

We C.A.R.E Warriors Athletic Sports Program Bylaws



This is the program's official logo, representation, and seal.

TABLE OF CONTENTS

ARTICLE I.	Organization Name	Page 2
ARTICLE II.	Vision and Mission	Page 2
ARTICLE III.	Brand Statement	Page 2
ARTICLE IV.	Membership Status, Sponsorship, and General Prices	Page 2
ARTICLE V.	Registration, Withdrawals, and Refunds	Page 5
ARTICLE VI.	Directors and Committees	Page 5
ARTICLE VII.	Directors and Committees Roles and Responsibilities	Page 7
ARTICLE VIII.	Voting and Non-Voting	Page 16
ARTICLE IX.	Meetings	Page 16
ARTICLE X.	Financial Policy	Page 17
ARTICLE XI.	Additional Information	Page 19
ARTICLE XII.	Bylaws Amendment and Changes	Page 20

ARTICLE I. ORGANIZATION NAME

The name of the Amateur Athletic Sports Program shall be **Warriors Athletic Sports Program**. An abbreviated and acceptable name for the program is “**WASP**”. WASP is Ministry of My Father’s Business Ministries and Services, an affiliate of the We C.A.R.E Center and sponsored by We C.A.R.E Financial Institute. The designated address for WASP main office is 815th North 8th Street, Suite 500, Killeen, Texas 76541 and 650 Cactus Spur, Killeen, Texas 76542 for the sports facility.

ARTICLE II. VISION AND MISSION

Vision: We C.A.R.E Warriors Athletic Sports Program (WASP) is a 501(c)(3) nonprofit youth sports organization consisting of families, businesses, and communities who invest in the lives of student athletes so they can demonstrate their academic and athletic skills globally.

Mission: WASP will train, develop, and mentor school age youth to be talented athletes, responsible adults, and community leaders. We encourage (student athletes) to excel in academics, strive to learn fundamental and advance skills of sports, and compete on an elite level while instilling life-lessons and values.

ARTICLE III. BRAND STATEMENT

We C.A.R.E Together... We Compete Together – We Adapt Together – We Represent Together – We Excel Together

ARTICLE IV. WASP GENERAL PRICES

WASP is open to any parents whose student athlete will take an active part in sports competition on a WASP team. The team sizes consist of 7-15 players, except for the 3rd/4th Grade Team, which can have 10-15 players. A team’s roster may change throughout the season if a player’s skill level becomes an issue, or a player drops from WASP. All payments are required to be paid on the first Friday of every month starting on the tournament month; no later than two weeks prior to upcoming tournament date.

1. WASP PRICES:

- Registration: \$350
- Uniform: \$200 Package or \$100 Home & Away Only
- Tournament Season: FREE

- Hotels and Meals \$100
- Training Camps: \$120
- Training Clinics: \$60
- One-on-One Sports Sessions: \$25

NOTE: All Prices and Hotel fees may vary depending on the type and location of the tournaments.

2. SPONSORSHIP: A sponsor consists of any person or business that pays for any of the four categories of sponsorship for a season:

- To help with travel, play, hotels, and/or uniforms.
- To help reward student athletes with the highest-grade point average with a scholarship.
- To receive marketing for yourself and/or business.
- Sponsorship Categories
 - **Category 1: Student Athlete Sponsorship (\$500):** Business/Individual Name on Website (with link).
 - **Category 2: Team Sponsorship (\$1000):** Business/Individual Name on Website (with link); Business Name or Logo on selected team game jerseys and accessories.
 - **Category 3: Program Sponsorship (\$2000):** Business/Individual Name on social media and Website (with link); Business Name or Logo on selected team game jerseys and accessories; Business Name/Logo on team banner, Business Advertisement at all fundraisers and events; to include one year business banner hung in the WASP facility.
 - **Category 4: Scholarship Initiative Sponsorship (Any Amount below \$500):** businesses and individuals will be acknowledged during ceremony and on social media.

