

2/10/2021

KERN VALLEY YOUTH FOOTBALL LEAGUE INCORPORATED BYLAWS

ARTICLE I

Name

This organization shall be known as the Kern Valley Youth Football League, a non-profit organization. From here on shall be stated as KVYFL, the Chapter or Organization.

ARTICLE II

OBJECTIVE and PURPOSE

The objective and purposes of the KVYFL are as follows:

- A. To build healthy young minds and bodies.
- B. To develop young men and women, both playing proficiency and competition, with emphasis on sportsmanship, fellowship, individual character and especially self esteem.
- C. To increase community interest in youth sports activities.
- D. To instill, in all concerned, the importance and ideals of citizenship, pride, loyalty, honesty and courage.
- E. To keep the welfare of the young men and women first and foremost and the game and complications free of adult ambitions for personal glory.

ARTICLE III

MEMBERSHIP

SECTION 1:

Classifications

There will be three (3) classifications of membership in the organization. These classifications shall be

defined as:

1. Elected Membership: members elected by popular vote to the board.

2. General Membership: members shall be composed of head coaches, and appointed positions by the board. General membership, in good standing, shall have voting privileges for the election of board members at the November regular meeting. Good standing to be defined as attending at least 50% of the meeting in the calendar year **AND** two (2) consecutive meetings prior to a nomination meeting. Good standing requires the member to be at the start and end of the meetings within ten (10) minutes of each. The league secretary shall maintain a list of members in good standing. A current list will be made available at every meeting. 3. Public Members: general public in good standing. Good standing to be defined as attending at least 50% of the meetings scheduled in the calendar year **AND** two (2) consecutive meetings prior to a nomination meeting. Good standing requires the member to be at the start and end of the meetings within ten (10) minutes of each. The league secretary shall maintain a list of members in good standing.

SECTION 2: Elections of Elected Membership

Elections of the Elected Membership shall take place at the regular meeting of the organization in November. New officers shall take office effective January 1, except the office of Treasurer, which may share office with the current treasurer for up to six (6) months at the discretion of the current board. Members in good standing shall maintain one (1) vote per person for nominated persons only. No write in candidates shall be accepted.

SECTION 3: Vacating Elected Membership

Elected Membership positions may be vacated by:

1. Elected member resigns from the position. All efforts shall be made to obtain a written resignation with a letter stating reasons for resignation and methods to possibly correct reason for resigning. If possible, a period of notice not to exceed one (1) month shall be requested.

2. Elected member is recalled. The recalling of an elected member is a serious event and should not be taken lightly. All efforts shall be exhausted to prevent the need for a recall election. In the event that a recall election is deemed necessary for the betterment of the league and our children, the following steps shall take place prior to a recall election.

- a. A written complaint shall be presented to the board for review and to attempt to resolve the issue.
- b. Signatures shall be gathered from at least 50% of members in good standing.
- c. The Executive Board, consisting of the President, Vice President, Cheer Director, Treasurer and Secretary shall confirm signatures are members in good standing.
- d. After confirmation of names, a recall election shall be held at the following regular meeting.
- e. All members in good standing will be given the opportunity to vote.
- f. The secretary shall develop and disseminate the ballot two members in good standing wishing to vote.
- g. All ballots shall be turned in prior to the close of the recall election. The recall election shall close after ten (10) minutes of the call to order for the regular meeting.
- h. That Executive board shall confirm the vote.
- i. Should the Elected Member be successfully recalled, the member shall vacate the position immediately resigning all membership rights and privileges.
- j. The position may be filled at the discretion of the board.

3. Filling of vacated positions shall be appointment of the Executive Board with the President having final discretion of the appointment. If the recall position is a member of the Executive Board, the remainder of the Executive Board shall appoint the position. That appointed position shall be temporary until the following November regular meeting where a permanent elected members shall be voted in.

ARTICLE IV

ELECTIONS

SECTION 1:

That election of officers shall be by secret ballot of the voting members of the organization. A simple majority of all the votes cast shall be necessary to elect. Voting by proxy shall be permitted for existing board members only. Voting by proxy shall be in writing and given to the President prior to the vote being tallied.

SECTION 2:

Three members of the Elected Board, not being voted on, shall act as tellers. After all who are entitled to do so have voted, the ballot shall be declared closed and the tellers shall then proceed to count the votes in full view of the assembly meeting. One of the tellers shall examine each ballot singly and pass the same ballot to his associate, who shall read aloud the names written on all legal ballots. The secretary shall tally the same and the presiding officers thereof shall announce the results.

