

# **Lake Jackson / Clute Youth Football Association By-Laws**

## **Article 1: Name**

Section 1: The name of this organization shall be the Lake Jackson / Clute Youth Football Association; hereinafter, it shall be referred to as LJCYFA. LJCYFA shall operate exclusively as a non-profit organization.

Section 2: LJCYFA is a chapter of the South Texas Youth Football Association [STYFA]. In any case where the STYFA and LJCYFA Bylaws conflict, the STYFA Bylaws will be superior.

## **Article 2: Purpose**

Section 1: The purpose of the LJCYFA is to provide safe, supervised sport activities for the youth of the Lake Jackson / Clute and surrounding areas.

## **Article 3: Objective**

Section 1: The objective of LJCYFA shall be:

- A) To build healthy bodies and minds
- B) To develop skill and proficiency in football and cheerleading and related activities
- C) To teach concepts of teamwork, sportsmanship, loyalty, honesty, and pride
- D) To simulate community interest in sports
- E) To strive to increase the number of children and teams participating year after year.
- F) To have fun
- G) To do all of these things with the welfare of the youngsters first and foremost; without adult ambitions or personal glory.

## **Article 4: Membership**

Section 1: Any person sincerely interested in active participation and supports the LJCYFA objectives and currently in good standing with LJCYFA and STYFA and/or any other youth organization

Section 2: There shall be the following two classes of members

- A. Player/Cheerleader Member: Any youth meeting the requirements of LJCYFA and residing within the authorized boundaries of the LJCYFA shall be eligible for participation
- B. Regular Member: Any adult who is the parent and/or legal guardian of a player member, or is interested in furthering the LJCYFA objectives may become a Regular Member. All Board members, coaches and any other elected or appointed official must be an active Regular Member in good standing (see Article 4, Section 3).

Section 3: Suspension or Termination

- A. Membership may be terminated by resignation or by action of

the Executive Board members, [two-thirds vote of the Executive Board Members present at the meeting]. The following Board members shall have the authority to discipline, eject, or suspend the membership of any member on-the-spot when the conduct of such person is considered detrimental to the best interest of the players and the organization: President, VP, and VP of Cheerleaders.

**B. Membership Termination**

**Regular Members:** The Regular Member involved must be notified of such meeting, informed of the general nature of the charges and / or bylaws violated, and given an opportunity to answer such charges. A minimum of twenty-four hours notice shall be given to the Regular Member involved. If the Regular Member does not attend meeting, it will still be held. A vote may take place and membership may still be terminated.

**Player/Cheerleader Member:** The Board shall give notice to the parent and/or guardian, and to the Head Coach of the team in which he/she is a member. An adult shall appear in the capacity of the advisor with the Player/Cheerleader Member before the Board. A minimum of twenty-four hours notice shall be given to all concerned parties. If Player/Cheerleader Member does not attend, the meeting will still be held. A vote may take place and membership may still be terminated.

**Article 5: Government**

Section 1: The governing body of this LJCYFA shall be the Board of Directors. The Board of Directors shall consist of an Executive Board and an Auxiliary Board.

- A) Executive Board shall consist of the following positions: President, Vice President, Secretary, Treasurer, VP of Cheerleading, Fundraising Coordinator, Equipment Manager, Concession Director, and Field Manager. NOTE: The above order of Officers represents the succession of the office of the President within LJCYFA in the event of resignation or termination.
- B) Auxiliary Board shall consist of Head Coaches for football and cheerleading, Athletic Directors (3) and the Cheer directors.

Section 2: The Executive Board shall manage the property and affairs of the organization. The Executive Board shall, upon election enter into the performance of their duties described in Article 12 as of January 1<sup>st</sup> of the new season and shall continue in office for a total term of 3 years ending December 31<sup>st</sup> of the 3<sup>rd</sup> year. Each Board member may be reelected by the members of LJCYFA.

- (A) Outgoing Executive Board Members shall
- Transfer all records, files, materials; and personally developed procedures, letters and records to their successor.

- Communicate all practices and polices to their successor
- Ensure a smooth transition of the duties. .

Section 3: The Executive Board shall have the power to fill any vacancy, which may occur in any office.

Section 4: The Executive Board may adopt such rules and regulations for the conduct of its meetings and the management of the LJCYFA, as it deems proper.

