

BYLAWS OF EXETER YOUTH FOOTBALL AND CHEER

ARTICLE I

GENERAL PURPOSE:

Exeter Youth Football and Cheer (EYF&C) was formed for the sole purpose of operating the football and cheerleading program. The sole purpose of this program is for the recreation and development of our children.

ARTICLE II

MEMBERSHIP:

Anyone with a child in the program or anyone interested in the well-being of children in our organization are to be considered members. To be considered a member in **good** standing and achieve voting rights a member must have attended at least six (6) monthly membership meetings in a rolling 12-month calendar to include the current month.

ARTICLE III

COVERING BODY:

EYF&C will be governed by Five (5) Executive Officers (President, (2) Vice Presidents, Secretary and Treasurer) and Five (5) auxiliary officers (Cheer Director, Director of Football Operations, Flag Director, BICYFL Rep, and Banquet Director)

All Executive Officers are elected positions as follows, by two-year terms. (President, 1st VP (Player development) and Secretary are to be elected following years ending in even numbers. 2nd VP (Coaches development) and Treasurer are to be elected in years ending in odd numbers). Elections will take place in January of each year. Any member may only hold one (1) Executive seat at a time and may not also hold an auxiliary seat.

All Auxiliary officers are to be appointed by the President and approved by a vote of Executive Officers. All auxiliary positions are appointed on a yearly basis. Auxiliary officer may only hold one (1) seat and may not also hold an Executive seat.

The President will preside over EYF&C meetings and conduct these meetings per Roberts Rules of Order. The President will also report the state of EYF&C to the general membership. Membership meetings are to be held the second Wednesday of each month at a pre-determined location to be advertised on the EYF&C website for all members.

Section 5: One of the Executive Officers will serve in the President's absence.

The treasurer will receive and account for all money EYF&C takes in. The President and Treasurer are the only individuals in EYF&C authorized to sign checks. The treasurer is ordered to give a complete accounting to the general membership upon request at a membership meeting and an annual report each January.

The Secretary will record and transcribe all proceedings at EYF&C meetings. A copy of the minutes will be given to the President so it can be included in the report to the general membership.

ARTICLE IV

COMMITTEES and AUXILARY OFFICERS:

Section 1: Any newly formed committee will be managed by a Committee Manager elected by the general membership. It will be the responsibility of the committee manager to enlist the aid of others and to organize the operation of his/her committee.

Cheer Director: The role of the cheer director is to facilitate and administer the daily operations of the cheer program. Be responsible for the equipment/uniform inventory, hand-out, and collection. Make coaching selection recommendations for each team at each level and present to the board at July membership meeting for approval. Assign and coordinate practice fields and times. Be responsible for the daily operation of each team and their coaching staff to ensure that all EYF&C policy and procedures are being carried out. Coordinate the cheer schedule with the football schedule and assign the appropriate cheer squads to the appropriate football game. Ensure all cheer squads are utilizing UCA Cheer safety standards.

Director of Football Operations: The role of this position is to facilitate the daily operations of the football program. Be responsible for all football equipment owned by EYF&C. This includes but is not limited to: 1) Keeping Inventory of all current equipment, 2) Ordering, with board approval new or replacement equipment, 3) Helmet safety certifications, 4) Administering equipment handouts and turn-ins, 5) Coordinate game day set up and clean up, 6) Must provide each head coach of football and cheer with an adequate first aid kit prior to any football or cheer practice or game.

Flag Director: Coordinate and facilitate all operations of the Flag Football program. This includes but is not limited to: 1) Ordering Flag football uniform T-shirts from approved vendor, 2) Assisting with set up and cleanup of all Flag football games, 3) Providing coaching candidates to the board for approval by the June meeting, 4) Maintain an inventory of all Flag football equipment.

BICYFL Representative: this officer must attend all BICYFL monthly membership meetings and report all activity back to the Executive board in a timely fashion. This officer will get an Executive board vote before voting on behalf of EYF&C for any voting matter in the BICYFL. Casting a vote without board approval is subject to removal from this position immediately. The Rep will take part in the annual pre-season coaches meeting to review all necessary and any new rules for the current season. The Rep will provide maps and directions to away games and keep EYF&C board informed of league scores and standings. Rep will get confirmation from opponents each week for date-time-location of all games so there is no confusion as to where and when teams are to play.

Banquet Director: The role of this position is to plan and oversee all parts of the yearly EYF&C banquet. Any request for funds for this endeavor must be approved by an Executive board vote. Any issues or problems resulting from this banquet planning or event must be communicated to the President in a timely fashion for review.

ARTICLE V

Coaches: EYF&C will have three (3) level head coaches for football. (1) Mighty Mites (1) Mites and (1) Midgets. These coaches will serve as head coach for varsity football teams. Each JV team will have a game day head coach. Cheer will have (1) head coach for each team formed as based on numbers yearly. There will be (1) head coach for each Flag football team formed as based on numbers yearly.