SECTION 3:

All nominees for office must acknowledge and accept nomination via common communication (i.e. phone, text, email, Etc.). All nominations shall have confirmation of nominee's acceptance (i.e. spouse cannot accept on behalf of their spouse). Phone communications shall be during the current meeting and recorded by the secretary in the minutes.

SECTION 4:

Each officer elected must qualify and fit the office to which he is chosen, with or without installation at the first meeting succeeding his election, unless excused by a vote of the officers of the organization present. Otherwise, such an office shall be considered vacant. Qualifications shall consist of current standards established by VYFL.

SECTION 5:

Each officer will be required to seek reelection every two (2) years unless appointed to the position or recalled. If no one opposes the candidate, the candidate will automatically be voted in by default.

1. Even Years: President, Athletic Director, Secretary, and Equipment Manager.
2. Odd Years: Vice President, Cheer Director, Treasurer, Fundraising Coordinator, and Snack Bar Coordinator.

SECTION 6:

Premature vacancies in elective offices shall be filled by Executive Board appointment. All officers shall, upon expiration of their term of office (including resignation or dismissal), turn over to the organization all records, property, equipment and monies related to activities of the organization within 24 hours.

SECTION 7:

Special elections may be available for circumstances deemed necessary by the board. A written request shall be submitted to the President. The President will bring the issue to the board and call for a vote. Special elections may be used for but not limited to:

1. Electing a position instead of appointing.
2. Creation of a new position.
3. Other as deemed necessary.

ARTICLE V

OFFICERS

SECTION 1:

Only members of the organization who are in good standing shall be eligible to hold office in the organization. No member shall hold more than one (1) office at the same time.

SECTION 2:

The Board shall be as follows: President, Vice President, Cheer Director, Athletic Director, Treasurer, Secretary, Equipment Manager, Fundraising Coordinator, and Snack Bar Coordinator.

SECTION 3:

The Executive Board shall be as follows: President, Vice President, Cheer Director, Treasurer and Secretary.

- A. The Executive Board has appointing authority for vacant Board positions.
- B. The Executive Board has the authority to make immediate decisions not requiring full board approval.
- C. The Executive Board shall bring issues before the Board that have fiscal and/or significant impact to the organization.
- D. Executive Board may not consist of spouses (significant other).

SECTION 4:

Other positions may be appointed as deemed necessary (i.e. Asst. Cheer Director, Safety Officer, Security, etc.). Appointed members shall be approved by popular vote of the entire board.

SECTION 5:

That organization officer shall perform the duties required of them to implement the objectives of the organization and required by these bylaws and such other duties as the organization may direct.

SECTION 6:

At the end of each annual period, the board shall meet and audit the books of the organization and shall, at the first regular business meeting of each annual period, make a full report of their findings, including the receipts and disbursements of the monies of this organization for the previous annual period, the balance on hand to the credit of the organization at the end of each annual period and the assets and liabilities of the organization. The President shall issue the call for such a meeting of the officers.

SECTION 7:

The Executive Board will have a thorough and complete audit of books done every two (2) years by an unrelated CPA or licensed bookkeeper.

SECTION 8:

All references to "officers" in these bylaws shall include all members of the Elected Membership.

ARTICLE VI

MEETINGS

SECTION 1:

Regular business meetings shall be held once a month, beginning no later than the month of January. Five (5) officers shall constitute a quorum for conducting corporate business.

SECTION 2:

All meetings of the organization shall be presided over by the President. In the absence of the President, the Vice President, Cheer Director, Treasurer or Secretary (Executive Board). In the absence of the Executive Board, the meeting will not be held.

SECTION 3:

The following shall be the order of business and procedure at meetings.

1. Call to Order
2. Roll call of Officers
3. Business of the day

SECTION 5:

It shall be the duty of all Board members to attend all regular meetings and any special business meetings. Any board member who fails to attend two (2) consecutive meetings or three (3) total meetings during the year, without notice, may be deemed to have forfeited the position held. In the event that an officer or board member shall forfeit in this manner, the President shall declare the position to be vacated and the filling of the vacancy shall be in the manner described in Article IV, Section 4. In the event that the officer in question is that of the President, the Vice President shall make the declaration and vacancy.

SECTION 6:

The organization retains the right to maintain order and decorum at its meetings. It shall be the duty of all members in attendance at the meetings to assist the chairperson in maintaining proper business decorum at meetings.

SECTION 7:

All persons in attendance must obey all reasonable directives of the chairperson. The chairperson may, at their sole option, eject persons not acting in accordance with reasonable directives. In the event any person who refused to be ejected from a medium and continues to prevent the proper business

decorum: the chairperson shall call for an immediate adjournment of the meeting.