Section 5: Elections

- A. Executive Board: The current LJCYFA Regular Members will vote on the Executive Board for the upcoming year. If there are no candidates, the Executive Board shall vote on candidates for any remaining vacancies.
- B. Head Coaches: The current Executive Board shall elect the Head Coaches for the upcoming season before the start of the season. Consideration is given for experience, seniority, football knowledge, and ability to communicate effectively with children. Returning Head Coaches from the same division will remain coaches if they are in good standing with the LJCYFA. If the Head Coach is moving to another division, they will be voted on by the current Board.

#### **Article 6: Management**

Section 1: A quorum will be a minimum of two-thirds of all Executive Board members present. Once a quorum is formed, members leaving the meeting cannot break it. Voting via electronic mail (E-mail) is allowed when deemed necessary by the Executive Board. Any Board member may resign or be removed from office.

#### **Article 7: Meetings**

Section 1: The Executive Board shall meet no less than once a month from February to November.

- A) Regular meeting dates will be scheduled by the President. Special meetings may be called by the President at any time or if requested by a Board member and approved by 50% of the Board.
- B) Attendance at the regularly scheduled meeting is mandatory for all Executive Board members. Any member who cannot attend a scheduled meeting shall notify the President or Secretary.
- C) Any Board member who misses three of any five consecutive meetings may be removed from office by a two-thirds majority vote.

#### **Article 8: Financial and Administrative year**

Section 1: This Association shall operate both financially and administratively on a yearly basis, beginning January 1st. The Financial records shall be closed December 31st.

Section 2: The fiscal report will be given at the November meeting of the Executive Board and may contain estimates for the rest of the operating year.

Section 3: The Executive Board shall decide all matters pertaining to the finances of LJCYFA and shall place all income in a common LJCYFA treasury.

Section 4: The Board shall not permit the disbursement of LJCYFA funds for any activities other than the conduct of football and/or cheerleading activities or normal business expenses to keep the LJCYFA running smoothly and properly.

Section 5: The Board shall not permit solicitations of funds in the name of LJCYFA unless all of the funds so raised are placed in the local LJCYFA treasury.

Section 6: No Director, officer or member of LJCYFA shall receive directly or indirectly any salary, compensation or imbursement from the LJCYFA for services rendered as director, officer or member.

Section 7: All monies received shall be deposited in designated local banking facility, and all disbursements shall be made by check. The President or Treasurer shall sign all checks.

Section 8: The books for LJCYFA shall be turned over to a certified public Accountant, or any person appointed by the Executive Board as it deems necessary.

Section 9: All monies received shall be turned in to the Treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.

#### **Article 9: Equipment**

Section 1: All equipment owned by LJCYFA shall be stored in a secured location. If any equipment is to be temporarily stored in a personal garage, it must have prior approval from the Executive Board.

Section 2: The following Board members shall have access to equipment at all times: President, Vice President, and Equipment Manager.

Section 3: All equipment shall be inventoried at the beginning of each year and properly numbered for accountability.

#### **Article 10: Rights and Responsibilities of Board Members**

Section 1: All Board members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article 4, Section 3.

Section 2: Board members have the following rights guaranteed under parliamentary law:

- A. To be treated fairly and equitably
- B. To receive notice of meetings, attend meetings, make motions, and second motions when needed, vote on motions.
- C. To know the meaning of the questions or subjects being debated.
- D. To speak on or debate an issue in turn
- E. To object when rules are being violated
- F. To appeal the decision of the chair
- G. To have access to minutes of all meetings
- H. To receive the Treasurer's Report once a month.

### **Article 11: Coaching Ethics Guidelines and Responsibilities**

Section 1: All coaches associated with LJCYFA will abide by the following guidelines and responsibilities in addition to the STYFA requirements. Violations of these rules shall be cause for suspension or termination according to Article 4, Section 3.

