

Article IV – Officers (Amending Bylaws Article IV thru VIII)

Section 1. Officers.

The elected officers of the EPAA shall be President, 1st Vice President of Registrations, 2nd Vice President of Sponsors, Secretary, Treasurer, Athletic Director, Fundraising Chairman, Director of Grounds, and Director of Equipment.

Section 2. Duties of Officers.

- A. **President** – The president shall be chief executive officer of the EPAA, and shall:
- (i) When a motion is made, a determination will be made by the President to accept the motion and a second discussed and then voted or refer the motion to the appropriate committee.
 - (ii) In case of a tie, the President shall cast the deciding vote.
 - (iii) He/she shall appoint Special Committees for the good and welfare of the organization subject to the approval of the Board of Directors.
 - (iv) Serve as ex officio a member of all committees except the nominating committee; and
 - (v) Be granted reimbursement for any expenses incurred in the performance of his duties as approved by the Board.
 - (vi) Shall have other duties as prescribed by the Executive Board or by standing rule.
- B. **1st Vice President** – The 1st Vice President shall:
- (i) In the absence of the President, shall preside at the monthly meeting.
 - (ii) He / She is responsible, in the absence of the President, for performing the duties of the President.
 - (iii) Be a member of the committee for all fund raising drives for the EPAA.
 - (iv) At all times, maintain a record of registrants, their ages, parents consent to participate forms, eligibility, regardless of sport.
 - (v) Be responsible for registration of all players prior to the start of any given season.
 - (vi) In charge of Awards and Ceremonies for each sport.
 - (vii) Shall have other duties as prescribed by the Executive Board or by standing rule.
- C. **2nd Vice President** – The 2nd Vice President shall:
- (i) In the absence of the President and 1st Vice President shall preside at the monthly meeting.
 - (ii) He / She is responsible, in the absence of the President and the 1st Vice President, for performing the duties of the President.
 - (iii) Be a member of the committee for all fund raising drives for the EPAA.

- (iv) Be responsible for acquiring new team sponsors, renewing current sponsors, collecting sponsor donations and maintaining up-to-date sponsorship records.
- (v) Be responsible for the EPAA Sign Sponsorship Program to include but limited too; acquiring new sign sponsors, renewing current sign sponsors, installation and removal of signs, and maintaining up-to-date sign sponsorship records.
- (vi) In charge of Awards and Ceremonies for each sport.
- (vii) Shall have other duties as prescribed by the Executive Board or by standing rule.

D. Secretary – The Secretary shall:

- (i) Keep regular minutes of the general membership meetings.
- (ii) Keep minutes for all Executive Board or Special meetings as they occur.
- (iii) In the absence of the President and both Vice Presidents, shall preside at the monthly meeting.
- (iv) Maintain and preserve all records of the organization and upon retiring from office, transfer same to his or her successor.
- (v) Attend to all official correspondence of the Organization.
- (vi) Maintain an up-to-date roll call of members and their eligible voting status.
- (vii) Shall have other duties as prescribed by the Executive Board or by standing rule.
- (viii) Upon retiring from office, transfer all records of the organization to his/her successor.

E. Treasurer – The Treasurer shall:

- (i) Be responsible to keep financial records and have custody of all funds. These records shall indicate all money received, all expenses paid, and a current report of all money on deposit in the association's bank account(s).
- (ii) Keep in a book provided for that purpose, a correct account of all monies received and paid out.
- (iii) Make disbursements and pay expenses with the approval of the Executive Board.
- (iv) Shall co-sign, with at least one other official, as appointed by the President, all checks on the association's treasury/checking account.
- (v) Handle and process all insurance affairs, acting as an intermediary between the association and the insurance providers.
- (vi) Carry bonding insurance and ensure directors and officials insurance is in force for all Executive Board members.

- (vii) Within 8 days after the close of each month, ensure that a financial statement showing the condition of the association as of the most recent month-end, including a summary of Income, Expenses, Assets, and Equity is prepared and submitted to the Executive Board at the general monthly meeting.
- (viii) At the General Meeting in October of each year, the treasurer shall submit all records to an audit committee as appointed by the President. The Treasurer shall respond to the audit committee's report within 30 days of receipt of the audit.
- (ix) Upon retiring from office, transfer all records, books, funds, and papers of the organization to his/her successor.
- (x) Shall have other duties as prescribed by the Executive Board or by standing rule.

F. Athletic Director –

Section F1. Athletic Director

The Athletic Director shall:

- (i) Coordinate and supervise all sports supported by the organization.
- (ii) Shall supervise the Assistant Director of Grounds and the Assistant Director of Equipment with their duties as needed.
- (iii) Progress and matters of importance relative to these activities shall be reported to the governing body.
- (iv) Shall coordinate and account for the procurement and distribution of equipment. In October of each year he/she shall obtain a projected requirement of equipment from each program committee for the coming year.
- (v) Coordinate with the Director of Grounds the preparation of fields and venues for all sport activities. This includes acquiring the permits for fields and venues.
- (vi) Shall ensure that all friendship/intramural league teams are filled first then travel teams. Any exceptions to this must be made with the Executive Board approval.

Section F2. Director of Grounds.

The Assistant Director of Grounds shall:

- (i) Ensure that all fields are in playable and safe condition prior to the start of any sport season.
- (ii) Notify the Athletic Director of any conditions deemed unsafe or unplayable in writing.

- (iii) Report back to the Athletic Director of all findings of his/her inspections. In the absence of the Athletic Director he/she must report to the general membership of all findings of his/her inspections.
- (iv) Request for permits of facilities and the preparation of the fields and venues for sport activities.
- (v) Make written reports when necessary or requested to do so, of field conditions and corrective actions that can be taken to correct any deficiencies found.
- (vi) Assist the Athletic Director by performing any other duties as prescribed by the Athletic Director, Executive Board or by standing rule.

Section F3. Director of Equipment.

The Assistant Director of Equipment shall:

- (i) Coordinate and procure equipment and distribute equipment in a timely manner.
- (ii) Responsible for taking an annual inventory of equipment and uniforms for each sport.
- (iii) Must submit the inventory to the Executive Board for review.
- (iv) Purchases of equipment, uniforms, etc., must be submitted to the Athletic Director. All purchases must use the purchase requisition process.
- (v) All purchases must use the purchase requisition system.
- (vi) Purchase other than items paid for by the Township of Edgewater Park must be approved by the Executive Board before order is submitted.
- (vii) In October of each year, he/she shall obtain a projected requirement of equipment from each program commissioner for the coming year.

G. Fundraising Chairman – The Fundraiser Chairman shall:

- (i) Chair the committee for all fund raising drives for the EPAA.
- (ii) Work with the 2nd Vice President in developing ideas and solutions in increasing funds for the association.
- (iii) Be responsible for acquiring new team sponsors, renewing current sponsors, collecting sponsor donations and maintaining up-to-date sponsorship records.
- (iv) Be responsible for the EPAA Sign Sponsorship Program to include but limited too; acquiring new sign sponsors, renewing current sign sponsors, installation and removal of signs, and maintaining up-to-date sign sponsorship records.
- (v) Be responsible for organizing and running fun raising activities for all sports.
- (vi) Shall have other duties as prescribed by the Executive Board or by standing rule.