3. WASP SERVICES PRICES:

- Facility Rental
 - Per Hour \$45
 - Per Day (8 hours) \$350
 - Per Month (1 hour per day) \$650
- Camps \$125

- Clinics \$50
- Sessions \$25
- Play per Day \$5
- Student Athlete Pick-Up/Drop-off \$20
- Coach's Certification Program \$125
 - Application Fee
 - Local Background Check
 - Coaching & Program Orientation
 - Youth Protection Training

ARTICLE V. REGISTRATION, WITHDRAWALS AND REFUNDS

1. WASP work with boys and girls ages 6 years old to 18 years old but can only compete starting at the age of 8 years old. Players will be grouped by age and skill within WASP.

2. All registration is on a first come, first served basis. Early registration is made available via the WASP website beginning no sooner than two months prior to the first day of the month of the official date of the next season.
 - Parents must submit a copy of the student athlete's birth certificate and report card with registration form to be fully registered with WASP.
 - Student athletes should be in the correct grade and meet age requirements to participate on a particular team.
 - Student athletes playing up is discouraged, however, parents may speak directly to Athlete Director, but the Coach has the final approval upon performance evaluation. Each situation will be re-evaluated each year.

3. Parents may withdraw their student athlete from any WASP activities with full refund within 24 hours of membership purchase. After the 24-hour window has passed, WASP can offer credit to be utilized for another service that we offer. Credits must be utilized within 6 months of the date of membership purchase. Otherwise, the WASP will not provide a credit or refund.
 - Refunds can be given if families submit in writing supporting documents showing uncontrollable circumstances or financial hardship, upon approval of any director.

- All camps, clinics, or sessions are non-refundable 2-weeks prior to the start of training.
 - If an unforeseen event occurs (mother nature, gym closed down etc.), WASP will give a full refund or full credit for future training (One year from the date of the previous event).
 - If WASP is at fault, and a camp, tournament or event does not take place, the participants or teams will receive a full refund.
 - All pre-payments collected by WASP will not be refunded if a person or group is found guilty of any unlawful acts, contractual violations, or behavioral issues.
4. Parents can terminate their membership at any time by notifying administrations, sports director, or their team coach.
- Directors can vote on membership termination when parents or student athletes no longer follow WASP requirements or when behavior become detrimental to the growth, reputation, and overall benefit of the student athletes, coaches, or the program.
 - With a written incident report, legal, or governmental documents received at any event represent WASP, the President and Vice-President may terminate membership immediately.

ARTICLE VI. DIRECTORS AND COMMITTEES

1. The WASP will consist of levels of echelon: Directors and Committee Leaders. The directors are responsible for the management of the business of WASP. The committee leaders are a group of people whose purpose is to serve as advisors to the director on operation decisions. All directors elected shall be residents of the City and State of Killeen, Texas, and citizens of the United States.
2. No more than two family member may serve as director at any given time.
3. Vacancies in a director's position can be filled by a qualified person at the next meeting by vote. If the President and Vice-President agree, then they may appoint a member to the vacant position in the best interest of the program.

4. Any director with unexcused absences from three (3) consecutive meetings may receive verbal notice from the directors concerning the absence. Failure to appear at the fourth (4th) meeting may result in the position being declared vacant and a successor being appointed by the directors.
5. Directors shall ensure that all policies required by them are followed and enforced. These policies may include, but are not limited to, financial operations, fundraising and concessions, conduct and discipline, and a policy to govern each sport. These policies will be reviewed annually for revising or approval by the directors.
6. All directors and committee leaders upon acceptance of their position must sign an agreement stating that they will fulfill the duties, as outlined in the program's bylaws, of the position to which they were elected or appointed. Directors will have up to seven days to return the signed copy of the agreement. Failure to sign, and return, this agreement will nullify the election or appointment, and the position will be declared vacant.
7. The following positions will be held within the WASP:

Directors:

President (Owner): Willie Holsendolph
Vice President (Co-Owner): Carlos Zapata
Secretary (Administrations): Kahti Traylor
Treasurer (Finance Director): WCFI
Athletic Director (Program Director):

Committee Leaders:

Sports Commissioners (Parent Volunteers):
Coaches (Community/Parent Volunteers):
Team Managers (Parent Volunteers):
Fundraising Coordinator (Parent Volunteers):

