

## **BY-LAWS OF THE FUTURE CARDINALS FOOTBALL ORGANIZATION**

### **ARTICLE 1**

#### **Name of organization**

This organization shall be known as the “Future Cardinals Football” and referred to hereinafter as “FCF.”

### **ARTICLE 2**

#### **Purpose**

The objective of this organization shall be as follows:

- A) To introduce and provide an opportunity to participate in an organized Football and Cheer program.
- B) To teach the fundamentals and the values of teamwork, sportsmanship, and respect, in a winning spirit
- C) To provide positive role models to the youth of our community.

### **ARTICLE 3**

#### **Governing Body**

The Board of Directors shall have supervision, control and direction of all affairs of FCF, shall determine its policies and procedures or changes therein within the limits of the law and these by-laws, shall actively pursue its purpose and shall have discretion in the disbursements of corporation funds. It may adopt such rules and regulations, conduct such business, and appoint such agents, as it may deem necessary and advisable.

### **ARTICLE 4**

#### **Board of Directors**

##### ***Section 1.***

##### **Number of Directors and Terms**

- A. Elected Positions (2 Year Term)
  - a. Football Director
  - b. Cheer Director
  - c. Secretary
  - d. Treasurer
- B. Appointed Positions (1 Year Term)
  - a. Concession Coordinator
  - b. Social Media Coordinator
  - c. Flag Coordinator
  - d. Spirit Squad Coordinator
- C. General Members (5) (Permanent)
- D. A minimum of five filled Board of Directors positions should be maintained at all times

##### ***Section 2.***

##### **Eligibility**

- A) Must not have had any history of suspension of membership.
- B) Potential board members must be nominated by a current board member and be approved by the Board of Directors with a majority vote.

##### **Section 3.**

## **Duties of the Board of Directors**

### **A) General Duties**

1. The duties of the Board of Directors shall be to ensure that the vision of FCF is implemented and to ensure the legal and financial viability.
2. The Board of Directors shall elect the: Football Director, Cheer Director, Secretary and Treasurer. This must be done by a majority vote with at least two-thirds (2/3) of the directors present.
3. The Board of Directors shall approve the appointment of Flag Director and/or Spirit Squad Director if one is appointed. This must be done by a majority vote with at least two-thirds (2/3) of the directors present.
4. The Board of Directors shall approve the selection of coaches for each season. This must be done by a majority vote with at least two-thirds (2/3) of the directors present.
5. Expected to attend all Board of directors meetings unless otherwise stated.
6. Expected to attend all regular FCF meetings unless otherwise stated.

### **Section 4.**

#### **Vacancies and Resignation**

- A) A vacancy shall be deemed to exist in the case of death, removal or resignation of a Director. In the event of a vacancy, a replacement may be appointed by the Board of directors to complete the year that is in progress.
- B) Any Director may, by way of written notice, resign from the Board of Directors for any reason he/she deems necessary. The resignation should be given to the Board of Directors and will be reviewed at the next regular Board of Directors meeting.
- C) A Director may be removed for cause by two-thirds (2/3) vote of the Board of directors.
- D) Any member of the Board of Directors unable to attend a meeting shall state the reason for the absence to the Board of Directors. If a Director is absent from two (2) consecutive meetings without sufficient reason, as deemed by the Board of Directors, that director's resignation shall be deemed rendered and accepted.

## **ARTICLE 5**

### **Officers**

### **Section 1.**

#### **Officers.**

##### **A) Elected Officers**

1. Football Director
2. Cheer Director
3. Treasurer
4. Secretary

##### **C) Appointed Officers**

1. Flag Football Coordinator
2. Spirit Squad Coordinator
3. Concession Coordinator
4. Social Media Coordinator
5. All appointed officers must be approved annually by a majority vote of active board members.

