



**PVAA**

**Ponte Vedra Palm Valley  
Athletic Association**

# BYLAWS

REVISED October 2024

## Table of Contents

Article 1 – Name.....	5
Article 2 – Purpose, Mission, and Rights .....	6
Section 2.1.....	6
Section 2.2.....	6
Section 2.3.....	6
Section 2.4.....	6
Section 2.5.....	6
Section 2.6.....	6
Article 3 – Board of Directors.....	7
Section 3.1.....	7
Section 3.2.....	7
Section 3.3.....	7
Section 3.4.....	7
Section 3.5.....	7
Section 3.6.....	7
Section 3.7.....	8
Article 4 – Board Meetings .....	9
Section 4.1.....	9
Section 4.2.....	9
Section 4.3.....	9
Section 4.4.....	9
Section 4.5.....	9
Section 4.6.....	9
Article 5 – Officers.....	10
Section 5.1.....	10
Section 5.2.....	10
Section 5.3.....	10
Section 5.4.....	10
Section 5.5.....	11
Section 5.6.....	11

Section 5.7.....	11
Article 6 – Membership .....	12
Section 6.1.....	12
Section 6.2.....	12
Section 6.3.....	12
Section 6.4.....	12
Section 6.5.....	12
Section 6.6.....	12
Section 6.7.....	12
Article 7 – Meetings.....	13
Section 7.1.....	13
Section 7.2.....	13
Section 7.3.....	13
Section 7.4.....	13
Section 7.5.....	13
Section 7.6.....	14
Section 7.7.....	14
Articles 8 – Rules of Order .....	15
Article 9 – Contracts, Loans, Checks, and Deposits .....	17
Section 9.1.....	17
Section 9.2.....	17
Section 9.3.....	17
Section 9.4.....	17
Section 9.5.....	17
Section 9.6.....	17
Section 9.7.....	17
Section 9.8.....	17
Section 9.9.....	18
Section 9.10.....	18
Article 10 – Seal.....	19
Section 10.1.....	19

Article 11 – Coaches..... 19  
    Section 11.1..... 19  
Article 12 – Procedure for Amending Bylaws ..... 19  
Article 13 – Use of Facilities ..... 19  
Article 14 – Operating Procedures..... 20  
Article 15 – PVAA and PVAA Sports Board of Directors Election Procedures and Process ..... 20  
Exhibit A - Duties of the PVAA President ..... 23  
Exhibit B - Duties of the Secretary ..... 23  
Exhibit C – Duties of the Treasurer ..... 23  
Exhibit D – Duties of the Commissioners..... 24

## Article 1 – Name

The name of the organization shall be PONTE VEDRA PALM VALLEY ATHLETIC ASSOCIATION, INC., hereinafter known as PVAA.

## Article 2 – Purpose, Mission, and Rights

- Section 2.1** The purpose/mission of this Association is to foster and encourage interest and participation in athletics with primary emphasis on youth sports in our area, including the purchase of necessary equipment, the purchase, lease or rental of facilities, and to do all other matters pertinent and appropriate to such purpose.
- Section 2.2** Furthermore, this Association’s purpose is to educate, teach and train members in athletics, sportsmanship and fair play, and to do all things necessary for this purpose. The Association fosters player development over game outcome. All players will be encouraged to have a will to win but also the courage to accept defeat in competition and games. The program will strive to instill positive social values and character traits throughout the organization. In addition, the Association will communicate and interface with the St. Johns County Recreation Department to help make Northeast St. Johns County’s recreational needs known.
- Section 2.3** PVAA was created to provide youth recreational sports programs. Some clubs have expanded their programs to include what are referred to as travel teams. These types of teams place more emphasis on winning than player development. Player performance dictates playing time in this model, decreasing the opportunity for less skilled players to develop. The PVAA philosophy/mission concentrates on the player, not game outcome.
- Section 2.4** The PVAA recognizes the demand for travel teams and their contribution to the continued growth of the recreational program. All PVAA teams – recreational and travel – must adhere to the PVAA mission. In addition, recreational teams may not fund the costs for a travel team. If a travel team is deemed to be noncompliant with the purpose/mission and/or unable to cover its own costs, the PVAA Board reserves the right to disband the travel team.
- Section 2.5** This corporate body shall have the authority to exercise general rights, privileges and powers it may need to accomplish the purpose for which it was formed, as granted by the laws of the State of Florida.
- Section 2.6** These bylaws and procedures stated herein take precedence over any club bylaws/procedures to the contrary.