Committee leaders are selected by the vote of directors or on a voluntary basis if no two people desire the position. These positions are on a voluntary basis until WASP is fully capable of sustaining income for operations. The President, Vice-President, and Treasurer will determine appropriate time to offer employment to directors, committee leaders, and staff. Any director or committee leader who fails to fulfill their duties, as outlined in the bylaws below, will be notified of the failure by the President and Vice-President. If the director or committee leader fails to correct the shortcomings, or to

begin a process to correct the shortcomings, then they will be subject to removal from position by the President and Vice-President. Repeated failure to perform assigned duties within 30 days, after notification, will be viewed as a resignation by the directors, and those positions will become vacant (see ARTICLE XI of these bylaws). The President has the final authority to override/veto any vote outcome.

ARTICLE VII. DIRECTORS AND COMMITTEE LEADERS ROLES AND RESPONSIBILITIES

1. The **PRESIDENT** is the owner of WASP. The role of the President is to be the visionary and strategic leader who can see the outcome of goals; design a plan to meet goals; and ensure plans are adaptable for future changes. The President is also the **Leadership Developer** who design systems, make policies, designate curriculums for programs, give guidance, supports directors, committee, members, student athletes, and sponsors.
 - The President is responsible for seeking opportunities of the expansion of WASP (investments, franchise, chambers, corporate alliances, etc.).
 - The President is responsible for seeking education, training and certification programs for coaches, managers, staff, and employees.
 - The President is responsible for ensuring WASP incorporate and maintain high standards of social responsibility in the community.
 - The President is responsible for assuming and assessing the fundamental risks of WASP; ensuring these risks are mitigated, monitored, and managed.
 - The President is responsible for ensuring revenue and expenditures of WASP are within the authorized and approved Fiscal (annual) budget.
 - The President shall see that all books, reports, and certificates required by law are properly kept or filed.
 - The President shall be one of the directors who may sign the checks or drafts of WASP.
 - The President is responsible for transitional steps in the WASP commerce and cashflow cycle and may make bank deposits.

- The President is responsible for ensuring that the directors, members, and the community are properly informed, and that sufficient information is provided to make appropriate decisions, whether life and business.
- The President is responsible for ensuring the integrity of all public disclosure by and of WASP, directors, committees, and family members.
- The President is responsible for recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, and selecting candidates.
- The President has authority to hire and terminate staff and employees with cause; and remove directors and committee leader who have violated WASP policies or presents a conflict of interest with approved vote.
- The President shall have such powers as may be reasonably construed as belonging to the chief executive officer of any organization.
- The President is responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

2. The **VICE-PRESIDENT** is the co-owner of WASP. The role of the Vice-President is to be the strategic leader who can see the outcome of goals; assist in designing plans and systems to meet goals; executes WASP management and operational decisions with a view of creating value to our program and sponsors.

- The Vice-President shall, in the event of the absence or inability of the President, exercise the duties of the President with all the rights, privileges and powers as if this person had been the duly elected president.
- The Vice-President is responsible for assuming and assessing the fundamental risks of WASP; ensuring these risks are mitigated, monitored, and managed.
- The Vice-President is responsible for seeking education, training and certification programs for managers, staff, and employees.

- The Vice-President assists in overseeing WASP commerce and cashflow cycle and may make bank deposits.
- The Vice-President is responsible for ensuring revenue and expenditures of WASP are within the authorized and approved Fiscal (annual) budget.
- The Vice-President shall see that all books, reports, and certificates required by law are properly kept or filed.
- The Vice-President shall be one of the directors who may sign the checks or drafts of WASP.
- The Vice-President is responsible for conducting S.W.O.T evaluations and monitoring performance metrics.
- The Vice-President is responsible for hosting and determining the date, time, location, and agenda for meeting.
- The Vice-President is responsible for ensuring administrations update and complete meeting slides before every meeting.
- The Vice-President shall act as the Liaison for the committees and shall oversee (President Role) the Committee meetings.
- The Vice-President is responsible for ensuring that the directors, members, and the community are properly informed, and that sufficient information is provided to make appropriate decisions, whether life and business.
- The Vice-President is responsible for ensuring the integrity of all public disclosure by and of WASP, directors, committees, and family members.
- The Vice-President is responsible for recruiting staff, developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, and selecting candidates.
- The Vice-President has authority to hire and terminate staff and employees with cause; and remove directors and committee leader who have violated WASP policies or presents a conflict of interest with approved vote.

