



BYLAWS
OF
SOUTHWEST YOUTH FOOTBALL ASSOCIATION, INC.

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Article I. Name

- Section 1. The organization shall be known as the "SOUTHWEST YOUTH FOOTBALL ASSOCIATION, INC." hereinafter referred to as the "Association."
- Section 2. The Association is incorporated as a not for profit corporation with perpetual duration.

Article II. Objectives

- Section 1. The Objectives of the Association shall be to instill firmly in the youth who participate in the Association's football and cheerleading programs the ideals of good sportsmanship, loyalty, integrity, commitment and self-respect so that they may be stronger, healthier, and happier children.
- Section 2. These Objectives shall be achieved through organized and competitive youth Football and Cheerleading programs. All coaches and other adults in the program shall bear in mind that the Attainment of exceptional athletic skill and the winning of games, while important, are secondary And the molding of future productive citizens is of primary importance.

Article III. Liability

- Section 1. The Association Officers, sponsors, coaches, managers, referees, or any other supervisory personnel are not responsible for any injuries to any person participating in the football or cheerleading programs. All players, cheerleaders, coaches, managers, officials, referees, parents, and spectators participate at their own risk, and assume all responsibility for injury.

Article IV. Membership

- Section 1. Membership shall consist of; (1) All duly registered and certified youth participants who have met the participation requirements as set forth in the current year's rules and regulations of the Association, and of the North Georgia Youth Football League, and are currently listed in good standing on the roster of one of the Association's teams. ("Participant Members"); (2) the parents and/or guardians of each Participant member. ("Parent Members"); and (3) coaches and other adults serving in administrative or supervisory positions during the year, whether or not they have children registered in the program ("Administrative Members")
- Section 2. Membership shall be subject to the approval of the Board of Directors, hereinafter referred to as the "Board" of the Association
- Section 3. The term of membership for Participant and Parent Members shall extend to the end of the calendar year for which the participant member is qualified. The term of Administrative Members shall be one (1) calendar year, or any portion thereof, or until their successors have been duly elected and qualified.
- Section 4. On all matters calling for a vote of the membership of the Association, voting rights are as follows: (1) Each administrative member shall have one vote;(2) Parent members have one vote for each participant member (i.e., two Parent Members with one child who is a participant Member has only one vote which may be exercised by either Parent Member); and (3) Participant members shall have no voting rights.

Article V. Membership Meetings

- Section 1. An annual meeting of the Membership shall be held in October of each year to review the year financially, to elect Board members for the upcoming calendar year, and any other topics deemed

necessary by the Board.

- Section 2. Special meetings of the membership may be called as follows:(1) the association's president may call a special meeting at any time for any purpose; and (2) the secretary will call a special meeting upon receipt of a written request for a meeting by the membership with signatures of twenty-five or more members with voting privileges as set forth above in Article IV. Section 4.
- Section 3. All special membership meetings require a ten-day written notice to all members. Special membership meeting notices may be (1) Hand delivered to Participant Members, (2) sent via electronic mailing (e-mail), and/or (3) Mailed through the U.S. Postal service normal delivery. The Secretary or his/her designee shall provide said notice to the membership.
- Section 4. At all membership meetings, a minimum of one-fourth of the membership with voting privileges as set forth above in Article IV. Section 4, must be present for a quorum. A quorum is necessary for any business to be conducted; however, a quorum is not required for informational meetings.
- Section 5. At all meetings of the membership, the affirmative vote of the majority of the members present with voting privileges shall be necessary for an action to be adopted, except as otherwise set out by law or in these Bylaws.
- Section 6. Actions may be taken by the membership without a formal meeting by consent if such consent is executed in writing by a majority of the members entitled to vote as defined above and if allowed under the laws of the State of Georgia.
- Section 7. Roberts Rules of Order, newly revised shall govern the proceedings of all meetings where no conflict is found with the Bylaws of the Association.