## Article 3 – Board of Directors

- Section 3.1** The management and control of the business of the corporation shall be vested in a Board of Directors comprised of Officers, Directors and Commissioners. All officer/board members must be residents of St. Johns County, and must be considered members in good standing within the PVAA, pursuant to Section 6.2. The Officers, Directors and Commissioners of PVAA shall be elected for a two-year period and shall hold office until their successors are elected and qualify. The President shall vote only in the event of a tie. The Immediate Past President shall serve on the Board for one year immediately following his/her term as president as an Advisor to the Board. It shall be prohibited for any of the Board of Directors to be absent for more than two consecutive meetings, either regular or special, without a written notice showing good cause. A member in good standing may only hold one Board position at a time during any given term.
- Section 3.2** The Board of Directors may immediately suspend, by a majority vote, a member of the Board of Directors for good cause and in an emergency, pending recall proceedings pursuant to Section 7.4. The petition referred to in that section shall not be necessary.
- Section 3.3** Any vacancies on the Board of Directors caused by resignation, recall, death or otherwise, except as may be otherwise provided for in these Bylaws, may be filled by appointment by a majority of the remaining Directors at a special meeting or regular meeting. The person so chosen as Director shall hold office until his successor is elected and qualified at the next scheduled election.
- Section 3.4** A majority vote of the Board of Directors shall be one more than one-half of the Board members present. Each Board member shall be entitled to only one vote. An absentee vote shall not be counted. Proxies are not allowed.
- Section 3.5** The Board of Directors shall maintain necessary Operating Procedures to be used as guidelines in performing specific functions within PVAA. Operating procedures may be amended by a majority vote of the PVAA Board.
- Section 3.6** Disciplinary actions for any member(s) shall be handled in closed session and presided over by the President, unless the matter involves that individual, then the Vice President would preside over the closed session. If both the President and Vice President are involved in the disciplinary matter then the board would vote a board member in good standing as an arbiter to oversee the disciplinary process. The accused(s) would not be able to vote in the disciplinary process but could be present to present their defense. The member(s) in

question can be asked to leave the closed secession as discussions and a vote are held on the disciplinary process.

[Section 3.7](#) For removal of a Board Member, see Article 7, Section 7.5.



## Article 4 – Board Meetings

- Section 4.1** Regular bi-monthly meetings of the Board of Directors shall be held in a designated meeting place and at such times as the Board, by majority vote, may determine.
- Section 4.2** Special “executive” meetings of the Board of Directors may be called at any time by any two Directors, to be held in a place or places as the Directors from time to time may designate. Notice of special meetings of the Board of Directors shall be given to each Director by five (5) days’ notice by letter or personally.
- Section 4.3** An emergency meeting of the Board of Directors may be called by any member, with quorum approval, to address any issues which requires attention within less than five (5) days.
- Section 4.4** Any meeting, or portion thereof, may be designated as a “Closed” meeting excluding non-Board members, by the President or chairperson.
- Section 4.5** A quorum of the Board of Directors shall be one-half (1/2) of the Board of Directors. The Board of Directors cannot conduct business unless a quorum is present.
- Section 4.6** Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

## Article 5 – Officers

**Section 5.1** The officers of the corporation shall consist of a President, Vice President, Secretary and Treasurer, who shall be elected for two years by election by the general membership. Elected terms shall run from June 30<sup>th</sup> through July 1<sup>st</sup>. Elections shall be held in June, unless the date of the elections is change by a majority vote of the Board of Directors. Newly elected officers shall officially take office at the next official Board meeting within thirty (30) days of the election. All officers shall be elected by a simple majority vote of the members. All elected officers must have been a member in good standing during the previous calendar year and a resident of St Johns County.

**Section 5.2** The election terms for officers, other board members and sports commissioners are to be staggered to allow for continuity and decrease disruption in operation of the board.

**Section 5.3** If a sport creates its own Bylaws, which are approved by the Board of Directors, Commissioners for that sport shall be elected in the manner designated therein. No vote of the general membership of the Association shall be required. The PVAA bylaws take precedence over the sport bylaws.

**Section 5.4** The duties of the elected officers shall be as follows:

### ***President***

Duties define in Exhibit A attached which may be amended by a majority vote of the Board of Directors.

### ***Vice President***

Assist the President in the act in the President’s stead when the President is absent.

