

ArticleI: MissionStatement

Section1.1

The mission of the Richlands Midget Football League, Inc., is to organize and maintain youth football and cheerleading in an instructional nature; to promote the development of leadership, character, honesty, sportsmanship, tolerance, discipline, good fellowship, teamwork and athletic ability. And to serve as the central feeder system to the Richlands Middle/High School football and cheer programs.

ArticleII: NameandOrganization

Section2.1

The name of the Organization shall be Richlands Midget Football League, Inc. or RMFLI, which is a 501c(3) non-profit organization. For purposes of abbreviation, an acceptable names herein shall be the Organization or the League, an acceptable name for the Board of Directors herein shall be the Board.

Section2.2

Any and all existing By-Laws of the Organization are hereby repealed to for. These By-Laws do supersede any and all existing By-Laws.

Section2.3

Team colors shall be determined by each individual camp. If a conflict of team uniforms should arise, the issue will be resolved by a majority vote of the Board. All Camp Heads must inform the Board of any intended changes in the Camp uniform.

Section2.4

The Organization shall charge a \$3.00 entry fee for adults and \$2.00 for the first student and \$1.00 for each additional student to all contests. Bearers of a League issued season pass shall gain entry with no charge at the gate. The Organization shall review the entry fee for all League events and can increase or decrease the amount during the annual rules meeting. Regardless of the amount, all bearers of League passes that are issued by the Organization will gain entry with no charge at the gate. Players and cheerleaders shall gain entry with no charge at the gate.

ArticleIII: Governance,MeetingsandAmendments

Section3.1

The governance of the Organization shall be vested in the Board of Directors.

Section3.2

The Board of Directors of the Organization shall consist of the following: Five officers of the Executive Board: President, Vice-President, Treasurer, Secretary and the Player Agent. The remaining members shall consist of the following: Blue Devils Camp Head, Cowboys Camp Head, Raiders Camp Head, Information Officer, At-Large Member, and the Cheer Coordinator. Each member shall be a voting member of the Board of Directors, except for the President, who shall only cast a vote in the

event of a tie. All motions or issues shall be decided by a majority vote of the Board of Directors. The President shall not possess the authority to appoint any committee without a majority vote of the Board of Directors. If the League has to dissolve any camp due to low player turnout, the Camp Head of the dissolved camp shall maintain their place on the Board of Directors and his/her seat will become an at large position and will continue to be duly elected at the Annual meeting.

Section3.3

No one individual shall be able to hold more than one position on the Board of Directors. No individual shall carry more than one vote in a meeting of the Organization at any time.

Section3.4

The Organization will hold monthly regular meetings of the Board of Directors. A printed notice of each regular monthly meeting stating the location, date and hour of the meeting is required to ensure all members of the Board of Directors are aware of the meeting. This notice shall be printed in the Richlands News Press and be sent also by either text or email.

Section3.5

Special meetings of the Board of Directors may be called by any member of the Executive Board, or by any two members of the Board of Directors. The member(s) calling the meeting must notify the President and Vice-President. After notification, the President will determine a date, time and location for the special meeting, the meeting will be held within seven (7) calendar days. All members of the Board of Directors must receive at least 48 hours verbal notice of the special meeting.

Section3.6

A member of the Board, before or after the meeting, may waiver notice of the next scheduled meeting, his/her waiver shall be their notice. A Board member that is present and attending a meeting, shall not be able to challenge the fact that he/she did not have proper notice. He/She may attend for the express purpose of objecting to the transaction of business on the grounds that the meeting was not lawfully called or convened.

Section3.7

Any action that may be taken at a meeting of the Board, may be taken without a meeting if any consent in writing setting forth the action shall be signed by all of the members. This consent shall have the same effect as a unanimous vote at a Board meeting.

Section3.8

All meetings of the Board of Directors shall be conducted in accordance with procedure as set forth by the RMFLI Board of Directors Monthly Meeting Format (*see section 3.9*). All instances, not outlined in the RMFLI Constitution and By-Laws, will be decided by a majority vote of the Board of Directors.