Article VI. Government

- Section 1. The governing body of the Association shall be the Board of Directors. The Board shall consist of those members who have been elected by the membership at the annual October meeting. In the event that a position on the Board is unfilled at the time of the election, the board may elect a nominee for the vacant position by a majority of affirmative votes. The President of the Board will serve as the Chairperson of all meetings, with the Vice-president serving as Vice-Chairperson. For the purpose of "stability" and "constancy" the inaugural Board of Directors will serve for two (2) years to insure that the program develops properly and stays in compliance with the principles established by Ngyfl. The annual vote procedure will then take precedence going forward. At the completion of the initial term, the inaugural Executive Committee elevates to the status of "Advisory Board" whose capacity it is to ensure the operation of the current Board and Association in a manner that will preserve its success. This Advisory Board will be present for two (2) years after which the presiding Board will act on its own accord with the outgoing Board President as an ex-officio Officer acting in an advisory capacity.
- Section 2. The Advisory Board has the ability to repeal any vote or action taken by the existing Board that it determines by majority vote to be detrimental to the stability or constancy of the Association.
- Section 3. All matters of policy concerning the Association shall be directed by a vote of the Board, provided at least a majority of current Board members are present to establish a quorum, the president will only vote in the event of a tie.
- Section 4. Meetings of the Board will be held as follows: (1) Monthly meetings to conduct the old and new business will be held throughout the year and will be called and convened by the President. (2) Special meetings of the Board may be called at anytime by the President. (3) Special meetings of the Board may be called at any time if requested in writing by two or more board members to the Secretary, who shall be responsible for providing notice of such meeting. Written, electronic, and/or telephone notices will be provided to all board members for any meetings by the Secretary or the President. Roberts Rules of Order, newly revised shall govern the proceedings of all meetings where no conflict is found with the Bylaws of the Association.
- Section 5. The Executive Committee of the Association shall be as follows: President, Vice President, Secretary, Treasurer, and Cheerleading Director. The Officers of the Association shall be as

follows: Athletic Director, Concession Director, Team Parent Director, Events and Fundraising Director, Equipment Director, Spirit Store Director.

Article VII. Duties of Executive Committee and Officers

- Section 1. The Executive Committee and Officers (Board of Directors) will set the overall goals and objectives of the Association in accordance with these Bylaws, coordinate long-term programs and studies, maintain financial control of the Association, enforce the Association, American Youth Football, and the North Georgia Football League rules, policies, and Bylaws, oversee the conduct of the coaches working with the football and cheerleading programs, hear appeals resulting from disciplinary actions, review and approve budgets, and conduct any other Association business as may come before the Board.
- Section 2. By a majority vote at any duly constituted Board meeting, the Board shall have the authority to suspend and/or remove any Board member whose conduct or lack of participation is considered as detrimental to the Association. In the event of the resignation, suspension, or removal of a Board member, the Board may appoint a successor to fill the un-expired term.
- Section 3. **President:** Presides at all meetings and is an ex-officio member of all committees. Preserves order throughout meetings and decides all parliamentary questions unless an official Parliamentarian is present, and may appoint a Sergeant at Arms for each meeting or a permanent position during term of office. This person will chair the Executive Committee and Board of Directors and supervise the tasks of all committees, and in general, sees that rules, policies, and principles of all governing and supervisory bodies are followed. The President shall appoint members to fulfill any vacancy in the Board of Directors or coaching staffs subject to approval by the majority of the Board of Directors. Schedules and approves practice fields and games. Shall consult with the officers and committee chairpersons prior to each membership and Board meeting to ensure all details of the meeting are ready as planned. This person assists the Secretary in preparing an agenda for all meetings. This person acts as primary liaison between the AYF and NGYFL officials. The President shall have other powers as determined by the Board of Directors by resolution.
- Section 4. **Vice President:** Presides at all meetings in the absence of the President and is an ex-officio member of all committees. Serves as manager of player activity; supervises coaching staffs, assists the President in scheduling practices and games. Is responsible for the condition and operation of the field(s) before and after home games. This person serves as Football mediator along with the Athletic Director for any grievances. It is suggested that the Vice President be present during the discussion of Football grievances and all grievances shall be handled away from the field or concession stand (Preferably on the phone, in the parking lot, or after and away from any practice.) This person carries out other duties and assignments, as delegated by the President. The Vice President shall have other powers as determined by the Board of Directors by resolution.
- Section 5. **Secretary:** Shall keep the minutes of all meetings of the Membership and the Board of Directors and handles all Association correspondence. This includes completion the annual membership applications and other pertinent forms. The Secretary prepares agendas for all meetings in coordination with the President and Cheer Director. The Secretary shall act as registrar during registration and certification, provide Rosters to all coaches, and oversee the election process along with the nominating committee. The Secretary shall have charge of the minutes, seal, and other legal documents of the association. This person shall serve as the primary Association contact with AYF and NGYFL. The Secretary shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 6. **Treasurer:** Shall have the authority to manage the financial affairs of the incorporation. Shall have all accounts examined by an outside auditor or auditing committee composed of not less than three members. The auditing committee shall be selected by the Board during the Annual membership meeting. The auditor/auditing committee shall sign the completed audit certifying its accuracy. The Treasurer signs or counter-signs all checks. The Treasurer shall keep books and records of the financial affairs and make such available to all members of the Board upon request. This person will assist the Secretary during registration, and assist the Equipment Director during equipment return for the distribution of Deposit checks. The Treasurer will provide monthly written financial reports to the Board of Directors. The Treasurer will provide a written annual financial report to the