### ***Secretary***

Duties defined in Exhibit B attached which may be amended by a majority vote of the Board of Directors.

### ***Treasurer***

Duties defined in Exhibit C attached which may be amended by a majority vote of the Board of Directors.

### ***Commissioners of Sports***

1. Baseball
2. Softball

3. Soccer
4. Lacrosse
5. Competitive Football
6. JDL Football

Duties defined in Exhibit D attached which may be amended by a majority vote of the Board of Directors.

***Directors at Large (2)***

The primary responsibility of the Directors at Large is to serve as the primary appointee by the President as committee chairman. Other duties of the Directors at Large shall be as determined by a majority vote of the Board of Directors.

**Section 5.5** There will be a general call for candidates from the general membership one month prior to the annual election. Candidates will be members in good standing during the previous year. And, must be at least 21 years of age. They are to submit a short (one page) letter explaining their qualifications for filling the position at least 14 days prior to the election, giving a short bio and any other information deemed relevant to taking the position. The current Board of Directors will qualify the candidate by a majority vote of the Board.

**Section 5.6** All positions where there are multiple candidates (and qualified by the Board) running will be elected by ballot by the general membership. Only those members at least 18 years of age are eligible to vote. In the event of a tie, the previous Board of Directors will hold a ballot amongst the Board to determine the winner of the new position.

**Section 5.7** If there is no opposition in an election, the candidate for office must be approved by a majority of the outgoing board without ballot vote by the general membership. A quorum must be present in order for vote to be conducted.

## Article 6 – Membership

- Section 6.1** Membership shall be open to the general public.
- Section 6.2** Each person registering for a sport, or the parents, grandparents, or guardians of any child registered for a sport, shall become members upon registration or that child or their certification as a coach or board member. Membership dues shall be included in the cost of registration, and the amount shall be set by the Board of Directors. All members must be 18 years of age or older. Membership shall run from date of registration until next June 30th, however for memberships begun after January 1st, the membership shall continue until the second following June 30th.
- Section 6.3** Upon fulfilling the above requirements, an individual shall be deemed a member in good standing except as provided in Article 2 Section 3.5 (Disciplinary Action). A Membership Roster shall be kept on file and updated as members are added.
- Section 6.4** Only residents of St. Johns County may vote. Members in good standing may attend PVAA functions and meetings and be heard on any issue but may only vote on matters relating to the election of officers by a majority of votes. Twenty (20) voting members shall constitute a quorum at any general meeting. Members may not make motions at meetings.
- Section 6.5** Membership dues for a specific club will be set by the respective club with Board approval.
- Section 6.6** Each club has the authority to establish a scholarship program to be offered to members. The details of the program may be specific to the club itself and not required to be consistent among all clubs.
- Section 6.7** While each club may offer a travel program in addition to its primary recreational program, the recreational program will always take a priority and focus on player development.

## Article 7 – Meetings

- Section 7.1** General membership meetings of the Association will be held annually at a predesignated meeting place in Northeast St. John’s County, Florida, at a time and day to be determined and announced by the Board of Directors. Public notice of the meeting shall be posted at least twenty-four (24) hours prior to the meeting.
- Section 7.2** Meetings will serve as a forum for requesting assistance from general membership on issues where its actions may assist in improving association operations.
- Section 7.3** Special meetings of the PVAA shall be held as provided for in the Bylaws, or if not provided than such meetings shall be called by a majority of the Board of Directors to be held at a meeting place of the corporation. Notice of such special meetings shall be given in the same manner as is provided in the case of regular meetings.
- Section 7.4** It may be necessary or desirable by the body of the PVAA to recall Members of the Board of the Association or with a majority vote of the board of directors. The procedure for doing so is as outlined.
- a) When fifty (50) voting members present a petition with a list of grievances, in writing to the Board of Directors disclosing their desire to recall any Member of the Board of the Association, the Board shall establish a date for a general meetings within fifteen (15) days after receipt of the petition. The meeting shall be held no later than thirty (30) days from receipt of petition.
  - b) At this meeting, the persons desiring to have a recall shall state briefly their reasons for desiring to recall any Board Member of this Association, followed by any member (s) desiring to speak against the recall. A time limit for speaking will be set by the Chairperson and only Board members will vote. Proxies shall not be allowed.
  - c) The recall meeting shall be chaired by an independent party selected by the Board, but will only vote in the event of a tie.
  - d) The sole question posted shall be “Shall (name of Board Member) be recalled?” If the member is recalled, the floor shall be open for nominations to replace that Board Member. Proxies shall not be allowed. The Board of Directors will fill the vacancy as provided in Article 3, Section 3.3.
- Section 7.5** If necessary to resolve an immediate concern, the Board has the authority to move into Executive Session, excluding the public and general members.