### **Section 2.**

#### **Eligibility:**

##### **A) Secretary, and Treasurer**

1. A current board member must hold the secretary and treasurer position.
2. Must have been a board member of the organization the year prior to being nominated

3. Must not have any history of failing to abide by the Future Cardinal Football Code of Conduct
  4. Potential officers can nominate themselves or be nominated by a member of the Board
- B) Football Director & Cheer Director
1. Must have been a Future Cardinal Football coach or Cheer coach, in good standing, of the organization in the years prior to being nominated
  2. Must not have any history of failing to abide by the Future Cardinal Football Code of Conduct
  3. Potential directors can nominate themselves or be nominated by a member in good standing.
- C) Flag Football & Spirit Squad Coordinator
1. Must have been a Future Cardinal Football coach or Cheer coach, in good standing, of the organization in the years prior to being nominated
  2. Must not have any history of failing to abide by the Future Cardinal Football Code of Conduct
  3. Potential directors must be nominated by the Football & Cheer Directors and approved by the board.

### ***Section 3.***

#### **Duties of Officers**

- A) Treasurer
1. Must be a board member.
  2. Will keep the financial records of the organization. Will present a summary of records as such at scheduled meetings.
  3. Responsible for the deposit and disbursement of the funds of the organization as directed by the Board of Directors.
- C) Secretary
1. Must be a board member.
  2. Will keep or cause to be kept all records except financial of the organization. Will present a summary of records as such at scheduled meetings.
  3. Direct league certification and organization registration activities.
  4. Will make notification of meetings etc. to board of directors
- D) Football Director
1. Recruit, nominate, supervise and support all football coaches.
  2. Must attend all league meetings.
  3. Expected to attend all FCF meetings.
  4. Responsible for the enforcement of all FCF rules and bylaws.
  5. Ensure the Board of Directors approves all coaches before allowing them to function as a coach.
  6. Coordinate all FCF football activities.
  7. May appoint a Flag Director with the approval of the Board of Directors.
  8. Will determine practice times and locations.
- E) Flag Football Coordinator
- a. Assist the program under the direction of the football director.
  - b. Coordinate all Flag Football activities.
  - c. Must attend all FCF meetings.
  - d. Responsible for the enforcement of all FCF and rules and bylaws.
- F) Cheer Director
1. Recruit, nominate, supervise and support all cheer coaches.

2. Expected to attend all FCF meetings.
  3. Responsible for the enforcement of all FCF and rules and bylaws.
  4. Ensure the Board of Directors approves all coaches before allowing them to function as a coach.
  5. Coordinate all FCF cheer activities
  6. May appoint a Spirit Squad Director with the approval of the Board of Directors.
  7. Will determine practice times and locations.
- G) Spirit Squad Coordinator
1. Assist the program under the direction of the cheer director.
  2. Coordinate all Spirit Squad activities.
  3. Must attend all FCF meetings.
  4. Responsible for the enforcement of all FCF and rules and bylaws.

## **ARTICLE 6**

### **Meetings**

#### ***Section 1.***

- A) Annual Meetings
1. An annual meeting shall be held to nominate and elect officers to fill both scheduled and resigned positions.
  2. The time and place will be determined by the Board of directors.
  3. A quorum of at least 2/3 of the Board of directors is required for voting at this meeting.
  4. Notice to this meeting must be made at least thirty days (30) in advance
- B) Board meetings
1. Should be held at minimum three (3) times a year and are for the purpose of conducting the general business of the corporation.
- C) Special Meetings
1. May be called by the; Football Director, Cheer Director.
  2. Written notice of the time, the place and any and all business to be transacted shall be provided by the Director not less than three (3) business days prior to the special meeting.
- D) Emergency Meetings
1. May be called at any time by; the Football Director or Cheer Director or in the event of the absence, disability or refusal to act by the Director, a majority of the Board of Directors.
  2. Called when an event occurs that prohibits the giving of written notice as is required.
- E) Notice of Meetings
1. Notice of all annual, regular and special meetings shall be given to each Board of Director by, publication, phone, email, or mail by the secretary.
  2. The notice to a special meeting must include the reason for having the meeting.

## **ARTICLE 7**

### **Coaches**

#### ***Section 1.***

##### **Number of coaches, assistants, and eligibility**

- A) Each Tackle Team shall have one Head Coach and no more than two (2) Assistant Coaches.
- B) Each Flag Team shall have one Head Coach and no more than one (1) Assistant Coach.
- C) Each Cheer Team shall have one Head Coach and no more than one (1) Assistant Coach.
- D) The Board of Directors must approve coaches & assistants.
- E) Coaches & assistants must complete a background check.

