

# **GREGORY PORTLAND YOUTH FOOTBALL AND CHEERLEADING**

## **"A NON-PROFIT YOUTH FOOTBALL AND CHEERLEADING PROGRAM"**

### **BYLAWS January 1, 2018**

#### **SECTION 1: NAME AND OBJECTIVES**

- A. This organization shall be known as Gregory Portland Youth Football and Cheerleading hereafter referred to as GPYFC.
- B. The GPYFC was formed and is administered by a group of community minded individuals for the express purpose of providing a wholesome and quality recreational experience for the youth of our area. Further, this organization shall at all times, strive to instill in the youth participants of the GPYFC, good sportsmanship, integrity, honesty, and a sense of team work and cooperation.
- C. Additionally, GPYFC directors and officials, coaches and all those who serve in any capacity for the GPYFC, shall strive to set the best examples of morality, integrity and fairness for the youth participants.

#### **SECTION 2: LEGAL STATUS**

- A. In accordance with IRC 501 (c) 3, GPYFC shall operate exclusively by and through American Youth Football (AYF) as a non-profit youth recreational and educational organization providing a supervised program of sports, cheerleading and related activities. To this end, no revenues of the GPYFC shall inure to the benefit of any director, coach or individual or any business interest whatsoever of the above-mentioned individuals. Further, GPYFC shall not participate in any political campaigns on behalf of any candidate for public office.
- B. The GPYFC, an IRC 501 (c) 3, charitable organization exists solely for the recreational and educational benefit of the children of our community. Further, the GPYFC does not discriminate in any manner and welcomes children of all races, creeds, and national origins to the benefits of participation in GPYFC programs.
- C. GPYFC falls under the Region Four Youth Football Alliance, and follows all rules and regulations set forth by their board.

### **SECTION 3: MEMBERSHIP**

GPYFC shall provide for the following classes of membership:

#### **A. YOUTH MEMBER**

A youth member is any player, cheerleader or other youth participant in GPYFC programs. Youth members have no voting rights or obligations in management of the GPYFC.

#### **B. ADULT MEMBER**

Any parent or legal guardian of a youth member, or a volunteer that has been active in the league for at least one (1) year is considered an adult member of the GPYFC. Each adult member shall have one (1) vote at the annual meeting of the GPYFC of which will be made public. Further, adult members are encouraged to participate in and support GPYFC activities, attend annual and management committee meetings and provide any and all support to furthering the goals of the GPYFC.

#### **C. MEMBERSHIP REDRESS**

1. The Board of Directors shall have the authority, by majority vote, to reprimand, discipline, suspend, or terminate any adult member, coach, referee or official, if their conduct or behavior is considered detrimental to the best interest of the youth members and the GPYFC, as determined by the Board of Directors.
2. Any member so challenged shall be notified in writing and requested to attend the meeting and answer such charges. Every effort shall be made by the Board of Directors to agree and obtain a just and fair solution for the benefit of all parties.
3. In the case of a Youth Member accused of behavior or actions detrimental to the interest of the GPYFC, the youth member may appear with their parent(s) or legal guardian at the Membership Committee meeting. However, the Youth Member coach or leader must appear with or without the Youth Member on his/her behalf.

#### **D. MEMBERSHIP DUES**

1. The Board of Directors shall set membership dues at the beginning of each operating year. Membership dues will be included as part of any registration fee associated with GPYFC.
2. Any member, in whom it can be shown, that said member has monies and/or property due to the league, must reimburse the league in full, in addition to the current membership dues at the time of registration. Such payment will be by money order or cash.

3. It is expected that all members shall promptly pay their appropriate dues; however, in the case of hardship or other financial difficulties, the Board of Directors shall seek to find solutions so that all Youth Members will be able to participate in GPYFC activities.
  - (a) A predefined scholarship committee, consisting of the President, Vice President, Treasurer and Secretary shall administer the scholarship process. Said process will include requests for scholarships in writing, current year's tax return and willingness to volunteer time required by the board. The Board of Directors will set a partial standard payment of membership dues. The Scholarship committee shall determine the method in which the payment will be obtained including, but not limited to cash, money order, service or barter. Said payment method will be documented and signed by the requestor. The Scholarship committee shall set a deadline date, prior to the beginning of the regular season, for all scholarship requests.
  - (b) No scholarships will be awarded to an applicant in whom it can be shown that said applicant owes money and/or services to the league.
4. Dues shall be collected by the Treasurer and deposited promptly into the financial institution so designated by the Board of Directors.