SECTION 8:

Any member having been ejected from a meeting shall forfeit for a period of not less than thirty (30) days all rights and privileges of membership. Any elected officer or appointed representative of the organization having been ejected from a meeting shall be suspended from all duties for a period of not less than thirty (30) days. Reinstatement of such forfeited rights, privileges and duties shall occur only after a majority approval of the elected officers.

SECTION 9:

Any member having refused to be ejected from a meeting shall forfeit for a period of not less than ninety (90) days, all rights and privileges of membership. Any elected officer or appointed representative of the organization having refused to be ejected from a meeting shall be suspended from all duties for a period of not less than ninety (90) days. Reinstatement of such forfeited rights and privileges, duties shall occur only after a majority approval of the elected officers.

SECTION 10:

Any member having refused to be ejected from a meeting shall also be the subject of a special meeting of the elected officers to be considered for permanent dismissal from the organization. Permanent dismissal shall require two-thirds (2/3) vote of all officers present at such a special meeting. Any person receiving such permanent dismissal may not be considered for membership at any time in the future unless such considerations are called for by motion and two-thirds (2/3) approval of the elected officers.

ARTICLE VII

COACHING ADMINISTRATION

SECTION 1: Approval of Coaches

1. Head Coaches - Candidates for the position Of head coach for each of the divisions shall submit written request to the board prior to the April general meeting. Written notice shall include a current KVFYFL application (Appendix A), a current KVFYFL/VFYFL background form (Appendix B), a current application and a letter stating why you wish to become a KVFYFL coach (upon request). The football or cheer committee will review all candidate applications. If there is more than one candidate, each candidate shall be given an interview by the appropriate Committee.

The committee will bring the selected candidate before the board for final approval. If the board declines the appointment, the committee will present the next logical choice. No candidate will be notified until final board approval.

2. Assistant Coaches - It shall be the responsibility of the head coach of each division to select their assistant coaches. The selection of assistant coaches shall be given to the board for approval.

Each head coach shall at the earliest possible time but in no case later than the first general meeting following his or her selection, present to the responsible committee a list of selected assistant coaches. At that time, any member may challenge any selected assistant coach. If challenged, an immediate decision will be made by the responsible committee, with a majority vote, to approve or deny the assistant coach. If no challenge is made, the head coach's selection shall stand approved.

3. In the event that the head coach fails to comply with this section, or in the event that an assistant coach is not approved, it shall be the duty of the coaches committee to prohibit an unapproved assistant coach from performing any assistant coaches' duties.
4. Each head coach shall be responsible to ensure that each assistant coach knows and follows all the dictates of the KVFYFL and the VYFL. No head coach shall permit an assistant coach to violate such dictates or conduct any activity or action that would be harmful to the youth participates or is inconsistent with the goals and objectives of the KVFYFL.
5. Head coach or team representative (ex: team mom, assistant coach) will be required to attend the entire session of the monthly board meetings in good standing according to Article III section 2.

SECTION 2: Suspension of Coaches

The responsible committee may immediately suspend a head coach or any assistant coach at any time when in their opinion and at their sole discretion, the continued service of the coach would be harmful to any player, the reputation or well-being of the KVFYFL, or in anyway be counterproductive to the goals and objectives of the KVFYFL.

Such suspension shall remain in effect only until the next general meeting or specially called meeting of the Board in which the removal of the suspended coach must be considered. If removal as described below fails, the suspension shall be lifted and the responsible committee shall not impose further suspension for causes considered and rejected by the Board.

SECTION 3: Removal of Coaches

The removal of any coach should be considered a very serious matter. It is certain that such removal will have negative effects on the reputation of the coach and the KVFYFL in general.

A. Head Coaches

- a. At least seven (7) days in advance of a regular or specially called meeting, written notice of the pending removal shall be given to the Board. Such notice shall mention on the pending action and not include any specifications.
- b. At the subsequent meeting, after adequate discussion, a vote shall be taken where the Board shall vote YES or NO on the continued service of the challenged coach. If the NO is two thirds (2/3) or more of the ballots cast, the coach is removed.
- c. A removed head coach will be replaced with an approved assistant coach from the team. If no assistant coach is qualified, the responsible committee will vote a new coach in.

B. Assistant Coaches

Assistant coaches shall serve at the pleasure of the head coach. This selecting head coach may remove any assistant coach at any time without the need for giving any cause for removal. Additionally, the coaches committee may request that any assistant coach can be removed. If the head coach refuses the committee's request, the committee may follow the removal procedure described above to remove the assistant coach.

SECTION 4: Etiquette

All participants in youth sports shall follow the Code of Conduct established by the VYFL.