Section 3.9

RMFLI Board of Directors Monthly Meeting Format

1. Before the meeting begins, the President shall pass out the meeting agenda.
2. President's welcome.
3. The President shall call the meeting to order.
4. Moment of Silence and Reflection.
5. Roll Call conducted by the Secretary.
6. Financial Report by the Treasurer.
7. Reading of minutes of the previous meeting by the Secretary without interruption. The Secretary will ask for additions or corrections when completed.
8. Old business discussion. Either on agenda or any individual has discussion or debate.
9. New business discussion. Either on agenda or any individual has discussion or debate.
10. Only Board members may make a motion, all motions must receive a second by another Board member before it can come to a vote.
11. The room shall be cleared to allow the Board of Directors to vote on any motions that are on the floor. Only the members of the Board of Directors will remain in the room.
12. After completion of voting, the results will be revealed to any remaining public.
13. Any individual that is present at any regular monthly meeting of the Organization shall have the opportunity to address the Board of Directors. The President shall have the authority to limit all parties addressing the Board that are not on the meeting agenda, to three minutes. If a group of people are addressing the same issue, the group shall designate a spokesperson and be granted three minutes.
14. Any individual that is present at a regular monthly meeting of the Organization may request to be put on the agenda for the next regular meeting of the Organization to address any issue they may have.

Section 3.10

A Quorum of members of the Board must be in attendance or represented in order for any vote to take place. The Quorum shall be six (6) voting members, excluding the President. At a duly organized meeting, members present can continue to do business until adjournment even though enough members withdraw to leave less than a quorum.

Section 3.11

The Constitution and By-Laws of the Organization may be amended, altered or repealed at any regular or special meeting of the Organization if:

1. All members of the Board must be present at the meeting; and
2. Any motion to amend, alter, or repeal the Constitution and By-Laws receive a total of seven (7) votes in favor.

Section 3.12

The Annual Meeting of the Board will take place in December of each year. Board of Director elections will be conducted at this meeting. The Treasurer shall present the Board of Directors with a Financial Report for the year during this meeting. The Treasurer may call on all of the Executive members to meet prior to this meeting to assist in preparing the Financial Report.

Section 3.13

All awards banquets will be conducted before the Thanksgiving holiday. This ensures that all business for that season will be complete, and will provide the Treasurer a sufficient time period to prepare the annual Financial Report. Any camp that has not conducted their respective awards banquet in this time frame will forfeit their right to the event.

Article IV: Officers and Members of the Board of Directors

Section 4.1

President—Powers and Duties

The President shall be the chief executive officer of the Organization and have general supervision of the Organization. He/She shall preside at all meetings and discharge the duties of the presiding office. He/She shall make recommendations to the Board for the purposes of promoting its usefulness and effectiveness to the community. The President will serve as the Organization's liaison to the community and aid in mediation of internal disputes. He/She shall coordinate all League functions and events, address complaints and refer them to the Board when necessary. He/She shall enforce all League rules and regulations. He/She will ensure that each regular meeting has an agenda and will be responsible for setting a date, time and location for all meetings of the Board of Directors and will ensure all permits are secured; and have the primary responsibility to produce a season schedule to be reviewed and approved by the Board of Directors.

Vice-President—Powers and Duties

The Vice-President shall assist the President in all of his/her prescribed duties. The Vice-President will be vested with the authority of the President and perform the duties of the President at such times that the Board of Directors shall determine that the President is absent from his office or unable to perform his duties by reason of disability. The Vice-President shall have any other duties that are assigned by the President or the Board.

Treasurer—Powers and Duties

The Treasurer shall be responsible for control of all League funds. He/She shall keep an accurate ledger of all League and Camp Funds. He/She shall maintain a day-to-day record of all financial transactions pertaining to the League account; maintain all League financial records and submit monthly financial reports to the Board. He/She shall oversee all banking functions and communications; collect and deposit all funds for the Organization. At the end of each year the books shall be audited by a certified CPA and a copy of that report be furnished to each member of the Board. The Treasurer shall have any other duties that are assigned by the President or the Board.