#### **SECTION 4: MEETINGS**

- A. Annual Meeting - The annual meeting of the GPYFC shall be set scheduled at the end of the season at a time and place set by the Secretary. Every reasonable effort shall be made to notify the public of the meeting. The purpose of the Annual Meeting will be to elect the upcoming year's Board of Directors, receive reports, transact business, and hold an open forum to discuss the affairs and issues of the GPYFC.

After the Annual Meeting, the Board of Members shall meet within thirty (30) days to elect its officers.

- B. Special Meeting - A special meeting may be called upon written request of seven (7) Board of Directors members. The President of the Board of Directors shall set the Special Meeting as to a reasonable time and place. In instances in which a meeting is not practical, special items may be electronically submitted, reviewed and voted upon. All such electronic special items will be administered and documented by the Secretary and placed in the recorded minutes of the Board. No business other than that specified in the written notice to the Board of Directors shall be transacted.
- C. Monthly Meeting- The monthly meetings of the GPYFC shall be set and scheduled monthly at a time and place set by the Secretary.

#### D. ATTENDANCE

1. Attendance by Board members at regularly scheduled and specially called Board Meetings is necessary in order to conduct GPYFC League business. The Secretary is charged with the responsibility of notifying each board member of the date, time and place of regularly scheduled Board meetings. In cases of special Board meetings, the Secretary, during the notification process, will advise each Board member of the nature of the special Board meeting.
2. During regular scheduled and special board meetings, the Secretary, or the President's designee, will circulate among the Board members present, an attendance log in which the Board member actually present will so indicate by signature. The Secretary will further be charged with maintaining a running attendance log.
3. Any Board Member not in attendance, per attendance logs, at two (2) consecutive regularly scheduled Board meetings, shall be notified by the Secretary, or the president's designee, prior to the next regularly scheduled Board meeting, for the purpose of obtaining a commitment to attend in person at the next regularly scheduled Board meeting.
4. Any Board Member whose name does not appear on the attendance log consecutively for three (3) regularly scheduled Board meetings will be considered as having voluntarily resigned from the Board of Directors. The Board of Directors vacancy possibly created by this paragraph will be filled at the earliest opportunity.

#### E. ATTENDANCE REDRESS

1. Any Board member so effected by paragraph four in the above section may request redress by contacting the Secretary prior to the fourth consecutive regularly scheduled Board meeting and by requesting a Board review of the circumstances at the regularly scheduled Board meeting. The Secretary will schedule the Board review on the meeting agenda for the next regularly scheduled Board meeting. The so effected Board member must be present in person for the Board review. The Board may then vote to reinstate that Board member or abide by the paragraph four above.

## **SECTION 5: ELECTIONS**

- A. Board members shall be elected by members, of good and active standing. Each board member shall be elected by majority vote of all qualified voting members present at annual meeting. The GPYFC organization follows the hierarchy below:

### **GPYFC Hierarchy**

#### **Board of Directors**

(Position members, voted in by Board Members)

#### **Board Members**

(Other elected members, voted in by the Association Members)

#### **Association Members**

(All parents/guardians with at least 1-year of participation and paid dues)

#### **Participants**

(All others with less than 1-year participation and paid dues)

- B. The president shall appoint a nominating committee of five members. Such committee shall make a report before the annual meeting and name one candidate for each office to be filled. Additional nominations may be made from the floor with consent of nominee. Current officers are eligible to be nominated to, and elected for, subsequent terms in same or other position. Officers shall take office immediately after election.