ARTICLE VIII

COMMITTEES

SECTION 2: Football
Committee

- I. The Football Committee shall be a standing committee chaired by the President. The President shall have the discretionary appointment and removal of committee members. The committee shall consist of President, Vice President and Athletic Director or as appointed by the President.
- II. The Committee's duties shall include, but not limited to, the following:
 - A. Prepare and maintain procedures to recruit, interview, evaluate and present for approval an adequate number of candidates for the position of division head coach for each of the divisions supported by the league.
 - B. Assure that all persons approved for the positions of division head coach are provided with adequate instruction in their responsibilities to the youth football players assigned to them, to the rules and dictates of the KVFYFL and to the rules in dictates and the VFYFL.
 - C. Provide for continuing education of head and assistant coaches in the techniques of coaching, organization, and other skills needed to improve their coaching expertise.
 - D. Monitor the actions of head and assistant coaches during practice and games to assure conformance to KVFYFL & VFYFL rules and regulations. However, this duty should not be construed as to allow any committee member to interfere with or question any coaching action or decision that is not in conflict or in violation of KVFYFL and VFYFL rules.
 - E. Assure that disciplinary actions ordered by the rules or dictates of the KVFYFL or the VFYFL are enforced.
 - F. The Football Committee may suspend any head coach or assistant coach, if it is the opinion of the committee he/she is no longer fit to hold the position assigned. The committee must provide written notice of any suspensions to the coach question.
 - G. Under the direction of the President and Equipment Manager, football equipment needs shall be developed by this committee and brought before the board for approval.

SECTION 2: Cheer Committee

I. The Cheer Committee shall be a standing committee chaired by the Cheer Director. The Cheer Director shall have the discretionary appointment and removal of committee members. The committee shall consist of Cheer Director, President and Assistant Cheer Director or as appointed by the Cheer Director.

II. The Committee's duties shall include, but not limited to, the following:

- A. Prepare and maintain procedures to recruit, interview, evaluate and present for approval an adequate number of candidates for the position of division head coach for each of the divisions supported by the league.
- B. Assure that all persons approved for the positions of division head coach are provided with adequate instruction in their responsibilities to the cheerleaders assigned to them, to the rules and dictates of KVFYFL and to the rules and dictates to the VYFL.
- C. Provide for continuing education of head and assistant coaches in the techniques of coaching, organization and other skills needed to improve their coaching expertise.
- D. Monitor the actions of head and assistant coaches during practice and games to assure conformance KVFYFL and VYFL rules and regulations. However, this duty should not be construed as to allow any committee member to interfere with or question the wisdom of any coaching action or decision that is not in conflict or violation of KVFYFL and VYFL/YCADA rules.
- E. Assure that disciplinary actions ordered by the rules or dictates of the KVFYFL or the VYFL are enforced.
- F. The Cheer Committee may suspend any head coach or assistant coach, if it is the opinion of the committee he/she is no longer fit to hold the position assigned. The committee must provide written notice of any suspensions to the coach in question.

SECTION 3: Arbitration Committee

The President should chair the Arbitration Committee. That intent is to investigate and arbitrate complaints and disputes with any board member. To be considered for arbitration, complaints and/or

disputes must be presented to the President in writing along with written history of all attempts to solve the dispute outside this committee. Before arbitration, the committee shall obtain a written response from the opposing party. The arbitration committee shall not consider any points of controversy other than those submitted in writing. After its investigation and deliberations, the committee shall make or decline to make any recommendations to the disputing parties and/or the officers of the organization.

The officers may at any time take action to resolve the dispute as far as the dispute affects the operation and/or image of that organization.

Nothing in this section shall be considered as a means to force any action by the officers of the organization nor shall it be construed as a means to disrupt the normal business of the organization.

ARTICLE IX

FUNDS

SECTION 1:

All monies obtained from any source, by and through any person or persons acting for or in the name of the organization, or under the direction or authority, shall be considered organization funds and shall be delivered to the treasurer who shall give their official receipt thereof and who shall report at each meeting the amount so received and from what source as part of the treasurer's report.

SECTION 2:

The Treasurer shall deposit all monies received, in a bank, to the credit of the organization. Disbursement from this fund shall be made only by check signed by two (2) elected officers. A maximum of three (3) officers shall be designated at the first meeting of the new year. If a signer becomes unable to fulfill their obligations to the board, the President shall designate a replacement from the Board.

*In the case of two members of the same family (household) holding office, only one member of that family shall be eligible to sign checks or confirm counting money.

SECTION 3:

No money shall be paid or transferred from the treasury of the organization (except such monies as the organization is called upon to regularly pay expenses designated and limited by the annual budget as approved by the membership in the manner below).