- The Vice-President is responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

3. The **SECRETARY/ADMINISTRATION** is the program administrator of WASP. The Secretary is the official custodian of all records pertaining to WASP. The secretary is third in the succession of leadership and is required to know how to perform certain duties of the President and Vice-President in their absence.

- The Secretary is responsible for creating and updating WASP master student athlete and coaching roster for every season.
- The Secretary is responsible for collecting information and creating meeting slides.
- The Secretary/Administration is responsible for the recording of the meeting minutes of all director-lead meetings and ensuring committee leaders keep meeting minutes for specific meetings.
- The Secretary/Administration is responsible for keeping all records of WASP labeled and in appropriate files.
- The Secretary/Administration distributes all information and notices to members of WASP. These include, but are not limited to, meeting announcements, meeting agendas, and proposals requiring the attention of the members.
- The Secretary is responsible for tracking any employment data such as time sheets, work schedules and pay information. This information is reported to the treasurer on a monthly basis.
- The Secretary/Administration is responsible for registering all teams for all tournaments and scheduling all hotel stays upon Owners' request.
- The Secretary/Administration works diligently with coaches, team managers, and the treasurer to ensure sufficient funds for all tournaments.

- The Secretary/Administration is responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.
4. The **TREASURER** is the accountant who maintains the financial accounts and records of WASP; communicates with other directors to fulfill the financial obligations of WASP such as payroll and supply expenses, etc.
- The Treasurer who assists in overseeing WASP commerce and cashflow cycle. The Treasurer shall be the collector, custodian and disbursing officer of all monies belonging to WASP.
 - The Treasurer is responsible for the financial accounts for WASP and ensuring all income and expenses are recorded and tracked.
 - The Treasurer is responsible for tracking all funds and petty cash weekly. Depositing all monies into the WASP business bank. Deposits of all revenue must be made on a regular basis, the frequency of which shall be determined by the finance policy.
 - The Treasurer is responsible for signing all financial checks, money orders or drafts of WASP, to include issuing employment checks.
 - The Treasurer shall render at each director's meeting a written account of the finances of WASP and such report shall be physically affixed to the minutes.
 - The Treasurer shall ensure that all financial records are to be available for audit by any governmental agency.
 - The Treasurer shall be responsible for ensuring that all Federal, State and Local tax requirements are met and that all required forms are filed in a timely manner.
 - The Treasurer shall communicate with team managers and oversee the finance committee in the event one is created by the directors.

- The Treasurer is responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

5. The **ATHLETIC DIRECTOR** (Program Director) is the manager who oversees the WASP Athletic Complex and Youth Sports Programs. The Athletic Director is depended on to secure the functionality of WASP and help drive sustainable growth. The Athletic Director is the Relationship Bearer who communicates on behalf of the directors, committees, members, and student athletes to the community, to include the relationships with sponsors and vendors.

- The Athletic Director is responsible for investing in, developing, and monitoring all athletic operations of WASP, to include communicating required personnel training and monitoring personnel performances.
- The Athletic Director is responsible for promoting equality and diversity as part of the culture of the WASP.
- The Athletic Director is responsible for liaising with a range of people involved in policy areas such as staff performance, health, and safety.
- The Athletic Director is responsible for helping implement business strategies; improving operational management systems, processes and best practices that guarantee WASP environmental well-being.
- The Athletic Director is responsible for overseeing the coordinating, organizing, managing, and marketing exhibition games and tournaments; this includes recruiting, hiring, and paying certified referees.
- The Athletic Director is required to participate in expansion decisions and actions of WASP (investments, franchises, chambers, charters, corporate alliances, etc.).
- The Athletic Director oversees the coordination of WASP trophies/medals, banquets, and social responsibility events in the community.
- The Athletic Director is responsible for abiding by all internally established control systems and authorities, leading by personal example, and

encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

6. SPORT COMMISSIONERS are subject matter experts, certified leaders, and strategic managers who oversee multiple teams in their sports arena.

