President to duly bind the organization to such an agreement or instrument.

Section 3: Mergers

Following the approval by the Board, in order for any consolidation or merger to be effective, it must follow the process set out under the laws of the state of incorporation. Any merger which would result in the loss of the organization's non-profit or tax-exempt status is not permitted under these bylaws.

Section 4: Conversions

Following the approval by the Board, in order for any conversion of the organization to another organizational structure to be effective, it must follow the processes set out under the laws of the state of incorporation. Any conversion which would result in the loss of the organization's non-profit or tax-exempt status is not permitted under these bylaws.

ARTICLE XI: INDEMNIFICATION

Any person (or his or her estate) made or threatened to be made a party to any action, suit or proceedings by reason of the fact that he or she is or was on the Board of the organization shall be indemnified by the organization against any liability and reasonable expense (including attorney fees) incurred by him or her in connection with the defense or settlement of such action, except in relation to matters as to which it shall be adjudged by the Court that such Director is liable for negligence or misconduct in the performance of his or her duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director may be entitled apart from this Article.

ARTICLE XII: DISSOLUTION AND DISTRIBUTION OF ASSETS

Upon the dissolution of the organization and after the payment or the provision for payment of all the liabilities of the organization, the Board shall dispose of all assets of the organization exclusively for the purposes of the organization, or to organizations that are then qualified as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (as it may be amended). Any assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located.

ARTICLE XIII: AMENDMENTS

Section 1: By Directors

The Board has the power to make, alter, amend, and repeal the organization's bylaws. Any alteration, amendment, or repeal of the bylaws shall be effective following a majority two-thirds (2/3) vote of the Board.

Section 2: Emergency Bylaws

The Board may adopt emergency bylaws which operate during any emergency in the organization's conduct of business resulting from an attack on the United States, a nuclear or atomic disaster, or another force majeure incident.

ARTICLE XIV: CONFLICT OF INTEREST

(New Article approved June 4, 2026)

Section 1. Purpose

This Article establishes clear rules to ensure that decisions made by the Board of Directors and committee members are made in the best interest of WYAA and free from improper influence or the appearance of impropriety.

Section 2. When Disclosure is Required

Directors, officers, and committee members must disclose any actual or potential conflict of interest:

- Upon joining the Board or a committee, and
- As soon as they become aware of a potential conflict regarding any matter before the Board or committee.

Section 3. What Constitutes a Conflict

A conflict of interest exists when a Board member (or their immediate family member) has a financial interest, employment relationship, contractual relationship, or other personal interest that could influence (or appear to influence) their judgment on a matter before WYAA.

Section 4. Procedure When a Conflict Exists

When a conflict is disclosed or identified:

- The interested person must fully disclose the nature of the conflict.
- The interested person should leave the room during discussion and voting on the matter (unless asked to provide information).
- The minutes of the meeting must record the disclosure and that the person recused themselves from the discussion and vote.

Section 5. Annual Disclosure

All Board members and committee members with decision-making authority shall complete a Conflict of Interest Disclosure Form upon joining and whenever a conflict arises. Forms shall be collected by the Secretary and kept confidential in the organization's records.

Section 6. Conflict of Interest Disclosure Form

The Board shall maintain a standard Conflict of Interest Disclosure Form. The form shall require disclosure of financial interests, employment relationships, board service with other organizations, and any other situation that could create an actual or perceived conflict. The form shall include a certification and signature line.

Section 7. Violations

Any Director or committee member who knowingly fails to disclose a conflict of interest may be subject to removal from the Board or committee by a two-thirds (2/3) vote of the Board.

ARTICLE XV: GRIEVANCE AND DISPUTE RESOLUTION

(New Article approved June 4, 2026)

Section 1. Purpose

This Article establishes a fair, transparent, and efficient process for resolving grievances and disputes within WYAA in a manner consistent with the organization's mission and values.

Section 2. Scope

This Article applies to grievances or disputes involving players, parents/guardians, coaches, volunteers, or other participants concerning matters such as (but not limited to) playing time, rule interpretations, coach conduct, eligibility, team placement, or other issues related to WYAA programs and operations.

Section 3. Who May File

Any individual who has directly observed the matter giving rise to the grievance or who was a party involved in the situation may submit a grievance.

Section 4. How to File

Grievances should be submitted using the official WYAA Complaint / Grievance Google Form located at <http://wyaabaseball.com/complaints>. Using the form ensures proper logging, routing, and record-keeping. If an individual is unable to use the online form, they may submit a written grievance directly to the President.

Section 5. Timeline

- Grievances should generally be filed within fourteen (14) days of the incident or decision giving rise to the grievance.
- The President or Grievance Committee shall acknowledge receipt within three (3) business days.
- A written response or decision should be provided within fourteen (14) days of receipt, unless an extension is communicated to the parties.

Section 6. Review Process

Upon receipt of a grievance, the President or a Grievance Committee appointed by the Board shall conduct an informal, investigative review. This may include gathering information from relevant parties, reviewing records, and holding discussions as appropriate. The goal is to resolve the matter fairly and in accordance with WYAA's mission, rules, and policies. A written summary of the decision or recommendation shall be provided to the parties involved.

Section 7. Request for Review by President

A party who is dissatisfied with the initial decision or recommendation may submit a written request for review to the President within seven (7) days of receiving the decision. The President shall consider the request and issue a final decision. The President's decision shall be final and binding.

Section 8. Confidentiality and Good Faith

All participants in the grievance process are expected to act in good faith. Information disclosed during the process shall be treated as confidential to the extent reasonably possible. Retaliation against any person who files a grievance in good faith is strictly prohibited and may result in removal from the Board or other positions.

Section 9. Supporting Policies and Procedures

The Board of Directors may adopt a detailed Grievance Policy and procedures, including forms, specific guidelines, and documentation requirements, to be maintained in the organization's Policies and Procedures Manual.

CERTIFICATE OF ADOPTION

The foregoing Governing Bylaws of Willis Youth Athletic Association, as amended to include new Article V-A (Delegation of Authority), new Article XIV (Conflict of Interest), and new Article XV (Grievance and Dispute Resolution), were duly adopted by a two-thirds (2/3) vote of the Board of Directors on June 4, 2026, and are now in full force and effect.

SIGNATURES OF THE BOARD OF DIRECTORS

President

Signature: _____ Date: _____

Vice President

Signature: _____ Date: _____

Treasurer

Signature: _____ Date: _____

Secretary

Signature: _____ Date: _____

Director of Select Teams & Tournaments

Signature: _____ Date: _____

Director of Concessions

Signature: _____ Date: _____

Director of Registration & Uniforms

Signature: _____ Date: _____

Director of Maintenance

Signature: _____ Date: _____

Director of Sponsorships

Signature: _____ Date: _____

Director of Marketing

Signature: _____ Date: _____

Associate Director

Signature: _____ Date: _____

This document constitutes the official Governing Bylaws of Willis Youth Athletic Association as amended June 2026.