

Thomas Jefferson Youth Football

Bylaws

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Section 1 – Purpose

The Thomas Jefferson Youth Football Program (TJYFB) is established exclusively for the purpose of organizing, promoting, and governing youth football in the West Jefferson Hills School District. The goal is to provide the youth a positive and safe football program.

Section 2 – Governing Body

TJYFB shall be governed by an elected Executive Board of Directors (Board), which shall consist of no fewer than five (5) and no more than nine (9) members. Positions include the following Executive Board roles:

- President (*Officer*)
- Vice President (*Officer*)
- Secretary (*Officer*)
- Treasurer (*Officer*)

Other Board Coordination roles include, but are not limited to (in some cases roles may be combined):

- Player Safety and Equipment (*Coordinator*)
- Coaching Operations (*Coordinator*)
- Web and Marketing (*Coordinator filled by Coaching Operations*)
- Registration (*Coordinator*)
- Concession (*Coordinator*)
- Fundraising (*Coordinator*)
- Volunteer (*Coordinator*)
- Two selected League Representatives (primary and backup)

2.1 – Requirements of the Board

TJYFB is a volunteer service organization whose membership will be open to qualified individuals willing to work actively in achieving the stated purposes of TJYFB.

- a) Individuals shall be accepted for membership if:
 1. The individual is a Parent or Guardian of players registered with TJYFB.
 2. The individual has demonstrated his or her willingness to participate on the Board.
 3. The individual has not been convicted of a criminal activity which the State of Pennsylvania considers inimical to working with children.
 4. The individual is not in a position to gain financially as a result of any activity of the Board.
 5. The individual is not associated with any company or organization contracting or doing business with the Board.
 6. The individual is not a spouse/partner/household member of a current Board member.
 7. The individual is not a Head Coach.
- b) Board members shall serve a maximum of a three-year term in one position.
- c) Board members are required to attend all Board meetings unless a valid reason is provided and accepted by the Board. If any Board member fails to attend two (4) of the last twelve (12) meetings for which no valid excuse has been provided, the Board may vote to have the Board member removed. Valid excuses for absence include, but are not limited to, illness, travel, business, conflict with another district sporting event, and all others accepted by the Board.
- d) Board members are required to interpret and enforce league rules, as well as address concerns.
- e) Board members are required to vote on all matters of consideration by the Board.

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- f) Board members shall elect the Executive Board, otherwise known as the Officers, which consist of the President, Vice President, Secretary, and Treasurer.
- g) Board members shall:
 - 1. Promote TJYFB within the district, including but not limited to publicizing the program within the schools comprising the district as permitted through appropriate communication methods (TJYFB website, email, social media, community events, etc.).
 - 2. Provide players with the opportunity to learn and develop as youth football players.
 - 3. Annually evaluate area youth leagues and examine a number of factors to conclude best fit for organization.
 - 4. Interview potential head and assistant coaches on an annual basis and appoint qualified candidates by way of majority vote. The number of additional coaches will be set by the league; if not, the maximum number of coaches per team shall be: D1: 5, D2: 5, D3: 6. All coaches must have the proper clearances and credentials. Board members are responsible for ensuring coaches represent TJYFB professionally and appropriately, and act with integrity and respect.
 - 5. Interpret league rules, address concerns pertaining to league rules and make amendments and adjustments as necessary.
 - 6. Prepare, publicize, and enforce the code of conduct and expected behavior for coaches, players, parents/guardians.

2.2 – Quorum

All matters concerning TJYFB shall be decided by a majority vote of the Board.

Unless otherwise required by law, the act of the majority of the Board at any meeting at which a quorum is present shall be the acts of the Board. In the event that there is less than the number of Board members in any given year due to unexpected vacancy, any majority is accepted.

2.3 – Termination of Board Members

The membership of a member shall terminate upon the occurrence of any of the following events:

- a) Upon his or her notice of termination delivered to the President or the Secretary of TJYFB personally or by mail/email, such membership to terminate upon the date of delivery of the notice or date of deposit in the mail.
- b) Continuous and willful violation of the provisions of the Bylaws and the rules of the club as determined by the Board of Directors.
- c) Commission and conviction of criminal activity which the State of Pennsylvania considers inimical to working with children.
- d) Failure to attend four (4) of the last twelve TJYFB meetings.
- e) Failure to routinely carryout responsibilities as determined by the Board of Directors.