- A) Do not criticize the opposing team, its coaches or fans, by word of mouth or by gesture.
- B) Refrain from using abusive and profane language before anyone connected with any STYFA or LJCYFA event.
- C) Do not allow an ineligible player/cheerleader to participate in practices or games until LJCYFA has approved the player for play.
- D) Any Coach who knowingly plays an ineligible player will be automatically suspended by LJCYFA and may not resume Coaching or any other duties with any team without the approval of LYCYFA Board.
- E) Do not permit an injured player/cheerleader to re-enter the game if further play would jeopardize his/her health.
- F) Terminate game play. ONLY game officials may terminate play.
- G) Use appropriate methods and drills for developing good physical conditioning and skills.
- H) Emphasize that good athletes are good students both physically and mentally.
- I) Be on alert for any signs that would indicate possible health or safety hazards.
- J) Explain clearly and thoroughly any additional or more stringent rules.
- K) Make it clear to players/cheerleaders that they are expected to attend all practices, meetings, and games.
- L) Enforce all rules and regulations of LJCYFA and the STYFA. The rules and regulations are only as effective as the Coach's attitude towards them. If there is a problem or question, immediately seek the assistance of the division's Athletic Directory [AD], Cheer Director, VP, or President.
- M) Don't intimidate the players, don't call them names that are degrading, and don't yell or scream at them in a negative manner. Yelling in a positive, encouraging manner is acceptable. If you are not sure of the difference, please ask the Board for clarification.

- N) Have fun and encourage your players to have fun as well.
- O) Teach the players to win or lose in a sportsmanlike manner.
- P) Invoke fair and respectful discipline
  - a) Constructive criticism only, not degrading criticism.
  - b) Do not dispute officials calls beyond the acceptable question.
- Q) Remember team play not individual play.
- R) Always keep a positive attitude around players.
- S) Explain rules and consequences regarding missed practices or games. Enforce these rules consistently with all your players/cheerleaders, no exceptions.
- T) Make sure all players play the required 12 plays per game and make every attempt possible to play every player more than the required 12 play per game.

### **Article 12: Duties of Officers and Members**

President -- Will be required to attend LJCYFA Board meetings and shall be a voting member. President is an elected member with a 3 year term. He/she shall schedule and preside over all Board meetings and assume full responsibility for the operation of LJCYFA according to the bylaws. He/she should be one of the Officers who may sign checks of the organization. He/She shall be responsible for the Conduct of the LJCYFA in strict accordance to the policies, principles, rules and regulations of the LJCYFA. The President shall represent this organization at all meetings of the STYFA and shall keep this organization informed as to the activities of the STYFA. The President shall be responsible for coordinating or causing the coordination of all activities where this organization has a responsibility to STYFA. The President shall supervise the function of the various committees. The President is responsible for the safe and effective operation of this organization.

Vice President (VP) -- The VP is required to attend LJCYFA Board meetings and shall be a voting member. The VP is an elected member with a 3 year term. The VP shall preside in the absence of the President and shall work with other officers and committee members. He/she will oversee the 3 Athletic Directors and all coaches and also arrange a coaching class prior to the beginning of the season. The VP shall perform other duties as prescribed by the Board.

Secretary -- The Secretary is required to attend LJCYFA Board meeting and shall be a voting member. The Secretary is an elected member with a 3 year term. He/she shall handle the LJCYFA insurance administration and maintain a record of all official documents pertaining to the organization. He/she shall maintain a register of member and Board of Directors. He/she shall attend all scheduled meetings and record the minutes of each meeting, and provide the Board members with a copy of the minutes. He/she shall exercise all duties incident of the office of the Secretary. The Secretary shall perform other duties as prescribed by the Board. The Secretary is responsible for the safe and effective operation of

this organization.

Treasurer -- The Treasurer is required to attend LJCYFA Board meetings and shall be a voting member. The Treasurer is an elected member with a 3 year term. He/she shall maintain the LJCYFA books and financial recordings. He/she shall provide a status report once a month to the Board members. He/she shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board no later than March 21<sup>st</sup>. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final budget for the year and distribute it at the April meeting. He/she will handle the annual income tax filing required for the 501 C3 status. He/she will supervise all finances and pay all approved purchases or expenses. He/she will provide receipts for all monies collected and expenses paid. He/she shall exercise all duties incident to the office of the Treasurer. The Treasurer is responsible for the safe and effective operation of this organization.