Secretary—Powers and Duties

The Secretary shall document, oversee and manage all minutes of all Board meetings and any other duties affiliated with the minutes of meetings. He/She will have primary responsibility in archiving all forms and documents of the Organization; shall maintain custody of the Constitution and By-Laws; shall document and archive all League results, game scores, final standings and championship results; shall document and archive all League Draft results. He/She shall assist the President in issuing notices to Board members of any League meetings or events: shall be responsible for ensuring that all Board members are notified of the release of minutes in official or draft format via any reasonable

mode of communication, including email and text notification. The Secretary shall have any other duties that are assigned by the President or the Board.

PlayerAgent-PowersandDuties

The Player Agent shall be the chief overseer of all League rosters and all information affiliated with roster management. He/She shall be responsible for ensuring all players are of proper age and meet all eligibility requirements; to verify the weight and jersey number and all relevant information pertaining to each child competing in the League. He/She shall assist the President in coordinating all League registration events; shall assist the Secretary in documenting and archiving all information affiliated with the League draft; shall maintain a database of all pertinent information on all participants in the Organization including any external camps that may be competing with the Organization. He/She shall have any other duties that are assigned by the President or the Board.

CampHead-PowersandDuties

The Camp Head shall be the chief representative and overseer of their respective camp; shall be concerned with the overall development of all players belonging to the camp. He/She shall initiate assembly and selection of coaches and coaching staffs at all levels in the camp; shall be the liaison between the League and camp, and ensure all information is passed to all coaches, players and parents in the camp. Will not be held directly responsible for any conduct violations by any head or assistant coach in the camp, but, will be responsible for addressing and correcting any issues that may arise and/or refer them to the Board when necessary. The Camp Head has the authority to accept or deny a coaching position to any individual that wishes to become a coach in the camp. He/She shall be, or delegate the responsibility of being, accountable for the overall condition of the camp equipment, to include any required maintenance or reconditioning of used equipment or the purchase of new equipment. He/She shall keep, or delegate the keeping, an inventory of all equipment; shall work with the Treasurer and keep an accurate ledger of all camp funds in the League account.

Cheer Coordinator-PowersandDuties

The Cheer Coordinator shall be the liaison between the League and all Head Cheer coaches in the League. He/She will coordinate with the Player Agent and Camp Heads to ensure proper roster management is followed when dealing with players/cheer leaders that have siblings participating; shall address complaints affiliated with the cheer program and refer them to the President if necessary. He/She shall be the overseer of the Cheer program and coordinate with all Head cheer coaches and Camp Heads to ensure all cheer camps are complying with League rules and regulations and to refer violations to the Board if necessary.

At-Large Member-Powers/Duties

The At-Large Member shall coordinate with the President and assist in overseeing any special League projects. He/She shall assist each and any of the Executive Board members with their respective duties at their request; shall coordinate with all head coaches, Cheer Coordinator, and Information Officer to ensure that all camps are in compliance with League rules and regulations. He/She shall have any other duties that are assigned by the President or the Board.

Information Officer-Powers/Duties

The Information Officer is responsible for maintaining the League website by doing the following: updating scores and standings, posting the League Constitution and by-laws, rules, and any League information that needs to be provided to the Camp Heads, Executive Board, or children participating in the League.

Section4.2

In the event that the office of the President becomes vacant, the position of interim President will be filled by the Vice-President. The interim President shall conduct the election of a new President as soon as possible. If any member of the Board of Directors is elected President, the President shall hold elections for the seat(s) vacated. In the event that any other office on the Board becomes vacant, the President will hold an election(s) for the vacant seat(s).

Section4.3

Board of Directors shall be elected to one year terms, with the last day of service to be on the day of the Annual Meeting in December. The election of new members shall be elected by the incumbent members only. The election will be facilitated by any outgoing members that are not seeking re-election. Nominations will be taken from the floor during the December meeting, from any attending audience. The votes shall be cast on written ballots. Ballots will be counted by the outgoing officer(s) or the facilitator of the election. All new members of the Board will take office immediately after the election. The President will be allowed to cast a vote in this election.