Section 7.6 Sports/clubs commissioners must be present for meetings or provide a representative knowledgeable in club activities, however that representative cannot vote for that commissioner as proxy votes are not allowed (reference Article 8, Section P).

Section 7.7 The President should attend all sports club meetings. If the President is unable to attend, another officer should attend in the President's absence.

## Articles 8 – Rules of Order

The following rules of order will apply to general meetings of the PVAA:

- a) The President shall occupy the chair and start meetings promptly at the time specified.
- b) No business shall be taken up except in regular order unless a majority of those present vote to the contrary.
- c) No motion shall be received or placed before the meeting unless duly moved and seconded. It shall not be open for discussion or vote unless the President has so stated.
- d) Any recommendation of the Board of Directors or any duly elected or appointed committee shall carry with it a motion to concur, which motion shall have precedence over any motion.
- e) When a question is before the body, no other motion shall be in order except (1) to adjourn; (2) to lay on table the previous question; (3) to postpone; (4) to refer; (5) to amend. These exceptions shall have precedence in order named. The first three shall be without debate; except that the motion to adjourn requires a vote.
- f) When a board member desires to make a motion or speak to the question, he shall first obtains the President's recognition. Such board member must confine himself strictly to the question under consideration and shall not be interrupted unless a point of order.
- g) No board member shall be allowed to speak twice on the same question until all who wish to speak have been heard.
- h) The President shall be privileged to limit the debate upon any subject.
- i) Should more than one board member wishes to speak at the same time, the President or presiding officer shall determine who should be recognized.
- j) An amendment takes precedent over a motion and shall be put to vote first.
- k) Voting shall be via voice unless otherwise proved or called for. In the case of an emergency vote which must occur prior to a regularly schedules meeting, the President may authorize a vote by electronic mail (email) as a "Reply to All" or conference call to ensure the vote is not a secret vote. All votes will be tallied by the President and included as proof of the vote outcome and stored with the organization's documentation. This authorization may be overridden by a 2/3 vote of the board members. An email/conference call vote requires a "yes" vote by the simple majority to pass. In the case where an email/conference call vote is conducted, there must be signed consent by each board member whereby each board member prints, signs and scans their respective "yes" email for storage by PVAA. See, FL Statutes 617.0821.
- l) In the event of a tie vote, the president or presiding officer shall cast the deciding vote.
- m) A motion to reconsider shall not be entertained unless made by a board member who voted in the majority. A majority vote shall be necessary to reconsider.
- n) Issues raised by general members during Board meetings will be limited to 3 minutes per issue, unless expanded by the presiding officer.

- o) Robert's Rules of Order shall decide all questions of procedure not provided for by these rules.
- p) Proxies shall not be allowed.

The following order of Business shall apply:

1. Roll Call (when applicable)
2. Reading of Minutes
3. Report of Treasurer
4. Report of Committees
5. Report of Board of Directors
6. Community Announcements
7. Old Business
8. New Business
9. Comments/Questions from Membership
10. Elections of Officers (when applicable)
11. Adjourn



## Article 9 – Contracts, Loans, Checks, and Deposits

- Section 9.1** A quorum of the Board of Directors may authorize any officer or officers to enter into any contract (coach, vendor, etc) or execute and deliver any instrument in the name of, and on behalf of, the corporation, and such authority will be confined to specific instances.
- Section 9.2** No loan shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name. Such authority shall be defined to specific instances as outlined in the financial operational rules.
- Section 9.3** All notes or other indebtedness issued in the name of the corporation shall be signed by the President or Vice President as described in the financial operational rules. Financial practices of the corporation, to include individual sports, will comply with the financial operational rules. These rules will be amended from time to time by the PVAA Board and will comply with accepted bookkeeping/accounting practices
- Section 9.4** All funds of the corporation not otherwise employed shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies and other depositories as the Board of Directors may select. All funds collected in any manner by individual sports will be deposited in the appropriate club accounts with a record of its source.
- Section 9.5** Individual officers, directors, and commissioners of sports are authorized to spend per the guidelines of existing, approved contracts. Any expenditures over \$1000 that are outside of an existing contract or budgeted expenditure require pre-approval by a quorum of the Sport's Board of Directors.
- Section 9.6** Each sport shall submit a season budget to the Board of Directors before the season of each year, or an annual basis determined by each sport and approved by the Board of Directors in August.
- Section 9.7** Each sport may maintain a separate account for checks and deposits, in lieu of utilizing the account of the PVAA, if the procedures are as outlined in the financial operational rules.
- Section 9.8** Each month, the PVAA Bookkeeper shall provide a transaction detail report for each individual sport for the previous month. The PVAA Treasurer and respective sport Treasurers are responsible for reviewing the monthly transaction detail report to identify any transactions that are outside of a specific contract or outside of the individual's sport's agree upon planned expenditures. Any transactions that are identified shall be reviewed in further detail. Sport clubs