- Sports Commissioners assist the Athletic Director in developing, and monitoring operations of WASP in their sports arena, to include communicating required training and monitoring performances.
- Sports Commissioners are responsible for instructing and mentoring coaches in their sports arena.
- Sports Commissioners are responsible for creating and managing affiliate sports programs.
- The Athletic Director is responsible for coordinating, organizing, managing, and marketing exhibition games and tournaments; this includes recruiting, hiring, and paying certified referees.
- Sport Commissioners are responsible for the coordination of WASP trophies/medals, banquets, and social responsibility events in the community.
- Sport Commissioners are responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

7. COACHES (Parent Volunteers) are WASP certified leaders, influential mentors, and strategic instructors of their sports affiliate. Coaches are to be teachers of the sport and parents towards their student athletes academically.

- Coaches are responsible for developing and analyzing student athletes' skill development.

- Coaches are overall RESPONSIBLE for their student athletes at any sporting or program event. Coaches are to provide the best customer services to parents and a learning environment for our student athletes.
- Coaches are responsible for selecting tournaments or series and giving them to the secretary to add to the team schedule.
- Coaches are responsible for preparing student athletes to perform in competitive arenas such as AAU, grade school, community league games.
- Coaches are responsible for completing practice plan and implementing it during practice.
- All Coaches are required to be Certified, licensed, or have a valid AAU Coaching Credential in their affiliate sport.
- Coaches are managers of the game and must attend yearly coaches' academies for self-improvement.
- Coaches are required to attend all Director's meetings and required committee meetings or send a representative on their behalf.
- Coaches must demonstrate exceptional leadership skills and be able to develop winning strategies and make decisions under pressure.
- Coaches are to communicate regularly and adequately to ensure planning and adjustments can be made.
- Coaches must conduct film study and mentorship classes to student athletes (See Chapter 7 of the Coaches, Parent, and Student Athletes Handbook).
- Coaches must study the skills and abilities of each student athlete to maximize performance, devise play strategies to optimize performance, and teach players the rules of the game.
- Coaches are responsible for teaching proper fundamentals, communicating with families and student athletes, projecting a positive image, and guiding every player towards their goals and team goals.

- Coaches are responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

8. TEAM MANAGERS (Parent Volunteers) are considered as the assistant to the coaches who maintain the general care of the team, free the coach to concentrate on the coaching and training aspects of the team and help with the game. Team Managers are the liaison for the team between the coach, parents, and administration.

- Team Managers regularly plan menus, prepare and distribute meals, supplies, and resources to their teams. They ensure their team has proper and serviceable uniform and equipment.
- Team Managers also have the responsibility of either managing the game clock or record book.
- Team Managers assist with the planning of banquets and fundraisers (see Parent and Student Athlete Handbook chapter 8).
- Team Managers are responsible for abiding by all internally established control systems and authorities, leading by personal example, and encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

9. The FUNDRAISER COORDINATOR (Parent Volunteers) is like or better than a innovative event planner who oversees all fundraising and assists the Athletic Director in community events. The Fundraiser Coordinator is also the head of the fundraiser committee.

- The Fundraiser Coordinator is responsible for organizing and managing all community engagement and outreach such as concession stand, parades, opening day events, and other such activities deemed beneficial to WASP.
- Fundraiser Coordinator is responsible for abiding by all internally established control systems and authorities, leading by personal example, and

encouraging all directors, employees, and members to conduct their activities in accordance with all applicable federal, state, and local laws, WASP ethics, standards, and policies, to include environmental, public and health safety policies.

ARTICLE VIII. VOTING AND NON-VOTING

All members have voting rights at all meetings, except special meetings. Non-members will not have any voting rights. Voting is initiated by Vice-President by stating all for the item for vote raise your hand and say YES. Members must keep their hands up until vote is recorded and/or the Vice-President by stating all for the item for vote raise your hand and say No. Members must keep their hands up until vote is recorded. The voting record must be in writing and must be filed.

All votes can be vetoed by Willie Holsendolph or Carlos Zapata if it places the program, coaches, student athletes, or parents at risk. Each person on the directors and committees must attend all meetings.