Equipment Manager -- The Equipment Manager is required to attend LJCYFA Board meetings and shall be a voting member. Equipment Manager is an elected member with a 3 year term. He/she is responsible for all the football uniforms and equipment. He/she shall locate sources for purchasing quality uniforms and equipment at a reasonable price. He/she shall inspect and inventory all uniforms and equipment before February 15<sup>th</sup> and provide an inventory report to the Board members along with a list of items needed. If helmets need to be certified, he/she shall inventory them and send them to the vendor in January. After the Board members has approved the budget and the necessary purchases the equipment manager shall order the uniforms and equipment early enough to receive them by the start of the season. He/she shall make sure that each Head Coach has a Coaches box that contains first aid supplies and extra parts for repairing helmets or shoulder pads. He/she shall make sure each team has footballs, kicking tees, a hitting bag, and a water cooler. He/she will coordinate the equipment distribution with the coaches and Board members. He/she is responsible for coordinating the collection of the uniforms and equipment at the end of the season along with the coaches and Board members. He/she shall coordinate equipment clean up after seasons end with the help of the coaches and Board members. He/she shall secure the uniforms and equipment in a storage unit or other Board approved location. The Equipment Manager shall perform other duties as prescribed by the Board. The Equipment Manager is responsible for the safe and effective operation of this organization.

Fundraising Coordinator -- Fundraising Coordinator is required to attend LJCYFA Board meeting and shall be a voting member. Fundraising Coordinator is an elected member with a 3 year term. He/she is responsible for locating sources for fundraising events. He/she shall submit information on the most reasonable and profitable events to the Board for approval. After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records. He/she shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner. He/she will work closely with the Treasurer and the Board in order to produce the funds needed to meet the goals and needs of the organization. He/she shall perform other duties as prescribed by the Board. Fundraising Coordinator is responsible for the safe and effective operation of this organization.

Concession Director -- Concession Director is required to attend LJCYFA Board meetings and shall be a voting member. Concession Director is an elected member with a 3 year term. He/she is required to maintain inventory of items purchased and sold throughout the calendar year. The Concession Director will be responsible for completing the nightly financial statement, and having it verified by another Executive Board member. He/she needs to schedule volunteers to work concession during open hours of operation, (each team parents will be assigned time slots) and purchase food for special events. He/she is responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner. The Concession Director shall perform other duties as prescribed by the board. The Concession Director is responsible for the safe and effective operation of this organization.

Field Manager-- Field Manager is required to attend LJCYFA Board Meeting and shall be a voting member. Field Manager is an elected member with a 3 year term. He/She will interact with city parks and recreation department to maintain facilities for practice and playing purposes. He/She is responsible for all the field equipment. He/She shall arrange for field set-up and clean up crews to put out and stow equipment before and after games. He/She will coordinate with the AD from each division to identify volunteers for these tasks. He/She is responsible for policing the practice field after every practice. Field Manager shall perform other duties as prescribed by the Board, and is responsible for the safe and effective operation of this organization.

Athletic Director (AD) -- There will be 3 Athletic Directors (1 for each division: Sophomore, Junior, and Senior): An AD is required to attend all LJCYFA meetings and shall be a voting member. An AD is Board Appointed with a 1 year term. He/she is to assist the VP in overseeing the coaches, and act as liaison between the coaches/team mom/parent and the Board. He/she shall be available during practices and games to the

coaches/team mom/parent to aid in solving issues as they arise. He/she is responsible for passing on information to the team moms in their division. The AD shall perform other duties as prescribed by the Board. The Athletic Director is responsible for the safe and effective operation of this organization.

Vice President -Cheerleading -- He/she is required to attend all LJCYFA meetings and shall be a voting member. VP-Cheerleading is an elected member with a 3 year term. He/she will over see all aspects of the cheerleading division in conjunction with the LJCYFA Board. He/she shall keep the Board informed as to the cheerleading activities. He/she shall help organize recruiting and registration for participants. He/she will take care of all paper work needed to run the cheerleaders. He/she will take part in the interview and selection process for all coaches. He/she will organize all uniform orders and distribution.. The VP-Cheerleading shall be responsible for the arranging adequate controlled storage of any Cheerleading uniforms or equipment during the off-season. He/she shall supervise, direct and control the business and affairs of the cheerleaders. The VP-Cheerleading will ensure that all stunts and cheers adhere to rules, regulations, and safety. He/she shall perform other duties as prescribed by the Board. The VP-Cheerleading is responsible for the safe and effective operation of this organization.