Membership is not to be re-instated. All rights of a member in TJYFB shall cease on the termination of membership as provided herein.

2.4 – Vacancies of Board Members

Any vacancies occurring on the Board between regular elections may (a) remain open until the next general election or (b) may be filled by another candidate voted on by the Board.

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Nominations for open positions will be first opened to current Board Members in good standing. Remaining positions will be open for general nominations. An election meeting will be held with the Board of Directors for the candidate to express why they want to be part of the Board. Candidates for open positions will be voted on and elected by the Board of Directors.

2.5 Committees

The Board may create standing or temporary committees to help carryout the mission of TJYFB. Committee charipersons shall be selected by the Board. That standing committees shall include, but are not limited to, the fundraising, concessions, team pictures, events, and recognition. All committee members are nonvoting positions.

Section 3: Board Meetings

3.1 Rules of Conduct

The President shall conduct all annual and regular meetings of the membership and shall have the right to close off or limit debate on any business when and if such debate becomes repetitive and/or unduly lengthy, provided however, no member shall be denied the right to speak constructively on any matter properly brought before any meeting.

3.2 Schedule

Monthly meetings shall be held based on a schedule determined at the beginning of the year. The date, time and place of monthly meetings maybe changed by the President, provided that all members are given forty-eight (48) hours notice of such changes.

3.3 Agenda

The agenda for each meeting shall be determined by the President, provided that the agenda include:

- a) Call to Order
- b) Roll Call
- c) Review and Acceptance of the prior meeting minutes
- d) Reports by the President, Treasurer, and any other as applicable
- e) New Business
- f) Adjournment

3.4 Considerations

The regular monthly meetings will be held to determine policies and procedures.

- a) Consideration of the incoming year's budget no later than two months prior to the start of the fiscal year.
- b) Elections of officers shall be held no later than the 1st regular meeting (January) provided that nominations are made at least one meeting before elections are held (December).
- c) Considerations for changes to the bylaws should be reviewed annually at a minimum.

Section 4 – Officer Roles and Responsibilities

4.1 The President shall:

- a) Preside at all TJYFB meetings and Board of Directors meetings.
- b) Represent TJYFB in all activities requiring the official presence of TJYFB. He/she may appoint a representative in such activities as needed.

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- c) Ensure that all matters approved by the membership are carried out in the manner prescribed. At no time shall the president undertake a project or make decisions regarding policies and budgetary matters without the approval of the Board of Directors.

4.2 The Vice President shall:

- a) Assist the president and perform other duties prescribed by the president.
- b) Assist across the board on all activities.

4.3 The Secretary shall:

- a) Keep accurate records of the minutes of TJYFB's meetings.
- b) Attend to all the correspondences of the TJYFB and keep accurate records of such.
- c) Keep and maintain TJYFB's membership log.
- d) Keep and maintain all the official documents of TJYFB including but not limited to the official copies of the by-laws and all Rules and Regulations.

4.4 The Treasurer shall:

- a) Maintain bookkeeping records and sign checks for the TJYFB.
- b) Maintain the necessary bank accounts.
- c) Prepare an annual budget.
- d) Prepare and submit financial reports to the membership at each regular meeting.
- e) Perform other duties prescribed by the President to ensure the sound financial operation.
- f) Submit financial records of TJYFB upon completion of his/her term.

4.5 Other

- a) While each position owns their defined responsibilities, the board as a whole will assist each other to “get the job done”. Significant alterations to primary defined roles should be addressed via by-law revision.
- b) The Board also includes other Coordination functions and may form committees or teams that can be comprised of non-Board members to assist on special projects or areas that may require special attention.

Section 5 – Finance and Accounting

- a) The club shall complete taxes and ensure safe handling and recording of all club monies and assets.
- b) A bank account shall be established at an accredited bank. The account will be maintained by the Treasurer according to the job description.
- c) The account shall have no more than two debit cards: one for the Treasurer and one for Concession Coordinator. All debit card purchases will require a receipt turn into the Treasurer in a timely manner.
- d) Checks from the account will align with approved budget or require Board of Directors approval; the Treasurer will sign checks.
- e) No significant expenditure of any TJYFB funds will be conducted without the prior approval of the Board of Directors. The President and/or the Treasurer may authorize “non-significant” expenditures in the event it is not feasible to await until the next scheduled meeting for approval. However, it will be contingent upon him/her/them to justify such expenditure(s) to the Board of Directors, i.e., consistent with standard operations. Under no circumstances will officers with familial or business relationships be permitted to sign checks.
- f) The account will maintain a minimum of a \$500 balance.
- g) The fiscal year is from March 1 through the end of February unless otherwise determined by the Board.