membership at the Annual Meeting or other times as directed by the Board of Directors. The Treasurer will prepare an annual opening budget for the upcoming year for the association, which will be voted upon by the Board of Directors, and turns over all financial Books to the Board at the February meeting. The Treasurer will ensure current signature cards are on file with the bank with an approved signature required on all checks written on the Association bank account(s). Board approval is required for any check exceeding \$300.00 except for payment related to an approved purchase order(s). The Treasurer shall have other powers and duties as delegated by the Board of Directors by resolution.

- Section 7. **Cheerleading Director:** Responsible for directing all cheerleading activities, overseeing the coaches and assistant coaches, assists the Treasurer with the ordering of Board approved cheerleading uniforms and equipment (at least two (2) competitive quotes are required) , assists Equipment Director with the distribution and collection of cheerleading uniforms and equipment, and acts as liaison to AYC and NGYCC. The Cheerleading Director is responsible for remaining in budget and reporting all income and expenses for cheerleading to the Treasurer of the Association, collection of driver's license and background check forms completed for all cheerleading coaches and assistants, assigns all practice schedules and is authorized to call off Cheerleading practices. This person serves as Cheerleading mediator along with the Athletic Director for any grievances. It is suggested that the Cheer Director be present during the discussion of Cheerleading grievances and all grievances shall be handled away from the field or concession stand (Preferably on the phone, in the parking lot, or after and away from any practice.) The Cheer Director shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 8. **Team Parent Director:** Conducts a weekly meeting to distribute Board approved information to all Coaches and Team Parents, coordinates the Mandatory Opening and Annual parent meetings, assists the Concession Director to schedule teams for concession stand duties, coordinates with Team Parents to schedule volunteers to work gates at home games to collect donations. This person will submit Team Parent ideas for fundraisers, Spirit items, and sponsors to the Events and Fundraising Director for coordination and Board for approval. The Team Parent director shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 9. **Athletic Director:** Serves as the primary mediator between parents and coaches over any grievances. Ensure all participants, coaches, and members adhere to the Association, AYC, and NGYFL Rules and Policies of play and conduct. If a determination of action warrants, he/she will recommend to the Board to place Coach(s) on probation or suspension. This person will assist the Equipment Director with the collection and inventory of football equipment. The Athletic Director shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 10. **Equipment Director:** Responsible for maintaining and inventorying all football and cheerleading equipment. This person oversees distribution, collection, inventory, maintenance, and security of all football and cheerleading equipment. Football and Cheerleading Head Coaches shall also assist with distribution and collection of football and cheerleading equipment. The Athletic Director shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 11. **Concessions Director:** Oversees all activities of the concession stand including; purchasing, stocking, pricing, and profitability of inventory; oversee concession stand housekeeping, controls workers and cashiers; oversees maintenance and requisition of concession equipment. This person is responsible for balancing the cash register after each game or practice, and turning all money over to the Treasurer. Responsible for opening and securing concession stand each business day. The Concession Director shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 12. **Events and Fundraising Director:** Shall coordinate all Board approved special events, sales and marketing activities, and fundraising activities to include Homecoming, Picture Day, and any other events. The Special Events Director may appoint three (3) committee members to assist with these events, and three (3) committee members to assist in fundraising. This person is responsible for balancing all event and activity budgets and turning all money over to the Treasurer. The Event and Fundraising Director shall have other powers and duties as delegated by the Board of Directors by resolution.