Cheer Directors (2) -- Cheer Directors are required to attend all LJCYFA meetings, but are not a voting members. Cheer Directors are Board appointed with a 1 year term. The Cheer Directors shall help the VP of Cheerleading with all the Cheer Coaches. Cheer Directors will be a liaison between coaches/parents/cheerleaders and the board.

Head Coaches -- The Head Coach shall have control over all activities for their team. He/she is responsible for selecting eligible Assistant Coaches. The Executive Board shall approve all Assistant Coaches. He/she is responsible for teaching either football or cheerleading. The Head Coach is responsible for knowing and following the Coach's Ethics. He/she will be held accountable for any participation of an ineligible player. The Head Coach is responsible for the safe and effective operation of this organization.

### **Article 13: Parents and Families**

Without parents and families LJCYFA would not exist. Accordingly, LJCYFA asks that parents and families support LJCYFA in the following ways:

- A) Work your turn in the Concession Stand. The referee fees and costs of playing at the stadium are covered by the Concession stand. It is vitally important.
- B) Hold the yard markers during the games. It is the best seat in the house.

- C) Refrain from addressing the coaches with a complaint for 24 hours after a game or practice. THIS IS NOT OPTIONAL. The purpose of this is to allow both sides to cool off.
- D) Refrain from using alcohol and/or tobacco at all LJCYFA events. Use of these at our events is against STYFA.
- E) Cheer for all the players and cheerleaders participating. Refrain from negative comments about the participants and the referees.

#### **Article 14: Purchasing**

Section 1: Purchasing Approval: Only the Executive Board will be approved to purchase items for the LJCYFA or to appoint others to do so.

Section 2: Conflict of Interest: The Executive Board will not conduct business with a Board member unless it is at absolute cost or donated.

Section 3: Approval Process: Any purchase will require the approval of at least two members of the Executive Board.

#### **Article 15: Registration**

Section 1: The Executive Board will determine registration fees and dates annually.

Section 2: All registration fees will be paid in full at the time of registration, unless otherwise approved by the Executive Board.

#### **Article 16: Individual Team Fundraising**

Section 1: Fundraising by individual teams is not allowed unless authorized by the Executive Board

Section 2: All funds raised by individual teams must be reported to the Treasurer

Section 3: The Treasurer will establish record keeping requirements if the fundraising is approved.

#### **Article 17: Uniforms and Equipment**

Section 1: All cheer squads and football teams are required to wear the uniforms approved by the Association without alteration or deviation unless otherwise approved by the Executive Board.

Section 2: For the purpose of uniformity, expense, and availability, the Executive Board will determine color and style of all game uniforms.

SECTION 3: LJCYFA will provide the equipment and uniform for football players as follows:

- A) Helmet
- B) Shoulder Pads

- C) Game Pants and Game Jersey(s)
- D) Standard Chin Strap
- E) 7 Piece Pad Set
- F) One Mouth Piece

Note: The above equipment must be returned to the LJCYFA on the Date(s) set by the Equipment Director with the exception of the Game Jersey, and the Mouth Piece.

Section 4: Cheerleading Uniforms: Cheerleaders are required to purchase or provide the following equipment upon registering:

- A) Cheerleading Shoes
- B) Any additional items required of the team by the Head Coach and approved by the Vice-President of Cheerleading. (i.e.: Windsuit, Turtleneck, Body Liner, etc.)

Note: The above items must be purchased through vendors contracted with and set up by LJCYFA.

#### **Article 18: Awards and Trophies**

Section 1: LJCYFA will be responsible for the purchase of participation trophies for every child registered.

#### **Article 19: Rules**

Section 1: The Executive Board of Directors will review and amend annually the Football Rules, Cheerleading Rules, Draft Rules, and Parents Code of Conduct.

#### **Article 20: Amendments**

Section 1: These Bylaws may be amended by two-thirds vote of the Executive Board. All proposals must be submitted in writing to the President, VP, or Secretary. Proposed amendments must be on the agenda. Either the author of the proposed bylaw or the President may request that the bylaw be presented at one meeting and not voted on until the next meeting. All amendments go into effect immediately unless the amendment specifies a future date and time.

Section 2: In the event something should arise that is not specifically covered by the foregoing by-laws, the Executive Board reserves the right to make necessary amendments voted in by two-thirds majority vote of the Executive Board.