## **SECTION 6: BOARD OF DIRECTORS**

- A. The management, custody, and fiduciary responsibility of the property and affairs of the GPYFC shall be vested in the Board of Directors. It is understood that the Board of Directors and/or its officers shall bear no personal liability for the normal GPYFC operations. Further, all prior business conducted by the previous year's Board of Directors will be closed out prior to the new officers taking office (no later than thirty days following the annual meeting. Any past arrangements that were not completed cannot be completed without the permission of the current board.
- B. The Board of Directors for the league shall consist of fifteen (15) directors. The directors shall upon election immediately enter upon the performance of their duties and shall continue in that capacity until their successors have been duly elected.
- C. The Board of Directors shall conduct its meetings in an orderly and fair-minded manner respecting the rights and opinions of all.
- D. Voting shall be conducted by the President of the Board of Directors, or in his/her absence, by another Director.
- E. Each Board of Directors member shall have one vote and it must be cast in person or may only be presented by proxy for the annual meeting.
- F. There shall be three (3) quorum requirements:
  - 1. Two-thirds of the Directors must vote either in person or by proxy for financial issues involving amounts in excess of \$1,000.00, changes to the GPYFC Bylaws, or removal from office of a Director of the Board of Directors.
  - 2. All other Board of Directors business issues require a simple majority vote of active Directors voting in person or by proxy.
- G. The Board of Directors shall have the power to appoint committees, as it deems appropriate and may delegate power to them as needed and in accordance with the Bylaws.
- H. The Board of Directors may adopt rules for the conduct of its meeting and management of GPYFC keeping in mind that fair play and inclusion of all interests and opinions should be achieved.
- I. Further, the Board of Directors shall have the power by a majority vote to discipline, and/or suspend any director and/or member in accordance with the procedures set forth in Section D., Subsections 1. The Board of Directors shall have the power, by a two-thirds vote, to remove any director in accordance with the procedures set forth in Section 3.D.1&2, and Section 5.C.2&3.
- J. All directors shall be required to work the duration of ALL GPYFC home field games scheduled. Failure of this work will constitute review of membership by board.

K. The Board of Directors shall vote upon the approval of coaches at the start of each season.

L. The meeting held for the election of the Board of Directors, called by the President shall take place no later than the last week of the fiscal year. The vote will be determined by a majority vote, from Adult members in good standing. The newly elected Board of Directors shall be charged with the responsibility of managing the affairs of the GPYFC during the upcoming year as outlined in the Bylaws, Operating Rules and Regulations of the GPYFC.

M. The Board of Directors shall elect during its annual meeting the following positions:

**1. President –**

This position shall:

- a. Lead the association to the successful establishment and completion of its goals and policies by directing the Board of Directors and Association members
- b. Presents the Associations annual financial report and members report.
- c. Investigate complaints, irregularities and conditions as reported and seek adequate remedies reporting to the Board of Directors.
- d. Review and submit an annual budget to the Board of Directors.
- e. Oversee the application, try-outs and drafting of all Youth Members (players) with the assistance of the Board of Directors.
- f. Securing appropriate, as defined by the Board of Directors, insurance coverage for the GPYFC.
- g. Establish rules of play in accordance with UIL, NCAA, Region IV Youth Football Alliance and other Board of Directors' approved programs for youth football.

**2. Vice-President**

- a. The Vice-President shall have such powers and duties as from time to time shall be prescribed by the Board of Directors. In case of absence or inability of the President, he/she shall have and may exercise and perform such duties vested in the President of the Board of Directors.

### 3. **Treasurer**

- a. He/she shall disburse the funds of the club in accordance with the instructions of the Board or President. Disbursement of funds by cash requires the written approval of the President and Bookkeeper and disbursement of funds by check requires the signature of two designated officers (normally the President and Treasure).
- b. Receive and account for all monies and deposit same in an F.D.I.C. insured financial institution.
- c. Keep accurate and timely records of all receipts and disbursements, turn in all documents to the bookkeeper, and work in cooperation with bookkeeper.
- d. Assist the President in preparing the annual budget.
- e. Report freely and openly to the Board of Directors and Adult Members on the financial condition of GPYFC. All disbursements in excess of \$1,000.00 shall have to be pre-approved by two-thirds vote of the Board of Directors. The financial year of the Association shall be January 1 – December 31.
- f. The Financial Committee shall investigate, price and present to the Board of Directors appropriate insurance coverages for the GPYFC including, but not limited to liability coverage for Youth Members and Directors' Errors and Omissions coverage's.
- g. Be recused from all financial voting.

### 4. **Bookkeeper**

- a. Maintain records of financial transactions by establishing accounts; posting transactions; and ensure legal requirements compliance.
- b. Develop a system approved by the board to account for financial transactions by establishing a chart of accounts.
- c. Maintain accounts by verifying, allocation, and posting transactions.
- d. Balance accounts by reconciling entries
- e. Maintain and balance a general ledger belonging to the club of account summaries
- f. Maintain historical records by properly filing documents as approved by board.