SECTION 4:

All real or personal property, equipment and supplies purchased with funds from the organization treasury and contributions or donations of any kind to the organization shall be the property of the organization. No person, group or organization shall have personal or pecuniary interest therein once a purchase has been made or contribution has been accepted by the organization.

SECTION 5:

No later than the April meeting of the organization, the committees should submit a budget for the fiscal year to the membership for approval. The submitted budget shall include estimates for all anticipated income and expenses. The membership shall consider each item of the submitted budget and may reject or approve items individually. Once approved, the responsible officers may proceed with implementation of the budget without approvals. Unless approved by a majority vote of the officers of the organization, no officer or member of the organization shall conduct any fundraising projects, make any financial commitment or pay any expenses not approved by this budget procedure.

SECTION 6:

A record shall be kept of monies counted at fundraiser events. The log shall include:

1. Name of Counters
2. Activity
3. Amount
4. Date
5. Signatures of Counters

SECTION 7:

The Treasurer will complete tax reports prior to leaving office.

ARTICLE X

DUTIES OF OFFICERS, DIRECTORS AND COACHES

SECTION 1: PRESIDENT

- A. The Chapter President shall comply with rules set forth by the VYFL.

- B. The President will administer the rules of Conference as well as Conference and Chapter Bylaws as set forth. He/she will be given certain discretionary powers to permit carrying out the policies of the Executive Council expeditiously.

- C. The President shall be the chief executive of the League and shall, subject to the control of the Board, have general supervision, direction and control of the business affairs of the League and know the activities of all officers and committees.

- D. The President shall preside at all meetings of the Board and assume full responsibility for the operation of the KVFYFL according to its bylaws.

- E. The President shall have the authority to appoint such committees as deemed necessary, subject to approval of the board.

- F. The President (or other approved board members) shall attend all VYFL meetings and enforce all conference rules and regulations and abide by all decisions made by the conference. The President will keep the KVFYFL Board informed of the activities of the VYFL.

- G. The President shall represent the KVFYFL at meetings of outside groups or individuals.

- H. The President shall inform VYFL of all home game scores, as expeditiously as possible and before 7:00 p.m (game day) deadline established by the VYFL.

- I. The President shall have input on any and all issues regarding all aspects of the organization.

- J. The President shall handle the league insurance administration and maintain a record of all official documents pertaining to the KVFYFL.

K. The President acts as liaison between KVYFL and outside organizations. He/she will coordinate with local schools and recreation departments regarding field usage and reservation for team practices.

L. The President is a member of the Executive Board with voting privileges, may countersign checks and may hold a bank card.

SECTION 2. Vice President

A. In the absence of the President, the Vice President shall assume the duties and authority thereof. The Vice President shall have such other powers and perform such other duties as directed by the President and the Board.

B. In the absence of the President, the Vice-President (or other approved board member) shall attend all VYFL meetings and enforce all conference rules and regulations and abide by all decisions made by the conference. The Vice-President will keep the KVYFL Board informed of the activities of the KVYFL.

C. The Vice-President shall:

1. Attend all annual VYFL sponsored training prior to the start of each season.
2. Ensure all Head Coaches, Assistant Coaches, Team AD attend VYFL sponsored annual coaches training.
3. Work alongside Athletic Director to ensure all Head Coaches are first aid/CPR certified and have proof of such.

D. The Vice-President is responsible for assuring field compliance prior to home games.

1. Verifies that field is this painted appropriately prior to home games.
2. Verifies sideline markers are appropriately set up prior to the first game.
3. Verifies that chains and box are available prior to the first game.
4. Verifies that water is being handled for each home and away game.
5. Verifies that field is clean at close of day. With parent/player sponsored.

E. The Vice-President manages field security during home games.

F. The Vice-President manages sideline security during away games.

G. The Vice-President shall act as the Safety Officer for the organization.

1. Identify safety issues and make recommendations to correct them.
2. Immediately stops and if possible corrects any action deemed unsafe.
3. Heads investigation of an incident and reports back to the Board.

H. The Vice-President is a member of the Executive Board and may countersign checks.

SECTION 3: Cheer Director

A. The Cheer Director will attend Conference meetings to represent the league and cheerleaders.
The Director will relay all information from conference meetings to cheer coaches.

B. The Cheer Director may appoint an assistant. While this position is recommended, it is at the Cheer Director's discretion.

C. The Cheer Director shall supervise, direct and control the business and affairs of the Cheer program and enforce the rules and regulations that they follow.

D. The Cheer Director has administrative responsibility for maintaining membership records, cheer roster, equipment contracts and other documentation. Copies of cheer rosters will be provided to all Head Coaches.