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Section 6 – Risk Management

TJYFB recognizes the need for a comprehensive risk management program to protect the safety of the club and its members. The TJYFB Board of Directors will oversee the implementation and adherence to these guidelines, as well as continue the development and improvement of the club's risk management program.

6.1 Coaches

- a) The TJYFB Board of Directors will approve the participation of each coach.
- b) All Coaches and Assistant Coaches must obtain both an Act 34 Criminal Record and an Act 151 Child Abuse Clearance from the appropriate Pennsylvania authorities. All Coaches must submit both Clearances to the Board prior to the first practice of any given year. It is TJYFB's policy that all clearances will be updated every two (2) years. Should any Coach fail to submit to the Board the required Clearances prior to the first practice of any given year, such Coach will not be allowed to Coach until their clearances are submitted.
- c) All coaches and volunteers must have at least one adult with them at all times when working with children. The club recommends a minimum of one adult for every six children. One parent, guardian, or designated adult caretaker per child will be present at each practice or game as a condition for participation.

6.2 Safety

- a) TJYFB will use the following safety standards for all games and practices:
 1. All coaches are required to complete a USA Football coaching certification course, which teaches player safety as it relates to practice drills, appropriate contact quantify limits, and basic medical knowledge.
 2. The field shall be checked for debris and uneven playing surface collectively by all coaches participating in the scheduled practice or game. Debris shall be cleared before use and the participating will determine if the field is safe for football activity. Disagreement which cannot be resolved among coaches present as to the safety of the field will result in postponement of the scheduled event.
 3. The area surrounding the field including, but not limited to parking and spectator seating areas, shall also be checked for potential hazards. TJYFB will assume no responsibility for unsafe behavior of parents or spectators during TJYFB events (games/practices) at facilities deemed safe for play.
 4. Coaches will have the responsibility to continuously monitor the weather. At the first sighting of lightning all children will be moved to a safe place indoors or to vehicles. Parents and spectators will be advised to seek shelter as well. Coaches present will monitor the time of each lightning strike and resumption of activities may occur 30 minutes after the last lightning strike. In the event of thunder but no visible lightning, coaches will determine whether seeking shelter is in order. Resumption of practice will be contingent upon re-verification of safe field conditions by the coaches and referees present as outlined above.

6.3 Zero Tolerance Policy

The Board has adopted a Zero Tolerance Policy. The purpose of the Zero Tolerance Policy is to create a pleasant atmosphere in the TJYFB organization. The Board has adopted this policy in an attempt to eliminate all unacceptable behavior of Coaches, players and parents in order to make the game more enjoyable for all. The Board will hold accountable any individual who fails to adhere to the Zero Tolerance Policy.

Examples of unacceptable behavior by coaches, players and parents include, but are not limited to, badgering, threats, aggressive touching, grabbing or contact with players, use of foul language, consuming alcohol or tobacco

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at any practices or games, use of the social media network in a manner which is detrimental to the organization, coaches, and/or players or displaying unsportsmanlike conduct.

Violation of the Zero Tolerance Policy will result in reprimand, suspension, or expulsion from TJYFB.

6.4 Eligibility of TJYFB Participants

Only those children that reside in the communities of West Jefferson Hills School District may participate in TJYFB. Any request for an exception of this rule must be submitted in writing to the Executive Board for their review and decision. All decisions of the Executive Board regarding requests for exception from this rule are final.

6.5 Liability

Individual Directors, Officers, League Representatives, or any other members of the Board shall not have any personal liability for any actions, non-actions, votes or any other activity taken by the Board in its capacity as the governing body of TJYFB.

6.6 Contracts

Contracts and other agreements shall be executed on behalf of the TJYFB President or the Vice President. In addition, the Board may from time to time authorize other officers or agents to execute any contract or agreement on behalf of TJYFB and such authorization may be general or confined to specific instances.