will comply with the financial operational rules. All payments and revenues will be accounted for with name of payee and reason for payment.

**Section 9.9** By May of each year, the Board of Directors shall retain the services of an accountant to audit all accounts of the PVAA, including each sport. The audit shall be paid for by the PVAA. The report of the audit shall be presented at the June meeting of the PVAA.

**Section 9.10** The PVAA Board reserves the right to amend, change and add guidelines and financial operational rules as it sees fit.

## Article 10 – Seal

Section 10.1 The Board of Directors shall provide a corporate seal which shall have inscribed thereon the words “CORPORATE SEAL.”

## Article 11 – Coaches

Section 11.1 Commissioners of their respective sport shall have control over all rules of play. Any disputes shall be resolved as established in the sport’s bylaws. After following those procedures, the matter may be considered by the Board of Directors.

## Article 12 – Procedure for Amending Bylaws

These bylaws may be amended or repealed or new bylaws may be made and adopted at any annual or special meeting of the PVAA called for that purpose by 2/3 vote or written assent of the Board members, with the President having the ability to vote. The proposed changes must be discussed at two (2) prior meetings before vote. Prior to the first meeting, the Board members must inform the Body of General Membership of any and all proposed changes in writing, posted on the website, for the sole purpose for informing the General Body of their right to attend the Board Meeting and address the proposed changes.

## Article 13 – Use of Facilities

The Board of Directors shall determine appropriate use of all sports facilities, such as fields, available to the PVAA.

## Article 14 – Operating Procedures

PVAA has developed a set of standard operating procedures. Refer to the *PVAA Financial Operational Rules\_05282015* for specific financial procedures.

## Article 15 – PVAA and PVAA Sports Board of Directors Election Procedures and Process

### **Purpose**

The purpose of this process is to standardize the election qualifications, procedures, and documentation across all Ponte Vedra Athletic Association Sports Board of Directors elections. This amendment to the PVAA by-laws will supersede and replace any existing election procedures within our individual PVAA sport by-laws.

### **Elected Officers and Terms**

The specific offices of the PVAA board and its respective sports boards are listed in each of their respective sport by-laws.

Elected terms and the timing of those terms will be decided by the PVAA and the respective sports boards of directors and outlined in each set of by-laws. For the PVAA board, the terms will coincide with its fiscal year, which means they will run from July 1<sup>st</sup> through June 30<sup>th</sup> of the following calendar year. Any newly elected officer of the PVAA or its respective sports boards will take office no later than 30 days after the election has occurred.

### **Candidate Eligibility**

Candidates wishing to run for office must be at least 21 years of age and been a member in good standing for the previous calendar year within the PVAA organization. This means any member who has been disciplined or suspended by a respective sport during that year is not eligible to run for an office.

There will be a general call for candidates from the general membership made at least one month (30 days) prior to any annual election. Candidates must submit their application to the

Secretary of each board a minimum of 14 days prior to the election date for review by the current Boards of Directors.

Each sport may appoint a committee to review the candidates to ensure their eligibility and publish the candidate list to the respective boards. Each Sports Board may outline requirements or experiences they will require for specific positions on their board, based on the sports' specific needs. Each current Board of Directors will qualify the candidates by a majority vote of that board. This applies to the PVAA Master Board as well as the respective Boards of Directors of each sport.

All candidates for the PVAA master Board of Directors must be residents of St Johns County. Since the Presidents of each of the respective sports Boards of Directors serve as representatives for their sports on the PVAA master board, candidates for any President position must be residents of St Johns County.

