

Barry Stokes Youth Football

Bylaws

(Draft until Approved at BSYF Annual Meeting)

Adopted January 15, 2009

Barry Stokes Youth Football Mission Statement

OUR MISSION: To give all youth the opportunity to participate in the game of football, either as a player or cheerleader.

OUR PHILOSOPHY: When you bring a group of people together, it's a start. When you get a group of people to stay together, its progress. When you get a group of people to work together, its success.

OUR GOAL: To create a fun atmosphere and environment for young athletes to hone their skills and attain their goals.

OUR HOPE: That these children learn to be humble in victory, gracious in defeat, and joyous and sportsman like in their endeavors.

OUR REWARD: Seeing the gleam in the eyes and smile on the faces of kids playing a kids game.

Barry Stokes Youth Football, (also known as BSYF), is a non-profit and charitable organization, without capital stock and not conducted for profit, under the Internal Revenue code 501 hereby adopt the following revise code of bylaws for the said organization, as of January 15, 2009.

I. Membership

The membership of Barry Stokes Youth Football shall include all football player and cheerleader participants, parents or guardians of participants, & volunteers. It is the intent of BSYF to maintain an open League that welcomes participation from all who wish to be members.

II. League Meetings

A. Bi-Monthly Meeting

A meeting of the members of BSYF shall be held six times annually. Schedule will be determined at the BSYF Annual Meeting, or by special session. All meetings will begin at 6:00 pm., unless otherwise notified. Written notice of such meetings is not required, but should be published on our web site to make members aware of the times & locations of meetings. (see meeting schedule Appendix A.)

B. Special Meeting

Special meetings shall be called by the President, or upon application of three or more Board Members, the President shall call a special meeting of the board at a time and place designated or requested by the board members themselves.

C. Annual Meeting

Annual meeting will be held 3rd Thursday of January. Elections will be held for all Executive Committee members whose term is up.

D. Rules of Procedure

The rules contained in Robert's Rules of Order Revised shall govern the League in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or other rules of the organization.

III. Board of Directors

A. Executive Committee & Board Members

The Executive Committee of BSYF shall consist of a President, Vice-President, Secretary, Treasurer, one at large member.

Board members will fill the roles of Cheer Coordinator, Football Coordinator, Fund Raising and Merchandise Coordinator, Team Parent and Volunteer Coordinator, Equipment and Field Coordinator, Concessions and Gate Coordinator and Communications Coordinator. A Board Member may hold multiple positions as needed. Each board member will have only one vote regardless of number of positions held on the board. If the vote is tied the President will make final decision.

B. Succession

In the event that the office of the president becomes vacant, the position of interim president shall be filled by the next officer in succession following the order named under Executive Committee. The interim president shall conduct the election of a new president as soon as possible and will serve as president until a replacement is elected.

C. Election

Officers are elected to one year terms, with the last full day of service being the 3rd Thursday of January. The election of new officers shall be elected by board of directors from its own membership at the annual meeting of BSYF. The election will be facilitated by the outgoing President or his/her designee. If the outgoing president is running for a second term of office as president, the election will be facilitated by the next outgoing officer who is not running for reelection to office, following the order of succession. Nominations will be taken from the floor during the December meeting. At the January meeting votes shall be cast by written ballot. Ballots will be counted by the outgoing president or Secretary. Following election, the new President will assume full control of BSYF, including the remainder of the first regular meeting. Each board member will have only one vote regardless of number of positions held on the board.

D. Board Meetings

All regular board meetings are open meetings which may be attended by any member of BSYF. However, during these meetings, only board members may vote on issues brought before the board. Each board member will have only one vote regardless of number of positions held on the board. Board members are expected to attend all meetings for the scheduled duration of the meeting. Attendance will be recorded in the minutes as present or absent.

E. Terms of Office

Board members shall serve a term of office of one year, commencing on the 3rd Thursday of January following election and ending on the 3rd Wednesday of January of the year. Board positions may be vacated by the written resignation submitted to the president and accepted by the board at the next regular meeting.