All head coaches at football, cheer, and Flag football will be nominated and approved each season. There is to be no carryover coaching positions. All head football coaches are to be a member in good standing in order to be nominated as a head coach. (Exception: Mighty Mite JV and Flag due to those levels being new every season.)

Varsity head coaches are responsible for organizing their respective levels and ensure that JV coaches are running the JV teams in accordance with board directives and offensive-defensive plan.

Each football team will have a minimum of 4 assistant coaches. Head coach may then stop taking assistants or choose to add as many more as they feel are necessary. Head coaches will select their assistant staffs.

Section 4: If for any reason it would be necessary to remove a coach (head or assistant) from his/her position, the President can call a special meeting of the Officers to vote to remove a coach in question. A (4/5) vote is required to remove a coach once the season has started. If a head coach is removed during the season, it is the responsibility of the Officers to select his/her replacement. If a coach receives a league sanction the EYF&C Board has the right to remove the coach.

Section 5: All head football and cheerleading coaches must be at least 18 years of age.

ARTICLE VI

Meetings: EYF&C meetings will be held monthly or more if required by EYF&C. Each Officer both executive and auxiliary shall attend each meeting. (Failure of any Officer to maintain good standing can result in removal from said position.) Head football coaches (Varsity and JV) are required to attend each meeting in season (Aug-Nov). Head coach failure to attend an in-season meeting (including BICYFL Coach Meeting) can result in **a game** suspension or more.

At EYF&C meetings each Officer and head coach will report to EYF&C and the general membership.

ARTICLE VII

VOTING AND ELECTIONS:

Section 1: At each November meeting the President will advise the membership which elected Officer positions are available for nomination. These positions will accept nominations in November and December. A last call for nomination will be made at the January meeting to be followed with an election. Any necessary ballot casting will be done by a paper ballot system. At no time will voting be done with a show of hands. The sitting President will not cast a vote and will serve as a tie breaking vote if needed.

ARTICLE VIII

PROPOSALS AND AMENDMENTS

Section 1: Any member may propose any plan to the membership for their consideration whether it be to amend or repeal the regulations: be financial in nature or for the general betterment of EYF&C. If a proposal is seconded by another member, it must be voted on by the Executive Officers. Amendments to by laws require a (4/5) vote of the Executive Officers. Amendments must be read at three (3) consecutive membership meetings after the Executive Officers have approved the change.

Section 2: If in the Judgment of the President any plan submitted lacks information or facts necessary for the Executive Officers to make an informed decision the President can recommend the submitting member investigate further and re-submit at the next EYF&C meeting.

Section 3: All unbudgeted expenditures exceeding \$200.00 needs to be approved by the EYF&C Executive Officers. Expenditures are defined as but not limited to: youth football and cheerleading equipment, field equipment and supplies, referees, and league fees.

ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 1: On or about the first practice a mandatory parent meeting will be held to outline coaches and board rules and expectations as well as the Parent and Player Code of Conduct policy.

Section 2: EYF&C will have a grievance committee which is automatically the elected officers of EYF&C. The grievance committee will be responsible for settling all disputes between coaches and parents. All parents, regardless of their position in EYF&C must approach one of the grievance committee members with complaints about any coach if no reasonable resolution could be reached with the coach and his/her staff. The committee must act on the complaint and report their findings back to the parent. Coaches must notify the committee of any disciplinary action taken upon a football or cheerleading participant.

CONFLICT OF INTEREST

Purpose: The purpose of the conflict of interest policy is to protect this tax-exempt organizations (EYF&C) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

- A. Interested person-any director principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B. Financial Interest-A person has a financial interest if the person has, directly or indirectly, through business, investment, or family;
 - i: An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
 - ii: A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
 - iii: A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3: Procedures

A: Duty to disclose-in conjunction with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or agreement.

B: Determining whether a conflict of interest exists-after disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall determine if a conflict of interest exists.

C: Procedures for addressing conflict of interest:

i: An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii: The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii: After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would *not* give rise to a conflict of interest.

iv: If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organizations best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

D: Violations of the conflict of interest policy.

i: If the governing body or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii: If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 Records of proceedings.

The minutes of the governing board and all committees with board delegated powers shall contain:

A: The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

B: The names of the person who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5 Compensation

A: a voting member of the governing board who receives compensation, either directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

B: a voting member of any committee whose jurisdiction included compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

C: no voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, either directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person;

A: has received a copy of the conflicts of interest policy

B: has read and understands the policy

C: has agreed to comply with the policy, and

D: understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7 Periodic Reviews

To ensure the organization operated in a manner consistent with the charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects;

A: Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

B: Whether partnerships, joint ventures and arrangements with management organizations conform to the organizations written policies are properly recorded, reflect investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8 Use of outside Experts

When conducting the periodic reviews as provided for in Article VII, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.