- g. Prepare financial reports by collecting, analyzing, and summarizing account information.
- h. Be recused from all financial voting.
- i. Furnish financial reports to the board or the president periodically or as may be requested by the board or president, and at each regular business meeting.
- j. Work in coordination with an audit committee set up by the board of directors for the purpose of an audit of the financial statements which are to include all receipts and expenditures in an itemized form. The result of this audit is to be annually submitted to the general membership.

**5. Secretary**

- a. Facilitate the orderly and inclusive meetings of the Board of Directors by creating and distributing meeting agendas prior to the regularly scheduled meeting and maintaining the recording of the status of all Action Items created in such meetings.
- b. Record or cause to be recorded summary minutes of all Board of Directors meetings and maintain the files, mailing lists, legal forms, and records, and insurance waivers.
- c. Responsible for the recording and maintenance all football registrations.
- d. Maintain and make available the Board of Directors member names and telephone numbers to all interested parties.
- e. Conduct all correspondence as requested by the Board of Directors.
- f. Notify all members as to the date and time of the monthly meeting.
- g. Responsible for all Volunteer Applications, and ensuring that Region IV Youth Football Alliance has performed proper background checks.

**6. Player Agents (Freshman, Sophomore, Junior and Senior Divisions)**

- a. Responsible for producing a team book with copies of the following:
  - 1. Player application
  - 2. Physical
  - 3. Birth Certificate
  - 4. Roster
  - 5. Pictures of all players with uniform numbers prominently displayed.

- b. Responsible for assisting each Coach with rules provided by Region Four Youth Football Alliance.
- c. Coordinate and facilitate fitting of uniforms for all participants.
- d. Responsible for handing out all ID Badges.
- e. Responsible for communicating with all team moms and coaches.

**6. Equipment and Field Manager**

- a. Assume responsibility for maintenance of all equipment of the GPYFC.
- b. Coordinate with the appropriate City of Portland officials on the management and maintenance of the grounds and facilities.
- c. Be responsible for the management and maintenance of the property which GPYFC will participate on.
- d. Further, it shall be responsible for reporting condition changes promptly to the Board.
- e. Research Equipment Cost and needs for equipment and report to the Board of Directors.
- f. Responsible for designing of uniforms and soliciting uniform cost information from various potential vendors to present to the Board.

**7. Public Relations Coordinator**

- a. Work closely with the President and Vice President to raise the funds necessary to achieve the worthy goals of the GPYFC, including but not limited to merchandise sales, yard signs, concessions, advertisement, etc.
- b. Chair and lead the Fund Raising and Sponsorship committee to achieve the committee's and GPYFC goals in this area.
- c. Coordinate the associations Fund Raising / Sponsor events.
- d. Maintain applicable media presence (Facebook, email, website, etc.)
- e. Research grants that may be available for non-profit youth organizations.
- f. Seek out and organize opportunities for GPYFC to maintain a community presence throughout the calendar year.

- g. Advertise events hosted by GPYFC, including but not limited to, annual registration.

**8. Concessions Manager**

- a. Assume responsibility of maintaining all Concession needs, including the purchasing, delivery, and stocking of concessions
- b. Assume responsibility of and creation of menu.
- c. Restock concession as needed.
- d. Find volunteers to work concession for home games.

**9. Operations Supervisor**

- a. Assume responsibility of maintaining all game day needs.
- b. Assist concessions with additional purchasing and restocking at each home game.
- c. Find volunteers to work all gates.
- d. Assume all set up and all other home game requirements.

**10. Cheer Director**

- a. Responsible for outlining all teams.
- b. Responsible for appointing all Cheer coaches.
- c. Assume all communications involving Cheer and GPYFC.

**SECTION 7: COMMITTEES**

The Board of Directors shall appoint committees from the membership of the Board of Directors and General Membership of the Association. The Goal of these committees will be to conduct the business of the Association and reach out to members to become involved in the well-being of the Association.

**SECTION 8: AMENDMENTS**

These Bylaws, may be amended, repealed or altered in whole or in part by a vote of at least two-thirds of the Directors at any duly organized meeting provided notice of the proposed change(s) is included in the notice of such meeting.

These Bylaws, of the GPYFC have been accepted on this date and witnessed as follows

Date: \_\_\_\_\_

Witness:

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