F. Duties

The **President** shall preside at all meetings of the members and shall have general charge of the business of BSYF and make, execute and acknowledge for and on behalf of BSYF, any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of BSYF or in conducting the business of BSYF. The President will, directly oversee activities of all board members and volunteers serve as the BSYF liaison to the community and mediate disputes among members and with other organizations. The President and the Football Coordinator shall be responsible for the assignment of players to particular teams and the selection of head coaches with the advice of the Executive Committee. The President will have final say on all head coaching and assistant coaching positions. The President shall have the ability to declare any player ineligible, and to suspend any parent, player or coach for up to two games per season without the approval of the Board. The President shall have the discretion to waive any charges or fees of BSYF. The President will have the tiebreaking vote on any issue.

The President shall arrange for the following to start the selection of head football coaches:

1. Coaching clinics with Davison High School coaching staff.
2. Training for all coaches, specifically in BSYF rules and guidelines
3. Review program schedule and progress to date with board at regular meetings
4. Distribute and retrieve parent and participant feedback forms at the end of the season
5. Review each head coach's performance at the end of the season with the board

The **Vice-President** shall work with the president and shall help with the charge of the business of BSYF, and perform duties as assigned by the president. The Vice-President shall preside over all meetings with the President. The Vice -President along with the Executive Committee shall be responsible for selection of head coaches. The Vice-President shall arrange for the

following: Training and certification of head and assistant coaches including the board members. Complete background checks of all coach candidates and board members. The Vice President will arrange for field use with the school district and The City of Davison as needed. The Vice President will serve as the organization's Risk Management Officer and will see to the administration of the BSYF Risk Management Plan.

The **Secretary** shall:

1. Maintain minutes of all board and League meetings
2. Issue all notices to the members
3. Be responsible for the custody of the by-laws, conduct correspondence
4. Perform other duties as assigned by the President/Vice President.

The **Treasurer** shall develop and administer the financial policy of the League and shall be responsible for the control of the funds of the League, for their proper disbursement, and for investment of funds as directed by the President. The Treasurer shall oversee the scholarship awards process for the President and administer scholarship awards based on financial need of the participant. The Treasurer shall render a statement of the accounts of the corporation whenever required by the board and will be responsible for the filing of an annual information return to the Internal Revenue Service. The Treasurer, will be responsible for submitting all information to the State of Michigan to ensure the leagues active/good standing. At the end of the term of office, all books, records, funds, papers, documents and all other property of BSYF having to do with the financial or other transactions of BSYF which may have come into the Treasurer's possession or may have been compiled or created during the term of office must be turned over to the successor.

The **Cheer Coordinator** shall work with the President on forming a separate Cheer Committee made up of parents and/or board members. The Cheer Coordinator will report on committee meetings at the monthly League meetings. All committee issues will be made final at League meetings. Any Cheer complaints will be heard at committee meetings & presented to BSYF Board with a possible solution. The Cheer Coordinator will also work with the Cheer Committee on team placement.

The Cheer Coordinator will also arrange:

1. Coaching clinics with Davison High School Coaching Staff.
2. Coach candidate selection according to board requirements.
3. Prompt written communication on cheerleading issues.
5. Review program schedule and progress to date with board at regular meeting.
6. Review each head coach's performance at the end of the season with the board.

The **Fund Raising and Merchandise Coordinator** shall be concerned with developing and implementing all programs related to building funds for the operation of BSYF. Together with the Treasurer, the Fund Raising Coordinator will submit a fund raising plan, designed to meet League fund requirements for the coming year, to the board by August 1st for review and approval.

The Fund Raising and Merchandise Coordinator shall:

1. Maintain inventory and sales records; and handle all funds securely,
2. Make timely deposits to the Treasurer.
3. Manage all merchandise volunteers.

The merchandise manager will control all vendors and make certain that they do not sell outside of our program or risk being replaced by somebody who will follow BSYF guidelines.

The **Football Coordinator** shall:

1. Prepare all materials for registration
2. Maintain registration information and provide it to the board as needed;
3. Administer registration
4. Coordinate registration events
5. Oversee team placement
6. Coordinate equipment and uniform purchases
7. Ensure proper paperwork and forms for each registrant

At the end of the term of office, all papers, books, documents, and other records of property of BSYF which may have come into his/her possession or have been compiled or created during the term of office must be turned over to the successor.