E. The Cheer Director will establish the budget for cheer uniforms and submit it to the Board for approval. Upon approval the Cheer Director shall order and issue uniforms, keeping an accurate record of assignments. The Cheer Director is responsible for collecting uniforms from cheerleaders at the end of the season and establishing Board approved storage until the following season. The Cheer Director May request assistance from the Cheer Coaches in the collection of uniforms.

F. The Cheer Director is responsible for planning the Homecoming festivities with the Assistant Cheer Director and reporting the progress of such to the Board.

- G. That Cheer Director will attend the annual VYFL sponsored Coaches clinic.
- H. The Cheer Director will verify all head coaches attend annual VYFL sponsored Coaches Clinic.
- I. The Cheer Director shall make sure that each Head Cheer Coach has a Coaches Bag that contains First Aid supplies.
- J. The Cheer Director will ensure that all head coaches have been CPR/First Aid certified.
- K. The Cheer Director is a member of the Executive Board with voting privileges and may be a card holder.

SECTION 4:

Treasurer

- A. The Treasurer shall maintain the League books and financial recordings. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and income derived by the League from any of its activities.
- B. The Treasurer shall provide a monthly financial digital report a copy of the report for inclusion in the minutes. If the treasurer is unable to attend a meeting, the financial statement will be given to another Board member to be presented at the meeting. Reports may be based on monthly bank statements. All financial statements will be filed in the treasurer's notebook and/or Secretary Binder to be passed on from year to year.
- C. The Treasurer shall prepare a proposed budget at the beginning of the year and distribute a copy to the Board at the February regular meeting. 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 March meeting.
- D. The Treasurer will receive all funds for deposit in the leagues banking account and do so in a timely manner. The Treasurer will have a receipt for all money collected reflecting who the money was received from, date money was received, whether check or cash, purpose of money and signature of the person receiving the money.
- E. The Treasurer will supervise all finances and pay all approved purchases or expenses. All

purchases/expenses will be listed in the annual budget or approved by the Board prior to disbursement.

- F. The Treasurer shall have such powers and perform such other duties as may be prescribed by the Board of or the Bylaws.
- G. Upon written request from a Board member, the treasurer shall provide within seven (7) days of said written request, a chart of accounts for inspection.
- H. The treasury books will be audited by two members of the Board prior to the election meeting in November.
- I. The Treasurer will work with the CPA or Bookkeeper to prepare federal taxes, state taxes, statement of information and all other regulatory financial documentation.
- J. The Treasurer at the end of each year shall consolidate review all minutes and provide an end of year report. A copy of the end of year Treasure Report will be included as well as certified rosters. Any lessons learned will be annotated in this end of year report and copies will be provided to all Board members by the February meeting.
- K. The Treasurer is a member of the Executive board with voting privileges, may countersign checks and hold a bank card.

SECTION 6:

Secretary

- A. The Secretary shall record the minutes of all KVYFL Board of Directors meetings (regular, special and general) following the format outlined in Article 6, Sections 2 and 5. If the Secretary is unable to attend a Board meeting, the previous month's minutes will be given to the President or Vice-President to be presented during the meeting.
- B. The Secretary shall maintain the League Continuity Notebook. Upon completion of the event, the appropriate person in charge of the event shall complete a written report to be turned in to the Secretary to be filed in the League Continuity Notebook for historical purposes and future reference. The Secretary shall be responsible for requesting and collecting such reports and maintaining the notebook.

- C. The Secretary shall maintain a book of minutes of all meetings of the Board, that shall be passed on from year to year.
- D. The Secretary shall provide each Board member with a copy of the previous month's Board minutes. Previous month's minutes will be read and approved at each regular Board meeting and annotated as such in the minutes. (Minutes to be emailed within 7 days of said meetings)
- E. The Secretary shall maintain a listing of members of the KVYFL Executive Board and General Board's personnel information, to include full name, position, address, home/work/cell phones, and email address. The listing will be updated and provided to each Board member as necessary.
- F. The Secretary shall conduct the correspondence of the League. Upon receipt of any correspondence, communications or other materials, the Secretary shall route it to the appropriate person.
- G. The Secretary shall be the custodian of the Bylaws of the League and shall have said Bylaws at all meetings.
- H. The Secretary shall act as a liaison between parents/guardians and the Board and be responsible for ensuring all announcements (game time changes, newsletters, fundraising/dance flyers, etc.), are provided to parents/guardians in a timely manner. (Elected board to assist with Social media and distribution)
- I. The Secretary shall be responsible to manage advertisement for the Chapter. These duties shall include maintenance or delegation of maintenance of the webpage.
- J. The Secretary is a member of the Executive Board with voting privileges

SECTION 7: Athletic Director

- A. The Athletic Director has administrative responsibility for maintaining membership records, player roster, equipment contracts and other documentation. Copies of players rosters will be provided to all Head Coaches, Webmaster.
- B. The Athletic Director is responsible for coordinating football and cheer sign-ups, along with the

Cheer Director.

