



FLUVANNA YOUTH FOOTBALL BYLAWS

Mission Statement – *The mission of Fluvanna Youth Football is to enable children to benefit from participation in team sports and activities in a safe and structured environment. Through this active participation, Fluvanna Youth Football programs teach fundamental values, skills and knowledge that children will use throughout their lives.*

This organization is organized exclusively for charitable, religious, educational, or scientific purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article I – NAME

This organization shall be known as “**Fluvanna Youth Football**” hereinafter referred to as “FYF”.

Article II – OBJECTIVE

Section I

The **objective** of “FYF” is to familiarize young participants with the fundamentals of football and spirit leading. To provide them with the opportunity to play in an organized and supervised environment and to teach them that academics and athletics should be joint efforts.

Section II

To achieve this, “FYF” will provide a supervised program under the Rules and Regulations incorporated herein and referenced in any addendum to this document. All Directors, Officers and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and molding of future citizens is of key importance. In accordance with Section 501c3 of the Federal Internal Revenue Code “FYF” shall operate exclusively as a non-profit educational organization providing a supervised program of competitive athletic activities. As such, no part of the “FYF” net earnings shall inure to the benefit of any private shareholder or individual; and no substantial part of the “FYF” activities shall be carrying propaganda, or otherwise attempting to influence legislation, and which or participating in or intervening in any political campaign on behalf of any candidate for public office.

Article III - MEMBERSHIP

Section I

Eligibility. Any person sincerely interested in active participation to achieve the objectives of “FYF” may apply for membership.

Section II

Classes. There shall be the following classes of membership:

- I. **Participant Members.** Any participant candidate meeting the requirements of, and who resides within the authorized boundaries of “FYF” shall be eligible to participate but shall have no rights, duties or obligations in the management or in the property of “FYF”. The authorized boundaries of the “FYF” will include Fluvanna County, VA and any surrounding counties that may be given special approval by the Board of Directors of the Jefferson District Youth Football League.
- II. **Regular Members.** Any person sincerely interested in actively furthering the objectives of “FYF” may become a regular member upon election by the Board of Directors or upon registration of a child that meets the requirements of Article III [Section II]. The Communications Director shall maintain the official roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at any annual meeting.
 - A. All Directors, Officers, Committee Members, Coaches, Team Moms or Trainers and other elected or appointed officials must be active Regular Members in good standing.
- III. **Honorary Members.** Any person ineligible for regular membership may be elected as an Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors, but Honorary Members shall have no rights, duties, or obligations in the management or in the property of the league.
- IV. **Sustaining Members.** Any person not a Regular Member who makes financial or other contribution to the “FYF” by majority vote of the Board of Directors present at any duly held meeting of the Board of Directors, may become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the “FYF”.
 - A. Hereinafter, the “Member” shall refer to a Regular Member unless otherwise noted.

Section III

Other Affiliations. Members, whether Regular or Participant, shall not be required to be affiliated with another organization or group to qualify as a member of “FYF”. Coaches, team moms and trainers, may be required to affiliate with USA Football as part of the certification process.

Section IV

Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors.

- I. The Board of Directors, by a majority vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the “FYF”. The member involved shall be notified of such a meeting,

informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

- II. All coaches shall lose tenure as coach immediately as of:
 - A. The end of the season, including playoffs and championships, or
 - B. December 31 of each year, whichever date is earlier
 - C. Coaches will continue to be regular members until regular membership expires, but will not hold the title of coach. The Board of Directors at its discretion may extend the tenure of a coach if they deem his participation necessary in the continuation of the business of the “FYF”.
 - D. The Board of Directors shall, in the case of a Participant Member, give notice to the head coach of the team of which the Participant is a member. Said head coach shall appear, in the capacity of an adviser, with the participant member before a duly appointed committee of the Board of Directors, which shall have the full power to suspend or terminate such participant’s right to future participation.

ARTICLE IV – DUES/REGISTRATION FEES

Section I

Dues/Registration Fees for Participant Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period. The membership period shall run from March 1 – February 28th of the following year.

Section II

Members who fail to pay their fixed dues/registration fees within thirty (30) days from the time the said dues become due may, by a vote of the Board, be dropped from the roster and shall forfeit all rights and privileges of membership.

Section III

Dues/Registration fees shall be set annually by the Board of Directors. No one shall participate in the programs of “FYF” without payment of such fees, unless fees are waived by direction of the Board of Directors.

ARTICLE V – MEETINGS

Section I

Annual Meetings. The annual meeting of the Members of the “FYF” shall be held each **August** for the purpose of finalizing its membership, electing Directors and receiving reports for the transaction of such business as may properly come before the meeting.

Section II

Notice of Special Meeting. Notice of each special meeting of the Members shall be emailed or mailed or otherwise delivered to each member at the last recorded email or mailing address at least 5 days in advance thereof setting forth the place, time and purpose of the meeting; or, in lieu thereof, notice may be given in such form as may be authorized by the Members from time to time, at a regularly convened meeting.