The **Volunteer and Team Parent Coordinator** shall:

1. Secure team parents for all teams
2. Lead the process to determine the duties of team parents
3. Train team parents systematically
4. Serve as a central point of communication for team parents
5. Motivate team parents during the season and recognize team parents at the end of the season.
6. Scheduling parent volunteer times and jobs as needed

The **Equipment / Field Manager** shall:

1. Develop a plan for acquisition of equipment
2. Secure timely and appropriate maintenance of equipment and medical kits
3. Oversee and coordinate distribution and collection of equipment
4. Supervise storage and inventory of equipment
5. Coordinate activities with the President and Volunteer and Team Parent Coordinator.
6. Check and prepare fields for home games
7. Set out field markers, cones
8. Supervise volunteer chain gangs
9. Arrange for clean-up crews to stow equipment and police the field after the last game

The **Concession Manager/Gate Manager** shall:

1. Order and stock product and supplies
2. Supervise volunteer staff for concession sales & gate sales (if needed)
3. Handle all funds securely, making timely deposits to the Treasurer.

The **Communications Coordinator** shall:

1. Maintain the BSYF web site.
2. Perform duties as assigned by the President/Vice President to update the web site.
3. This office can be a paid outside source if necessary.

G. Removal

Any member of the board may request to remove a member by taking the following steps:

1. The member must file a signed grievance letter, naming the officer(s) involved in the grievance and describing the reasons for removal. This letter will be submitted to the President and the person or persons subject to removal.

2. The President will call a special meeting of the executive committee within ten days and review the grievance. The executive committee will vote on removal in an anonymous ballot. If a quorum is in favor of removal, then the officer(s) will be removed. The decision of the executive committee is final.
3. There will be no double jeopardy. No member may be reviewed for removal twice for the same incident.

V. General Objectives

- It shall be the objective of BSYF to provide an opportunity for all youths ages 7-14 to participate in a competitive tackle football program, (high school freshman will not be allowed to participate), and for all youths ages 7-14 to participate in a cheer program.
- BSYF shall be and operate as a non-profit League.
- It shall be the philosophy of BSYF to recognize and set forth to its non-voting members that the word "opportunity" does not constitute the "right" to participate. It shall be the further philosophy of BSYF that because of the uniqueness, injury risk, and dedication required, BSYF football program be presented as a "recreational" program, not a "competitive" program.
- It shall be the general objective of BSYF to inspire youth to practice ideals of the health, citizenship and character, and to instill in its participants camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship.
- It shall be the general objective of BSYF to teach the game of football to its participants using a structure which fosters teaching and competitive balance. As such, the executive committee will issue playing guidelines at the beginning of each season, and reserves the right to alter these rules as needed.
- Specifically, it shall be the purpose of BSYF, through the policy of its coaches, to:
 1. Acquaint participating players with the fundamentals of football rules, passing, running, kicking, blocking, and tackling.
 2. Acquaint participating cheerleaders with the fundamentals of cheerleading & dance, building self-esteem, leadership, and sportsmanship.
 3. Teach, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical effort.
 4. It shall be further recognized and noted that the ideals and philosophies set forth by BSYF may differ from those of other organized youth sports. It shall also be stated that the BSYF is staffed strictly by volunteers and is funded through private donations with no national organizational ties.
 5. Reinforcing the primary importance of school work in children's lives
 6. Finally, it shall be so stated that any participant in BSYF shall understand and accept the philosophies of BSYF and adhere to the policies of its governing board.

VI. Interpretation of By-Laws

All questions of interpretation of the by-laws shall be decided by the Executive Committee.

VII. Amendments

Amendments to the by-laws of BSYF may be proposed at any board meeting at which there is a quorum of voting members in attendance. If an amendment is approved by two-thirds of the members present at such meeting, it shall then be declared effective.