ARTICLE IX. MEETINGS

All meetings will be held at the Warriors Athletic Sport Center, located at 650 Cactus Spur, Killeen, Texas 76542, or the We C.A.R.E Center, located 815 North 8th Street Suite 500, Killeen, Texas 76541 monthly the first year and then four times a year (quarterly). The initial meetings will be the last Friday of March and then the date and time will be established. Meetings are to be short and to the point, no more than 90 minutes.

All directors and committee leaders are required to attend. All meetings, except special meetings, are open to student athletes, members and non-members, coaches, and sponsors. Our meetings are not open to the public. There will be a special annual meeting to discuss fiscal budget, re-certifications and licenses, and any other specified meetings designated by directors or committees.

1. Minutes of all regularly scheduled board meetings and general meetings will be publicly accessible in a binder no later than ten (10) days after the meeting. Any member may also request a hard copy of the minutes by contacting the secretary after the meeting. The secretary shall have at least ten (5) business days to produce said minutes. The minutes will also be attached to the official transcript or slide show of the organization meeting. Due to privacy concerns, the minutes of emergency board meetings may be kept confidential.

2. All concerns/feedback to be discussed should be submitted three days before the meeting but can be addressed verbally for no more than 3 minutes during designated time of the meeting.
3. Special Meetings are meetings that are scheduled for specific directors, coaches, parents, or student athletics (such as team, parent, or coaches meeting). These meetings must be scheduled a week in advance and participants in this meeting must be made three days in advance.
4. Written objectives and expectations must be posted or handed out at the beginning of each meeting.
 - The discussion of playing time, organizational decisions, and financial concerns makes for an uncomfortable situation so please use your team meeting for solutions and advancements.
 - When a meeting is conducted, make sure everyone is following the same guidelines and address any positive or negative feedback.
5. Any person(s) connected with WASP who displays unsportsmanlike behavior, unethical conduct (cursing, fighting, aggressive behavior, screaming, bad mouthing) can be suspended indefinitely from any meeting, and possibly the program.
6. At no time should anyone air out any grievances in a public or private matter regarding other families, student athletes, or the program. This may lead to more issues, unsafe environment, or unhappy parents, coaches, and/or student athletes (See Program Conflict of Interest).

ARTICLE X. FINANCIAL POLICY

1. Funds will only be placed within designated federally insured financial institution accounts belonging to WASP. Only the President, Vice-President, and the Treasurer will have direct access to these accounts.
2. A purchase request must be submitted for all items needed to be purchased by teams, except tournaments and food and/or items discussed in the meetings minutes.

3. Tournament and hotel requests other than seasonal scheduled tournaments will be communicated to and submitted by the Secretary to the Treasurer. Food for each team will be paid for by the Team Manager of each team and should not exceed the amount allotted per tournament. The excess cash and receipt of that purchase will be submitted to the Treasurer within three (3) days.
4. A purchase request must be recorded in the director's meeting minutes and/or submit a request to the Treasurer at least three (3) days prior to use if the director's meeting has already convened.
5. Each Coach and Team Manager should keep up with their team finances on a separate spread sheet and hand them in monthly to the Treasurer 3 business days before the director's meeting.
6. All financial transactions are recorded on the appropriate WASP financial documents. If you have your own financial tracking system, just transfer the information onto the WASP financial documents or communicate with the Treasurer to ensure that the information you are tracking is added to WASP accounting system from your documents.
7. All fundraising or sponsorship revenue must be allocated for a specific purpose, team, or goal; this is the law.
8. Deposits will be made on a weekly basis and the deposit form should be turned into the Treasurer within three business days, or one (1) day before the director's meeting.
9. All bills and payments will be authorized by Willie Holsendolph, Carlos Zapata, or the Treasurer.
10. The Treasurer may approve or disapprove requests up to \$500 without President, Vice-President, or Director's approval or disapproval. If disapproved, send request to the secretary to transfer to President and Vice-President.
11. All purchases made by director or committee member personal funds may be reimbursed if verbally discussed or purchase is proved to be an emergency purchase, purchases that are needed for items pertaining to injury or replace or repair WASP equipment.