Section4.4

Any member of the Board may at any time resign their position, in writing, or by a verbal declaration.

Section4.5

Any member of the Board may delegate their voting privileges to an individual of their choosing, in the event that the member is going to be absent from a meeting of the Board. The Board will recognize the delegation if:

- 1) The member has declared his absence in a prior meeting of the Board and names his/her proxy.
- 2) The member has notified the President and the Secretary and names his/her proxy.
- 3) It does not leave any one individual to carry more than one vote.

Section4.6

Any member of the Board will be excused for two consecutive absences during the year, however, after a third consecutive absence, the member's attendance record will be reviewed for possible corrective action. During this review process, the member being reviewed will not be able to exercise his/her vote.

Section4.7

Any member of the Board may be removed for just cause by the Board of Directors if:

- 1) All members of the Board are present during the process; and
- 2) Any motion to remove a member of the Board must receive seven (7) votes in favor.

During such vote, the member in question will not be able to exercise his/her vote. This shall be conducted without prejudice to the member in question.

ArticleV:Finances

Section5.1

The Organization shall have established a checking account at BB&T bank in Richlands, Virginia that all funds will be deposited into. This account shall require two (2) signatures for validation of a check or draft. The President and Treasurer, and another Executive Board member whose name will be on the check signers card at BB&T bank will be the only authorized officials to validate a check or draft.

Section5.2

The fiscal year for the Organization shall begin on January 1 of each year and end on December 31 of each year. There will be absolutely no accounts to be established by, or in the name of, any individual team or camp outside of the main League account. All camp funds will be deposited into the main League account. This includes fund raisers and donations. This is mandatory for both the football and cheer programs.

Section5.3

There will be absolutely no accounts established by, or in the name of, any individual team or camp outside of the main League account. All camp funds will be deposited into the main League account. This includes fund raisers and donations. This is mandatory for both football and cheer programs. The Treasurer will keep a ledger of each account for each camp. The Camp Head or his designee will be the primary overseer of the football account. These shall be the only persons allowed to request funds from their respective accounts. To request funds from any account, a RMFLI Funding Request Form must be filled out and kept by the Treasurer. Two of the three Executive Board members that are authorized to validate a League check may issue a Funding Request Form.

Section5.4

All League purchases will be approved in advance by a majority vote of the Board of Directors. Any Camp equipment purchase will require a receipt for verification/reimbursement and will be left to the discretion of the Camp Head. Executive members that deal with the League checking shall have the authority to purchase "emergency or sudden needed" items. Such as flowers for funerals, or any costs attributed to management of the League. These purchases may not exceed fifty dollars (\$50.00) per purchase. This authority will only be used for needs that arise quickly and could not be foreseen by the Board of Directors in the previous meeting.

Section5.5

Tickets for each game will be sold at the gate. Gate totals will be tallied by two (2) Board members and delivered to the Treasurer. In the event that two (2) Board members are not present, Head coaches will substitute for Board members.

Section5.6

Each camp will be allowed to conduct three fund raisers for the football program and three fund raisers for the cheer program. Before beginning the fund raiser the Camp Head or designee or the Head Cheer Coach must fill out the RMFLI Fund Raiser Notification Form. It is mandatory that all of the fund raiser money must be collected and deposited into the League account by the RMFLI Treasurer prior to the League issuing a check to the vendor. Donations do not count as fund raisers. Teams may collect as many donations as they can get, but, all donations have to be deposited into the League account before being used. Parents are allowed to contribute money for the purchase of pizza for an after practice party or similar event without having to be deposited into the League account. If there is any left over money after such an event, it must be deposited in the League account and will be treated as a donation. It will be the camp's responsibility to provide any and all receipts and receipt books for registration, fund raisers, etc.