VIII. Limitation on Liabilities and Indemnification

A. Limit on Liabilities

Nothing herein shall constitute members of BSYF as partners for any purpose. No member, officer, agent, or employee of this League shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of BSYF. Nor shall any member, officer, agent, or employee be liable for his acts or failure to act under these by-laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

B. Indemnification

Any officer or director of BSYF or former officer or director of BSYF shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or a party, by reason of having been directors or a director or officer of BSYF, except in relation to matters as to which such a director or officer, or former director or officer, shall be adjudged in such actions, suits, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such a liability.

IX. Coaches By-Laws

- The coaching staff of a team, be it a cheerleading or a football team, is in complete charge of the team whenever it is together on the practice or playing field, whenever it is traveling as a group to and from practice sessions and games, or whenever it is together for any other team function, such as a banquet.
- The coaching staff of a team is under the direction of the President and Vice-President.
- Other coaches are called assistant coaches.
- All coaches must abide strictly by the BSYF code of conduct and the BSYF coaches code of conduct.
- Coaches must complete a coaching application.
- Coaches must submit their names (and any aliases) for a police records check (a local, regional, and state records check at a minimum).
- A head coach must be at least twenty one years of age.
- Assistant coaches must be at least eighteen years of age or a high school graduate.
- A team may have a maximum of three assistant coaches.
- Coaches are appointed and supervised by the Football Coaching Director, & Executive Committee.
- All coaches must apply annually as instructed by the Executive Committee.
- The Executive Committee must approve the coach roster each year.
- The head coach will determine the selection and assignment of assistant coaches
- The Executive Committee will have final say on all assistant coaches.
- All coaching positions are automatically terminated at the close of each season, unless terminated prior to the close of the season by the Executive Committee.
- All coaches must reapply every year, and be approved by the Executive Committee.
- Any coach charged with a felony shall be temporarily suspended from coaching pending the final disposition of the charge.
- Coaches do not make team or League policy. Rather, they carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with, except in cases of rules violations and any other conduct deemed by a higher

authority to be harmful/adverse to the welfare of youth. In cases of rules violations and any other conduct deemed by higher authority to be harmful/adverse to the welfare of youth, a written grievance shall be filed within 48 hours with the President to make record of the event. The intent of these rules is to ensure that issues are addressed off the playing field, rather than in front of the youth of BSYF.

- Absolutely no practices are allowed on Friday, Saturday or Sunday unless permission is granted in writing by the President.
- Absolutely no practices will start before 5:00 pm on weekdays
- Football scrimmages in are allowed once per week only.
- Any scrimmages must be done during weekday practice.
- Any scrimmages must be held between teams of the same division.
- The head coach has final responsibility for his actions, those of his assistant coaches, team members, and staff.
- Should anyone wish to file a grievance against a coach, it must be submitted in writing, with signature, to the President or Vice President.
- Depending on the level of severity of the complaint the coach may be removed by a vote of the Executive Committee. The complaint will be answered to the involved party within 48 hours of written notification.

X. General Policies

A. Refunds

Barry Stokes Youth Football will grant refunds for any reason up to the day of equipment handouts. After that point, BSYF will refund only \$100 of the registration fee in order to cover costs associated with procuring the appropriate uniforms and equipment. After the third game of the season, BSYF will not offer a refund for any reason. All refunds must be requested in writing and submitted via e-mail. Refunds will be completed within two weeks of receipt of written request. No refunds will be issued until a player has returned any and all equipment issued by BSYF.

B. Right of Refusal

Barry Stokes Youth Football reserves the right to refuse to accept anyone or to remove anyone at any time as BSYF sees fit so as to preserve the safety, integrity and character of the League and its participants. Determination to refuse to accept or to remove will be made by a majority vote of the Executive Committee. Written notice will be given to the involved party within 48 hours.

Appendix A.

BSYF 2009 Meeting Schedule

All Meetings will be held in the Little Caesars Meeting Room unless otherwise posted. Meeting notices will be posted at BSYF.org.

Thursday, January 15, 2009 @ 6:00 p.m.

Thursday, March 19, 2009 @ 6:00 p.m.

Thursday, May 7, 2009 @ 6:00 p.m.

Thursday, July 16, 2009 @ 6:00 p.m.

Thursday, September 17, 2009 @ 6:00 p.m.

Thursday, December 17, 2009 @ 6:00 p.m.