Section III

Special Meetings. Special Meetings of the Members may be called by the Board of Directors or by the President at their discretion. Upon the written request of five days to Members, the President shall call a Special Meeting to consider a specific subject. No business other than that specified in the notice of the Special Meeting shall be transacted at any Special Meeting of the Members.

Section IV

Quorum. The presence in person, or representation by absentee ballot, of at least 3 Board of Directors members and/or one-third (1/3) of the members, or a number percentage acceptable to the “FYF” regular membership (as defined in Article III Section II) in advance of the annual meeting, shall be necessary to constitute a quorum. Additionally, if three members of the Board are present and they represent a quorum, business of the “FYF” may be transacted.

Section V

Voting. Only Regular Members shall be entitled to vote at any meeting of FYF”.

Section VI

Absentee Ballot. For the express purpose of accommodating a Regular Member in good standing who cannot be in attendance at the annual meeting, an absentee ballot may be requested and obtained from the Director of Communications of the “FYF”. The absentee ballot shall be properly completed, signed and returned in a sealed envelope or through an e-signature process (such as DocuSign) to the Director of Communications at least three (3) days prior to the date of the Annual Meeting and the election of Members to the Board of Directors. The Director of Communications shall present all absentee ballots to the Election Chairman on the date of the Annual Meeting prior to the conduct of the election process.

Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings, except where there may be some conflict with the Bylaws of "FYF".

ARTICLE VI – BOARD OF DIRECTORS

Section I

Board and Number. The management of the property and affairs of "FYF" shall be vested in the Board of Directors. The number of Directors shall not be less than five (5) nor more than nine (9). The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected.

Section II

Required Numbers. The Board membership shall include the Directors, including a minimum of one coach and one non-coach volunteer.

Section III

Annual Election and Term of Office. At each annual meeting, the Directors shall determine the number of Directors to be elected for the ensuing year and shall elect such a number of Directors. The number so fixed may, within the limits prescribed by the foregoing Section I, be increased at any Regular or Special Meeting of the Members, and if the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be by a majority vote.

Section IV

Vacancies. If any vacancies occur on the Board of Directors, an election to fill those vacancies may be held and on such days deemed appropriate by the Directors. The President may call a Special Meeting of the Board. Notice of this special meeting shall be made at least five (5) days in advance of the voting period. Such notice should include the purpose of the meeting and no matters not stated may be acted upon at that meeting. At least one-third (1/3) of the remaining members of the Board of Directors shall constitute a quorum for the transaction of this business.

Section V

Duties and Powers. The Board of Directors shall have the power to appoint such Standing Committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. Such committees may include but not limited to, the Executive Committee, Nominating Committee, Membership Committee, Finance

Committee, Building and Property Committee, Grounds Committee, Equipment Committee, Coaches Committee, Audit Committee, Hearings Committee, and Academics Committee.

The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of “FYF” as it may deem proper.

The Board of Directors shall have the power, by a majority vote of those present at any regular or Special Meeting, to discipline, suspend, or terminate any Director, Officer or Committee member of “FYF” in accordance with the procedure set forth in [Article III, Section IV].

VII – EXECUTIVE COMMITTEE

Section I

The Board of Directors may appoint an Executive Committee which shall consist of not less than three no more than five (5) Directors, one of whom shall be the President of “FYF”.

Section II

The Executive Committee shall advise and assist the other Directors and Officers of “FYF” in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board.

Section III

At all meetings of the Executive Committee, a majority of the total number of its members then in office shall constitute a quorum for the transaction of business, and the unanimous act at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE VIII – OTHER COMMITTEES

Section I

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of not less than two (2) Directors and other appointed Regular Members.

The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors.

The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

Section II

Membership Committee. The Board of Directors may appoint a Membership Committee consisting of not less than one (1) Director and other appointed Regular Members.

Section III

Finance Committee. The Board of Directors may appoint a Finance Committee consisting of not less than two (2) no more than five (5) Directors and other appointed Regular Members.

The Director of Finance shall be an ex-officio member of the Committee.

The Committee shall investigate ways and means of financing “FYF” including team sponsorships in accordance with Regional and National policies.

It shall be responsible for taking up collections at games, if such collections are authorized by the “FYF” and shall turnover said collections to the Director of Finance immediately after each game.

Section IV

Building and Property Committee. The Board of Directors may appoint a Building and Property Committee consisting of not less than one (1) Director and other appointed Regular Members.

The Committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee.

It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervision of approved projects.

Section V

Grounds Committee. The Board of Directors may appoint a Grounds Committee, which shall be responsible for the scheduling of, care and maintenance of playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

Section VI

Equipment Committee. The Board of Directors may appoint an Equipment Committee, which shall make recommendations to the Board for the purchase of needed supplies and equipment.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage at the close of the season.