12. All payments can be received via credit card, cash app, checks, or direct deposit... All payments will be issued via credit card or paper check.
13. All bounced checks will be assessed a \$35.00 fee plus payment should be rendered immediately.
14. Decline credit cards will be assessed a \$25.00 fee plus payment should be rendered immediately.
15. Independent contractors will be issued payment via credit card, direct deposit, or paper check and a 1099 MISC form will be sent out January 30th of each year.
16. Employees will also be issued a W-2 Form or 1099 MISC Form that will be sent out January 30th of each year.
17. The President and Vice-President can hire and fix the compensation of any and all employees that they in their discretion may determine to be necessary for the conduct of the business of WASP.
18. An annual or fiscal budget shall be prepared by the President, Vice-President, and Treasurer and presented for approval by the directors and committees at the September director's meeting. Appropriations shall, except in the case of an emergency, be held within the structure of the budget. The Treasurer is responsible for evaluating the budget versus actual performance and documenting discrepancies.
19. The fiscal year will begin October 1st to the last day of September next year.
20. An outside public accounting agency will be retained to conduct an annual review of the financial statements. The results of the financial review will be presented to the Directors and Committees.

ARTICLE XI. ADDITIONAL INFORMATION

1. WASP was founded by Willie Holsendolph with the assistance of Carlos Zapata. Willie Holsendolph is the owner of the WASP Brand. As the sole proprietary and was responsible for all operational aspects, legal, and monetary expenses, the founder changed the formation once volunteers accepted board responsibilities.

2. WASP is a nonprofit business with the intent of creating employment opportunities, establishing scholarships, and donating time and money to community-based events and other nonprofits.
3. The participants or families within WASP have freely chosen to engage in a long-lasting sports relationship and agree to all bylaws and regulations. If a director or committee member other than the President and Vice-President, member, non-member, coach, instructor is found guilty of stealing, cheating, and/or placing others in an unsafe environment, they will be asked to leave immediately, and all financial obligations will be paid within 7 days.
4. The President and Vice-President can remove anybody from their position without a vote.
5. WASP has the right to seek an attorney or file a formal complaint with the police for any policy violations or unlawful acts against WASP and its participants.
6. Board members establish a line of succession and, upon desolation of WASP, all assets shall be given to My Father's Business Ministries and Services.

ARTICLE XII. BYLAWS AMENDMENTS AND CHANGES

1. Any part of these bylaws can be altered or amended by Willie Holsendolph and/or not limited to the vote of all voting members. A 30-day grace period will take place before changes and/or adjustments become effective.
2. A proposal to alter, amend, repeal or add to these By-Laws may be proposed by any three (3) directors, in writing to the Secretary, who shall notify all members of the proposed amendment, in writing at least thirty (30) days prior to the date of any meeting at which action must be taken.
3. The proposal must be voted on at a meeting that is within sixty (60) days of the notification.
4. All voting members must vote at any meeting where an amendment will be voted on or vote via communicating their vote via electronically. The majority of the members voting shall be necessary for adoption of the amendment.

5. In the event that the minimum number of members required to vote on a proposed amendment is not present then the proposed amendment will be considered to have failed to be adopted.
6. Any proposed amendment that fails to pass will be considered null and void and will not automatically be carried out to the next meeting, nor will it cause another special meeting to be required. If the sponsors of the proposed amendment wish to continue to pursue the amendment, they will need to until next fiscal year.
7. The addition or removal of a sport shall be governed by the accepted amendment rules. Prior to the voting on the addition of a new sport the sponsors must present to the Directors the following required items:
 - An operating budget including any known startup costs.
 - A proposal for field or gym usage including a sample practice and game schedule, a management hierarchy of the sport including all positions under the Athletic Director and any support staff.
 - When the Directors have determined that the above requirements have been met, they will put the proposal before the membership for a vote. The Directors may also form an opinion as to whether or not they feel the sport should be added.
 - If the new sport is approved by the membership, then the Athletic Director shall appoint a sports commissioner to oversee that sport. This commissioner will immediately become a member of the committee with all rights and privileges equal to that of the other sports commissioners.

These bylaws are legally binding once signed by the directors below.

_____ President Name	_____ President Signature	_____ Date
_____ Vice-President Name	_____ Vice-President Signature	_____ Date
_____ Secretary Name	_____ Secretary Signature	_____ Date