- F) The FCF organization reserves the right to deny any person the opportunity to coach, at any time, at the discretion of the Board of Directors.
- G) Coaches will be subject to a post-season evaluation for reinstatement for the next season.

## ***Section 2.***

### **Duties**

#### **A) Football Coach**

- 1. All coaches must abide by and enforce the FCF organization's bylaws and code of conduct as well as the rules of play of the 3A-4A Youth Football League.
- 2. Coaches are responsible for keeping ALL players involved, with the intent of returning all players each year, regardless of ability.
- 3. Coaches are responsible that all players have adequate equipment, and see that all FCF equipment is returned each year.

#### **B) Cheer Coach**

- 1. All coaches must abide by and enforce the FCF organization's bylaws and code of conduct as well as the rules of play of the 3A-4A Youth Football League.
- 2. Coaches are responsible for keeping ALL players involved, with the intent of returning all players each year, regardless of ability.
- 3. Coaches are responsible that all players have adequate equipment

## ***Section 3.***

### **Practices**

- A) Practices shall be no longer than two consecutive hours each and in no case shall there be more than three practices per week with only 2 being mandatory.
- B) Cheer practices shall be no longer than 1 ½ consecutive hours and in no case shall there be more than one mandatory practice per week. Additional practices may be added ONLY with the approval of the Cheer Director.

## ***Section 4.***

### **Misconduct**

ANY misconduct of a Coach that is obscene, obstreperous or otherwise detrimental to the FCF organization, Players, League, Officials or the Spectators will be subject to possible probation, suspension or expulsion.

## ***Section 5.***

### **Code of Conduct**

- A) Coaches will abide by and enforce the FCF organization's bylaws and code of conduct as well as the rules of play of the 3A-4A Youth Football League.
- B) Coaches are responsible for keeping all players involved, with the intent of returning all players each year, regardless of ability. Coaches are responsible that all players have adequate equipment, and see that all FCF equipment is returned each year.
- C) Coaches will follow an organized FCF plan for games and practices each week that will provide for the development of both team and individual skills.
- D) Coaches will be positive role models and will do their best to provide a positive experience for the players and for the parents.
- E) Coaches will display and teach their players the principles of good sportsmanship, respect and team play whether the team is winning or losing.
- F) Coaches will be responsible for the conduct of their players and the parents during games.
- G) Coaches will be drug, alcohol, and tobacco free while at all FCF events.

## **Participants**

### **Section 1.**

#### **Football Players**

- A) All players must abide by the FCF organization bylaws and code of conduct as well as the rules of play of the 3A-4A Youth Football League.
- B) Players are expected to attend all practices and all games.
- C) Players must be the required age to participate
- D) Players must submit all fees, deposits, forms, and birth certificate at registration. Players without this information will not be allowed to register.
- E) Uniforms must be kept clean and presentable. Any equipment returned in damaged condition due to improper care will require just compensation.
- F) All required safety equipment issued to players must be worn at all practices and games. Mouthpieces must have an attached strap. Mouthpieces must be fitted to each player by their parents according to accompanying instructions.
- G) Players are encouraged to wear a support cup.
- H) If a football player misses more than 1 scheduled practice during a week, the participation of that player is at the discretion of the head coach.
- I) Football players are expected to report to games and practices at or before the time designated by the Head Coach. If the player does not arrive at a game or practice by the time designated by the Head Coach, the participation of that player is at the discretion of the head coach.
- J) All players in uniform must participate in each game.

### **Section 2.**

#### **Cheerleaders**

- A) All cheerleaders must abide by the FCF organization bylaws and code of conduct.
- B) Cheerleaders are expected to attend all practices and all games.
- C) Cheerleaders must be the required age to participate
- D) Cheerleaders must submit all fees, deposits, and forms at registration. Players without this information will not be allowed to register.
- E) Uniforms must be kept clean and presentable. Any equipment returned in damaged condition due to improper care will require just compensation.
- F) If a Cheerleader misses more than 1 scheduled practice during a week, the participation of that Cheerleader is at the discretion of the head coach.
- G) Cheerleaders are expected to report to games and practices at or before the time designated by the head coach. If the Cheerleader does not arrive at a game or practice by the time designated by the head coach, the participation of that Cheerleader is at the discretion of the head coach.