- C. The Athletic Director, as a sitting chair of the Football Committee will provide a type of quality assurance for the players to receive quality coaching on a progressive level throughout the year(s) with KVFYFL. It is not the intention of the Athletic Director's position to rule on a particular coaches' fitness to coach per se, but to bring the material talked about to current safety standards.
- D. The Athletic Director, as a sitting chair of the Football Committee will ensure coaches have adequate understanding of basic football principles of technique (e.g., safe form tackling, etc.).
- E. The Athletic Director will attend annual VFYFL sponsored AD's Clinic.
- F. In addition to KVFYFL duties, the Athletic Director shall comply with rules set forth by VFYFL.
- G. The Chapter Athletic Director is a member of the board with voting privileges.
- H. The Athletic Director will be responsible for keeping past year's documentation of the KVFYFL in a safe place.

SECTION 8: Equipment Manager

- A. The Equipment Manager is responsible for all the football uniforms and equipment.
- B. The Equipment Manager shall locate sources for purchasing quality uniforms and equipment at reasonable prices. The Football Committee shall assist with this process. After a decision has been made it shall be brought to the Board for consideration and a vote.
- C. The Equipment Manager shall inspect and inventory all uniforms and equipment before January 31st and provide an inventory report to the Board along with a list of items needed.
- D. If the helmets need to be certified, the Equipment Manager will, after receiving Board approval, send them to the vendor at the earliest convenience.
- E. After the Board 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.

- F. The Equipment Manager shall make sure that each Head Coach has a Coaches Box that contains first aid supplies in extra parts for repairing helmets or shoulder pads helmets, screw shoulder pads (i.e.helmet screws, shoulder pad straps & fasteners, jaw pads, chin straps, etc.).
- G. They Equipment Manager will work with the Board to arrange a site for equipment distribution.
- H. The Equipment manager is a member of the Board with voting privileges.

SECTION 9: Snack Bar Coordinator

- A. The Snack Bar Coordinator is responsible to present a concessions menu with price list prior to every home game.
- B. The Snack Bar Coordinator is responsible for implementing the menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times.
- C. The Snack Bar Coordinator shall maintain a log, complete with inventory and expiration dates. The log shall be completed at the start of the day, between games and the final inventory completed before the next scheduled practice.
- D. The Snack Bar Coordinator will work with any member(s) of the General Board to coordinate adult workers in the snack bar the home games.
- E. KVFYFL will provide an amount to start the concession for each year as needed. Amount to be determined by the Board. If at any time additional funds are required, the Snack Bar Coordinator will contact the board for approval.
- F. A yearly audit of concession transactions will be performed by two members of the General Board before the election meeting in November.
- G. The Snack Bar Coordinator shall keep copies of all receipts, keeping a record of money spent

and received and providing a written report to be presented at the monthly KVVYFL Board meeting during the football season. A copy of the monthly report will be kept with the Secretary.

H. Keep supplies in stock and snack bar in a clean, orderly and operative status.

I. The Snack Bar Coordinator is a member of the Board with voting privileges.

SECTION 10: Fundraising Coordinator

A. The Fundraising Coordinator shall submit information and execute on the 4 most reasonable and profitable fundraiser events to the Board for approval. After an event has been approved, the Fundraising Director shall coordinate the planning of the event, place orders, make arrangements, distribute products or information, and prepare flyers/documentation for parents/guardians, and maintain necessary records. This may be accomplished with the development of a special committee specific for each event.

B. The Fundraising Coordinator will work with the Head Coaches/Team Moms to distribute/coordinate information on fundraising events.

C. The Fundraising Coordinator shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient matter. The Fundraising Director must keep a log documenting source of all funds.

D. The Fundraising Coordinator shall create profit/loss statement for each fundraiser event, including any lessons learned for future efforts in this area. Ensure a copy of this information is provided to the Secretary.

E. The Fundraising Coordinator will establish a chairperson for each Fundraising Committee established

F. The Fundraising Coordinator is a member of the Board with voting privileges.

SECTION 13: Head Coaches

A. The Head Coaches of all football teams and cheerleading squads shall be responsible for

complete supervision of the team and squads under their jurisdiction as outlined in the KVFYFL and/or VFYFL Rules and Regulations and Code of Ethics.