Section VII

Coaches Committee. The Board of Directors may appoint a Coaches Committee consisting of not less than one (1) Director and other appointed Regular Members. The Committee shall interview and investigate prospective coaches for appointment and subsequent approval by the Board of Directors.

It shall, during the playing season, observe the conduct of the coaches and report its findings to the Board of Directors of "FYF".

It shall, at the request of the President and Board of Directors, investigate complaints concerning coaches and other volunteers and make a report thereof to the Board of Directors.

Section VIII

Auditing Committee. The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer and any other signatory of checks is not eligible.

The committee will review the books and records of "FYF" annually, prior to the Annual Meeting, and attach a statement of their findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

Section IX

Hearings Committee. The Board of Directors may appoint a Hearing Committee consisting of an odd number of members, not less than three (3), to ensure due process in any rules or policies violations.

Section X

Scholastic Committee. The Board of Directors may appoint a Scholastics Committee consisting of three (3) members, at least one of which is a Director. The purpose of this committee will be to enforce scholastics requirements and set up local academic programs for local recognition in addition to any national program.

Section XI

All committees listed shall research and review, ways and means, to improve “FYF”. The Chairpersons of said committees should report findings and recommendations back to the Board of Directors for consideration. The Board of Directors then may have thirty (30) days or more (as needed) to act on any of the recommendations.

ARTICLE IX – DIRECTORS AND OFFICERS, DUTIES AND POWERS

Section I

Election. Immediately following the appointment of the Board of Directors, the Directors present, provided there is a quorum, shall meet for the purpose of appointing officers and committees, committee chairs and members for the ensuing year.

Section II

Directors. The Directors of “FYF” shall consist of the President, Vice President (Commissioner), Communications Director, Director of Operations, and Treasurer. All shall hold offices for the ensuing year or until successors are duly elected.

Section III

President. The President shall:

- I. Conduct the affairs of “FYF” and execute the policies established by the Board of Directors.
- II. Present a report of the condition of “FYF” at the annual meeting.
- III. Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions which may tend to promote the welfare of “FYF”.
- IV. Designate in writing other officers who have the power to make and execute for/and in the name of “FYF” such contracts and leases they may receive and which have had prior approval of the Board, if necessary.
- V. Prepare and submit an annual budget to the Board of Directors and be responsible for proper execution thereof.

Vice President (Commissioner). The Vice President shall:

- I. In case of the absence or disability of the President, and provided he/she is authorized by the President or the Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.

- II. In addition, the Vice President shall:
 - A. With the assistance of Membership Committee and the Director of Communications, examine the application and support of proof-of-age and any other required documents of every participant candidate and certify to residence (Fluvanna County) and age eligibility before the participant may be accepted.
 - B. Investigate complaints, irregularities and conditions detrimental to “FYF” and report thereon to the Board or Executive Committee, as circumstances warrant.

Director of Operations. The Director of Operations shall:

- I. With assistance from the Equipment Committee, be responsible for care and coordination of equipment for both coaches and participant members.
- II. Make recommendations on equipment refurbishment, replacement, maintenance, etc. as deemed appropriate for safe use by the league
- III. Coordinate game day activity and equipment needs.
- IV. Help with scheduling facilities
- V. Assist in coordinating officials with the President and/or Commissioner
- VI. Coordinate equipment distribution and collection.

Director of Communications (Secretary). The Director of Communications shall:

- I. Be responsible for recording activities of “FYF” and maintaining appropriate files, mailing lists and necessary records.
- II. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- III. Maintain a list of all Regular, Sustaining and Honorary Members, Directors, Officers and Committee members and give notice of all meetings of the “FYF” Board of Directors and Committees.
- IV. Keep the minutes of the meetings of the Board of Directors, Members and Executive Committee, and cause them to be recorded in a book kept for the purpose.
- V. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- VI. Notify Members, Directors, Officers and committee members of their election and appointment.
- VII. Notify all Members, Directors, Officers of any meetings, games, deadlines, etc.

Director of Finance (Treasurer). The Director of Finance shall:

- I. Perform such duties as are herein specifically set forth and such duties as are customarily incident to the Office of the Director of Finance or may be assigned by the Board of Directors.
- II. Receive all monies and securities, and deposit it in a depository approved by the Board

of Directors.

- III. Keep records for the receipt and disbursement of all monies and securities, approval all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
- IV. Any checks written should be signed by both the Director of Finance and the President of the "FYF". In the absence of the President or Director of Finance, the Director of Communications may be eligible to sign along with one of the above officers given they are signatories on the authorized accounts.

Section IV

Officers. A Cheer Coordinator may also be elected as an Officer, but is not required. The Board of Directors may appoint such Officers as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed Officers shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board of Directors or have been elected to fill a vacancy on the Board.

ARTICLE X – DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state, local government, for public purpose.