### **Voting Eligibility**

For voting purposes, any adult member of a PVAA sport in good standing may vote within a PVAA-sanctioned election. Members eligible to vote are any person over the age of 18 years and who meet the following criteria:

1. Have a child registered to play in a PVAA sport for the current PVAA fiscal year.
2. Active PVAA or PVAA Sport Board of Director members
3. Volunteers who help in the education, training, certification, coaching, or refereeing of PVAA sports and are not compensated for this activity.
4. **For PVAA Master Board of Director elections only:** All members voting for the PVAA Master Board of Directors must be residents of St Johns County. This requirement does not apply to the respective PVAA sports elections unless otherwise noted in their by-laws.

To remove any question regarding the integrity of our elections, the following associates of our PVAA organization are not eligible to vote in any election:

1. Any member who is not in good standing, or who has been the subject of a disciplinary action within the current year.
2. Any person receiving compensation for their role within the organization within the past year. This includes but is not limited to salaried personnel, directors, contracted coaches, referees, or support personnel.
3. Any member who has a business relationship with PVAA or receives any financial support from a PVAA sport.

Only one vote per eligible adult member and each family is limited to one vote. All PVAA members voting in an election must attend the general membership meeting to cast their vote. Votes by proxy will not be allowed.

### **Election Process**

Elections will only be conducted during the general membership meetings that were notified by the respective board. The respective board Secretaries will be responsible for the notification of the date, time, place, and management of the election process. This will include the counting and certification of the election ballots received.

If there is no opposition in an election, the candidate for office will be approved by a majority of the outgoing board of directors. A quorum of board members must be present for this to be valid.

If there are multiple candidates for any position (and all candidates are qualified by the board), there must be an election by written ballot by the general membership. Each candidate will be allowed 3 minutes to speak to the general membership regarding their qualifications and reasons for serving. The Secretary will then collect the written ballots from the general membership, then verify that all voting members are eligible PVAA members and that no duplicate votes are submitted. The Secretary will then communicate the results to the current Board of Directors.

In the event of a tie in any election, the previous Board of Directors will hold a ballot amongst the Board to determine the winner of that decision.

## Exhibit A - Duties of the PVAA President

The President shall:

1. Be Chairman of the Board of Directors
2. Direct, with concurrence of the Board, the overall policy of the PVAA
3. Appoint, with the approval of the Board, all committee chairmen
4. Be empowered to cosign all checks with the Treasurer
5. Be responsible for insuring representation at appropriate non-PVAA functions

## Exhibit B - Duties of the Secretary

The Secretary shall:

1. Be a member of, and secretary to, the Board of Directors
2. Keep an accurate accounting of all official actions and proceedings of the Board of Directors, the minutes of all PVAA meetings, and all other official documents of the PVAA
3. Maintain a roster of all active members, players and coaches
4. Handle any necessary correspondence
5. Maintain active filing with the State of Florida for PVAA which was incorporated on 12/4/1990 under number N41152
6. Responsible for publishing a Monthly Newsletter which will include management of the newsletter budget, writing, advertising, printing and mailing

## Exhibit C – Duties of the Treasurer

The Treasurer shall:

1. Be a member of the Board
2. Be chief custodian of the PVAA funds
3. Submit to the membership at monthly meetings a written financial statement covering all transactions for the year to date
4. Issue and sign checks to cover all expenses approved by concurrence of the Board of Directors, or expenses incurred within the personal limitations of designated representatives as outlined in Article 9
5. Keep accurate records and accounts of the PVAA funds and file all necessary financial reports and forms
6. Assist treasurers of sports accounts, if utilized pursuant to Section 9.8

## Exhibit D – Duties of the Commissioners

The Commissioners' duties include, but are not limited to:

1. Be a member of the Board
2. Promote and insure that player development takes precedence over game outcome.
3. Insure playing time is equally dispensed among team members.
4. Maintain Team rosters and coaches rosters for respective team sports
5. Designate a Deputy Commissioner who shall represent the Commissioner and vote at the Board of Director's meetings in the absence of the Commissioner
6. Establish an organization and bylaws for the sports and report them to the Board of Directors for approval. PVAA bylaws supersede club bylaws.
7. If issued a petty cash fund, be responsible for and maintain a petty cash fund documenting expenditures during the current sports season as outlined in Section 9.6.
8. Be responsible for the care, maintenance and distribution of all sport equipment
9. Provide rules and assume control over all rules of play for the respective team sport
10. Represent PVAA and be liaison with all governing City/County Recreational Departments and government entities concerning respective sport
11. Act as liaison between coaches and Board of Directors