## **ARTICLE 9**

### **Parent Code of Conduct**

- A) I understand that the game and events are for the children, not the adults.
- B) I will encourage good sportsmanship. I will set an example by demonstrating good sportsmanship and positive support for all players, coaches, officials, board members, and other adults at all FCF functions (This includes practices, games, and other events).
- C) I will provide support for coaches and FCF staff working with my child to provide an enjoyable experience for all.
- D) I will demand a drug, alcohol, and tobacco free sports environment for my child and agree to refrain from their use at FCF events.
- E) I will require that my child treat other players, coaches, officials, and adults with respect.

- F) I will treat other players, coaches, officials, and adults with respect.
- G) I will require and assume responsibility for my child treating assigned equipment with care. I will assume the financial responsibility for all lost or damaged equipment.
- H) I will abide by the FCF organization bylaws, rules and regulations.
- I) No persons other than players, coaches, medics, FCF officers, or officials are allowed on the field.

## **ARTICLE 10**

### **Refunds**

#### ***Section 1.***

- A) **NO REFUNDS** will be given for participants who elect to quit for non-medical reasons.
- B) Refunds will only be given for medical reasons and to substantiate such reasons a doctor's note is required.
- C) Refunds given for medical reasons will be prorated based on the percentage of scheduled games completed at that point in the season (games completed as a percentage of all scheduled)

## **ARTICLE 11**

### **Miscellaneous**

#### ***Section 1***

##### **Order of Business**

The meeting and proceedings of the corporation shall be regulated and controlled according to the ROBERT'S RULES OF ORDER (revised) for the Parliamentary Procedure unless they conflict with the corporation's bylaws or standing rules. In such an event the corporation's bylaws will apply.

#### ***Section 2***

##### **Quorum**

Two-thirds (2/3) of the Board of Directors shall constitute a quorum.

#### ***Section 3***

##### **Contracts**

- A) Only the Directors shall authorize an officer or agent to enter into any contract or execute any instrument in the name of and/or in behalf of the corporation, but such authority must be in writing and must be confined to specific instances.
- B) Unless so authorized by the Board of Directors, no Officer and or agent shall have any authority to bind the corporation or to pledge its credit or to render it liable for any purpose or to any amount.

#### ***Section 4***

##### **Committees**

- A) The Directors shall have the power to create committees with the approval of the Board of Directors.
- B) All committees shall be required to keep minutes of their meetings and report to the board of Directors at the next regular meeting.
- C) All committee action is subject to ratification by the Board of Directors.

#### ***Section 5***

##### **Budget**

- A) The Directors shall create and submit to the Board of Directors for their approval a budget for the coming year.
- B) The proposed budget will include a breakdown by general categories of estimated incorporated expenses.

C) The budget needs Board of Directors approval before taking effect.

**Section 7**

**Financial**

C) All payments of the organization must be made with corporate checks or debit cards.

D) All payments require a signature of a director or the treasurer.

**Section 8**

**Disbandment**

A) Should the Board of directors vote to cease operation of the corporation, no Officer, Director or any other member shall receive any compensation.

B) A meeting and vote of at least two-thirds (2/3) of the Board of Directors called at least seven (7) days prior to the vote is needed for ratification to disband.

C) After all financial obligations of the corporation have been met all remaining funds shall be equally divided between the Future Cardinals Diamond Sports and Empact One Foundation.

**Section 9**

**Fiscal year**

The fiscal year of the corporation will run from May 1 to April 31.

**Section 10**

**Amendment of By-laws**

A) Any amendments and/or changes of the FCF by-laws shall be presented during a regularly scheduled board meeting.

B) All discussions, ideas etc should be discussed at this meeting.

C) There shall be a minimum 30-day waiting period before a vote is made regarding any amendments and/or changes.

D) Notice of the meeting in which the vote will be done should be made to all directors not less than seven (7) days prior to the special meeting.

**ARTICLE 12**

**Certification**

This will certify that the forgoing Bylaws of the Future Cardinals Football Organization were adopted by the FCF Board of Directors in Benton, AR.

Dated this 8<sup>th</sup> day of November 2023.

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Jeremy Estes, Football Director

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Kayla Flanakin

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Justin Medders, Concession Coordinator

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Chet Chilcutt

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Crystal Davis

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Tiffany Hunt