Section 13. **Spirit Stand Director:** Oversees all activities of the Spirit Stand including; assists the Treasurer with the ordering of Board approved Spirit items (at least two (2) competitive quotes are required), stocking, pricing, and profitability of inventory (remaining in budget and reporting all income and expenses for spirit items to the Treasurer of the Association); oversee Spirit Stand housekeeping and maintenance, supervises volunteers and cashiers; oversees maintenance and requisition of stand equipment. This person is responsible for balancing the cash register after each game or practice, and turning all money over to the Treasurer. The Spirit Stand Director is responsible for opening and securing the Spirit Stand each business day. The Spirit Store Director may appoint three (3) committee members to assist with these activities. The Spirit Store Director shall have other powers and duties as delegated by the Board of Directors by resolution.

Article VIII. Nominations of Executive Committee and Directors

- Section 1. A nomination committee, of at least three (3) persons, shall be appointed by the Board of Directors at least two weeks prior to the annual membership meeting. The committee shall nominate one or more candidates for each office. All nominees must provide written consent to the nomination.
- Section 2. A nomination may be made from the floor, but only if the nominee is present or written consent has been obtained prior to the election.
- Section 3. If there is more than one nominee for any office, the election for that office shall be made by secret ballot. Ballots are to be counted in view of the membership present.

Article IX. Committees

- Section 1. Solely at its discretion, the Board of directors may establish committees composed of Parent Members and other adults evidencing an interest in youth sports and in assisting the Association meet its objectives.
- Section 2. The Board shall have the authority to appoint one or more committees as deemed necessary or appropriate. Committees will be comprised of Board Members and/or Non-Board Members. Each committee shall have duties and functions as dictated by the Board. Committees shall serve at the direction and pleasure of the Board.
- Section 3. All financial expenditures, if any, by committees require prior authorization and approval from the Board of Directors.

Article X. Coaches

- Section 1. Coaches will be classified as either; Head Coach, Assistant Head Coach, or Assistant Coach of a specific team. The coaching staff for each football/cheerleading team shall consist of a Head coach and a maximum of five (5) assistant coaches. No Head Coach shall be under the age of 21 years old. Selection criteria, which may include an application form and background check, will conform to the requirements set forth by NGYFL/NGYCC and may be modified at any time without notice by the Board of Directors. All Coaches shall serve at the direction and pleasure of the Board.
- Section 2. The Head Coach for each team is responsible for the selection of his/her assistant coaches. These selections must be approved by the Board of directors, generally within two (2) weeks of the first practice.
- Section 3. Head coaches of the previous season in a particular age group shall be given consideration over a coach requesting the same position.
- Section 4. Conduct, which violates the responsibilities outlined for the Head Coach and/or the Assistant Coach within these Bylaws or as provided by the association will result in disciplinary action. The respective Football director or Cheerleading Director will first provide a verbal warning to the Coach in question. This verbal warning will be documented in writing by the respective Director. If the problem is not resolved the respective Director may take further action as provided within the guidelines set forth by the Association and/or NGYFL/NGYCC. The Board of Directors, by a

majority vote of its members at any duly constituted Board meeting can; suspend, reprimand, or otherwise discipline; a Head Coach, an Assistant Coach, or any other adult associated with his/her team; whose conduct, lack of ability, non-compliance with the rules and regulations of the Association, or mere presence is considered as being detrimental to the best interests of the Association. An individual charged with any infraction shall have the option to appear before the Board of Directors on Appeal. All decisions by the Board shall be final.

Section 5. In the event of a vacancy created by the resignation, suspension, or advancement of a Head Coach, a replacement shall be selected by the Board of Directors.

Section 6. All Head Coaches are voting members of the Association as defined above in Article IV Section 1

Article XI. Duties of Coaches

Section 1. Coaches shall teach the fundamentals of football/cheerleading in such a manner that the young people will obtain a thorough knowledge of the correct method of participation in the sport regardless of the skill level obtained by the young person.