- B. The Head Coach is responsible for selecting eligible Assistant Coaches (Assistant Coaches must be approved by the General Board to be eligible) and is responsible for supervising the selected crew.
- C. The Head Coach shall attend all football or cheer coaches clinics required by the KVFYFL or VFYFL.
- D. The Head Coach must be First Aid & CPR certified and must provide proof of such to the Executive Board.
- E. The Head Coach will be held accountable for knowingly allowing an ineligible player/cheerleader to participate.
- F. Head Coaches shall have the authority to plan all practice activities in accordance with the league rules, and shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws. The Board must approve practice locations.
- G. Each Head Coach of football will have the responsibility to inform the Equipment Manager of any equipment or uniform needs. Each Head Coach will have the responsibility to collect all equipment and uniforms from each player on their team at the end of the season and ensure equipment contract documentation is annotated properly by the Equipment Director.
- H. Each Head Coach of cheerleading will have the responsibility to inform the Cheer Director of any cheer uniform needs. If necessary and/or requested by the Cheer Director, each Head Coach of cheerleading will assist in that collection of uniforms at the end of the season.
- I. Any unresolved issues arising between Football Coaches/Cheer Coaches and the Football Director/Cheer Director will be presented to the Board for resolution.
- J. Head Football Coaches are responsible for ensuring that each player has been trained in proper tackling and blocking form and that each player has demonstrated proper form in non-contact practice. Each individual player should be observed demonstrating proper safe technique prior to allowing contact with pads. (All players must have 10 hours of conditioning without pads as outlined

in the VYFL Rules and Procedures Handbook.)

K. Head Football Coach will slowly bring players up to full speed contact over several practice sessions at slow speed, half speed etc. This allows the Head Coaches to verify proper technique utilization and allows the players conditioning for full speed contact.

L. Head Football Coaches will ensure that players demonstrate the proper attitude towards full speed contact i.e., unnecessary roughness, “punishing” of players through excessive contact, body slams and unnecessary contact away from the play are all to be condemned.

M. Head Coaches shall attend all scheduled meetings. The purpose is to provide input to the board to assist with chapter decisions. If there are two consecutive missed meetings the coach can be fined up to \$100.

N. The Head Coach shall maintain the same voting rights of that of the public membership.

O. The Head Coach shall be responsible for submitting all accident reports to the Vice President within 24 hours of the incident.

SECTION 14: Team AD

1. Be at least 21 years of age.

2. Have a Team Official’s Agreement filled out and signed stating that he/she is familiar with the Conference Rule Book and that he/she will comply with the rules set forth in the rule book. This agreement form must be on file at Chapter and the Conference.

3. Shall insure that coaching ethics, spectator control, playing field requirements, and any other game control requirements are adhered to at all times. Team A.D.’s additional duties, see Team A.D.’s Guide.

4. Team AD must report all violations, coach ejections, player ejections for fighting and field problems to the Athletic Director in writing, who will then contact and forward the written communication to the Conference President.

5. Each Team AD will maintain a face-off book/cards with copies of their team’s certified rosters, and copies of the VYFL contract with proof of birth and photo attached. The face-off book/cards must be available at all games and practices. At the discretion of a Head Coach or Team AD, a request can be made to see the face-off book at which time said book will be presented for review.

ARTICLE XI

MISCELLANEOUS

SECTION 1:

These Bylaws may be amended by a two-thirds vote of the Board at a regular or special business meeting. Within seven (7) days after being presented in writing to the members present the board shall vote on the proposed changes. Amendments shall become effective immediately upon adoption unless the motion to adopt or repeal specifies a time for it going into effect.

SECTION 2:

Procedure and debate shall be in accordance with these Bylaws and rules of parliamentary law-known as Roberts Rule of Order.

SECTION 3:

In the event that a dispute arises as to the exact meaning of any of these Bylaws as applied to a specific situation or event, the Board shall meet in closed session and determine the exact meaning as applied to the specific situation or event in question.

SECTION 4:

These Bylaws are to be reviewed every year prior to the first regular meeting in February.

THESE BYLAWS HAVE BEEN ADOPTED BY A VOTE OF THE ORGANIZATION:

DATE: FEBRUARY 10,2021

PRESIDENT: Nathan Pierce

VICE PRESIDENT: Adam Mercier

CHEER DIRECTOR: Heather Beam

ATHLETIC DIRECTOR:

SECRETARY: Erin Brooks

TREASURER: Jillian Rowe

SNACK BAR COORDINATOR: Shawna Mercier

FUNDRAISING COORDINATOR: Toni Ball

EQUIPMENT MANAGER: John Trujillo