Section5.7

There shall be no personal checks accepted by the Richlands Midget Football League, Inc. If a personal check is accepted by a camp, and that check is returned due to insufficient funds, the account being closed, or any other reason. The amount of the check will be docked from that camp's respective account (football or cheer.) In addition, there will be a \$35.00 penalty docked from that camp's respective account by the RMFLI Treasurer. The party that uttered the check will be placed on the League's Watch List and will be restricted from participating from all League activities along with the party's child. The party will stay on the Watch List until the amount of the returned check and the \$35.00 penalty is paid to the League. When the debt is satisfied, the amount of the check and the \$35.00 penalty will be returned to the respective camp's account and the party will be removed from the League Watch List. It shall be permissible to accept company checks for donations, money orders, cashier checks, and cash.

ArticleVI:CodeofConduct

Section6.1

All members of the Board of Directors, coaches, and team moms must submit to a criminal background check before their initial season in the League. As long as their tenure in the League is unbroken, (ex. A coach may take a season away from the League and return the following season, if so, a background check is required regardless of the length of time from his/her last check.) The Board may at any time require a Board member or coach to submit to a background check if the Board has reasonable suspicion that the person in question has recently been convicted of a felony or a sexual offense and has failed to report it. The League will pay for the background check in this instance.

Section 6.2

Any person will automatically be disqualified from holding a position on the Board of Directors, any coaches position, if he/she has ever been convicted of either of the following:

- 1) Any felony count; and/or
- 2) Any sexual offense

This will be the primary reason and criteria for all background checks. If any active Board member or coach is convicted of either of the above listed criteria, he/she shall immediately notify the Board of Directors and be removed from that position.

Section 6.3

All Board of Directors, coaches, officials, and volunteers will be subject to a one game suspension for verbal abuse and a permanent ban from all League functions for physical abuse.

Section 6.4

All incumbent members of the Board that are seeking re-election at the Annual meeting, must have in their possession, any and all articles that belong to the Organization (ex. Keys, Player Agent materials, Financial ledgers and documents, Record of the Minutes...etc). If these articles are not present at the Annual meeting, the incumbent member shall not be allowed to seek re-election.

Section 6.5

Any coach in the League may be removed from their coaching position on a temporary or permanent basis by the Board of Directors. This process will be conducted as outlined for Board member removal (*see Section 4.7*). This policy shall be inclusive to any person(s) that the Board of Directors may deem to remove in the best interest of the League. Any persons that have been banned from League participation on a permanent basis shall be documented and archived by the Secretary.

Section 6.6

The Organization shall maintain a Watch List. The purpose of this list is to ensure that any and all debts incurred to the League or to an individual camp by any party or parties are satisfied. Any party that uttered a returned check to the Organization will be placed on this list and will be banned from participating in the League until the debt is satisfied. It is also inclusive to the party or parties child or children, thus the child or children will also be banned from participating in the League. This list shall also be utilized as a tool to ensure the football and cheer camps recover any equipment that the party has not returned. Any party that is placed on this list will be notified. This list shall be maintained by all Executive Board Members.

Section 6.7

The Organization shall automatically levy a one game suspension to a coach, player, or fan that is ejected from a game due to verbal abuse. If the behavior that caused the ejection is excessively offensive and/or is coupled with violent actions. Then the Board will review the facts and will have the authority to extend the suspension or make the suspension permanent. For the second offense, the Board will meet to decide the severity of the suspension. Suspensions will be automatically served on the next game. The suspended party will not be allowed anywhere inside the stadium.

Section 6.8

The Organization shall be permitted to waive the criminal background check for coaches that participate in pre-season (jamboree) or post-playoff (all-stars) events that do not participate in the League regular season or championship play-offs. Any team that participates in these events must be approved by a majority decision of the RMFLI Board of Directors. The League shall allow representatives from locations outside of the League that participate in our regular season to vote on approving the teams. All teams or locations that have their criminal background check waiver must provide the League with a complete list of all coaches that will be participating and will be provided a generic sideline pass.

Section 6.9

The Organization shall waive the criminal background check for youth coaches that do not turn 18 before November 1. However all youth coaches will pay the yearly registration fee.