Section 2. Each team's coaching staff shall forward administrative matters and equipment requests through team parents to allow the coaches time to concentrate on their task of coaching.

Section 3. The coaching staff shall be responsible for the final selection of their team and player positions. They are responsible for the participants from the time they report to an event until they are dismissed or removed by the Parent.

Section 4. The Head Coach is responsible for the actions of the Assistant Coaches.

Section 5. All coaches are required to assist in the distribution and collection of equipment.

Article XII. Youth Participants

Section 1. Any youth meeting the age, weight, health, and any other requirements as defined by the Board of Directors shall be eligible to participate in Association activities provided that he/she agrees to be governed by the rules of the Association.

Section 2. Upon evidence of the misconduct by any youth, the Board of Directors shall notify the Football/Cheerleader Director and the Head coach of the team on which the youth is a member. The youth and the youth's Parent/Guardian, accompanied by his/her Head Coach, shall have the option to appear before the Board of Directors, who shall have full power to suspend or revoke the youth's eligibility from further participation, subject to applicable provisions governing discipline for the NGYFL/NGYCC or any other conference of which the Association is a member.

Section 3. A registration fee will be assessed for youth participants unless, in specific cases, the Board declares otherwise.

Section 4. Youth Participants shall be required to furnish a Parent's/Guardian's consent to participate, and an official record of birth as directed by the NGYFL/NGYCC.

Section 5. Each football player on the roster who has not missed any practices during the prior week and is not injured or under discipline by the Head Coach shall play a minimum of eight plays per game.

Section 6. Cheerleader or Football player participation may be waived on a pre-game basis by a written request from the Head Coach indicating any of the following reasons: missed practice, injury, or discipline or academic problems.

Article XIII. Participant Grievances

Section 1. In the event a parent feels his/her child is being unduly criticized, or is not being given an equal Opportunity to participate, the parent shall not approach the coaches directly during practice

sessions and/or competitive events.

- Section 2. The parent shall advise the Athletic Director of the situation and ask for a conference with the coach or coaches in the presence of the appropriate additional Board member.
- Section 3. In the event a Parent is not satisfied with the resolution of the grievance with the Athletic Director, the next step is to file a written complaint and follow the “Chain of Command” outlined in the Association Handbook.
- Section 4. In cases of violations of the game participation rule, written complaints must be filed within 48 hours of the incident. In all other situations, the written complaint must be received by the Athletic Director member, within 15 days. The President shall receive any complaints and shall call a Board meeting concerning the complaint.
- Section 5. The Board of Directors shall act as a grievance committee. In the event the President is a party of the grievance, the Vice President shall act as the President for the grievance proceedings. The decision of the Board/Grievance Committee is final.

Article XX. Parent, Coach, and Spectator Conduct

- Section 1. Parents, Coaches, and Spectators shall conduct themselves in such a manner as to set an example for the young people, and in accordance to the Association, AYF, and NGYFL codes of conduct.
- Section 2. During competitive events, any display of conduct unbecoming or detrimental to the Association or to NGYFL/NGYCC by coaches, parents or spectators will not be tolerated and could result in forfeiture of the game. SWYFA reserves the right to suspend or remove any player, coach, parent, or spectator whose conduct is deemed by the SWYFA Board to be offensive, objectionable, or not in the best interest of SWYFA, Inc. This is up to and including permanent removal of the player, coach, parent, or spectator and will have the same affect of permanent removal from every association in NGYFL, Inc. This may include but is not limited to a court ordered restraining order.
- Section 3. During competitive events and practices, all spectators shall remain at least 10 feet from the boundaries of the playing field, or behind the crowd control fence if such is provided.

Article XXI. Internal Control Policies

- Section 1. The Board of Directors shall at its discretion, establish and enforce internal control policies and procedures, with regards to all financial matters and the day to day operation of the Association.

Article XXII. Fundraising

- Section 1. All fundraising activities will be subject to the approval and direction of the Board of Directors.

Article XXIII. Amendments

- Section 1. These Bylaws or any section thereof may be amended or repealed by a majority vote of the Board of Directors.
- Section 2. Changes to these Bylaws shall become effective immediately following their adoption by the Board of Directors.
- Section 3. The Bylaws shall be available to any member of the Association requesting a copy.