Article VII: Rules of the Game

Section 7.1

The Organization shall keep a rules manual that entails all playing rules on each level. This manual shall list all rules that are specific to the RMFLI. This manual shall include all relevant information that is affiliated with on-field play. All regulations that are not specific to the RMFLI, shall fall under the VHSL (NFHS) regulations. This manual will be reviewed yearly by the Board to consider any changes. The manual will be explained to all coaches and officials in a mandatory briefing before each season begins. A copy of the manual shall be attached to the rear of these by-laws and be titled "Rules of the Game" and be labeled "Attachment A."

Section 7.2

All members of the Board of Directors, coaches and officials shall be issued a copy of the rules manual to ensure compliance and reduce confusion.

Section 7.3

The Organization will conduct an Annual Rules meeting each year to consider changes in the rules manual. During this meeting, the Board shall maintain its normal capacity. Due to inter-league play, the Organization shall allow all external participating camps the ability to cast one vote per camp in any motions or issues. All motions or issues will be decided by a majority vote.

Section 7.4

The Board of Directors may designate a "Head of Officials." The Head of Officials shall be responsible for maintaining any and all mandated League training for the officials; shall be responsible for coordinating and scheduling of officials of all League games and events. The Head of Officials may be entitled to compensation for his/her services as the Head of Officials upon such terms as set forth by the Board of Directors of the Organization. The Head of Officials shall not have the ability to cast a vote on any motion made to the Board of Directors, but, may act in an advisory role.

Article VIII: The Draft

Section 8.1

The League shall utilize a player draft to ensure all teams have an equal number of players. The Organization shall keep a detailed draft manual to outline policy and procedure affiliated with the player draft. This manual may be amended as needed by a majority vote of the Board. A copy of this manual shall be attached to the rear of these by-laws and be titled "RMFLI Draft Procedure" and be labeled "Attachment B."

Article IX: Cheer program rules

Section 9.1

All camps must have a designated Cheer Head Coach or Sponsor. This is to be designated by the Camp Head and must be accepted by the person being designated. The Head Cheer Coach/Sponsor will be the chief overseer of their respective camp's cheer squads at all levels; will ensure all League rules and regulations are followed in their squads; will initiate the selection of all other cheer coaches in the camp. And will work with the Treasurer to keep an accurate ledger of all the Camp Cheer funds in the main League account. He/She will address any problems with the Camp Head and will maintain an open line of communication with the League Cheer Coordinator.

Section 9.2

The League shall maintain a manual for cheer program rules. This manual shall be constructed by all the Cheer Head Coaches/Sponsors in a meeting to be facilitated by the President and the Cheer Coordinator. The manual must be accepted by a majority vote of the Board of Directors. This manual will be reviewed annually. All Head Cheer Coaches/Sponsors will be issued a copy of the manual to ensure compliance and reduce confusion. A copy of this manual shall be attached to the rear of these by-laws and be titled "RMFLI Cheer By-Laws" and be labeled "Attachment C."

Section X: Indemnification

Section 10.1

The Organization shall indemnify any and all current and former members of the Board of Directors of the League, or any person who may have served at its request, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made parties by reason of being or having been members of the Board of the Organization, except in relation to matters as to which any such member of the Board of the Organization or person shall be adjudged in such proceeding to be liable for negligence or misconduct in the performance of duty.

Article XI: Registered Agent

Section 11.1

The Registered Office is to be located at 116 Veterans Drive in the town of Richlands, County of Tazewell, Virginia 24641. The mailing address of the Registered Office will be the same. The name of the Registered Agent is James P. Carmody, who is a resident of Virginia, a member of the Virginia State Bar and whose business office is the same as the Registered Office of the Organization.

Adoption and Ratification

The foregoing Constitution and By-Laws of the Richlands Midget Football League, Inc., Articles I through XI are hereby adopted and ratified as amended and are made part of the permanent organization's records and affixed with the signatures of the Executive Board members.

Print name Anthony Cox Signature _____ Date _____
President

Print name Dink Casey Signature _____ Date _____
Vice-President

Print name Heather Barnett Signature _____ Date _____
Treasurer

Print name Tonya Lowe Signature _____ Date _____
Secretary

Print name Mac Lewis Signature _____ Date _____
Player Agent

Approved by a majority vote of the Board of Directors on April, 2015