

ELK RIVER YOUTH FOOTBALL ASSOCIATION BYLAWS

P.O. Box 570
Elk River, MN 55330
www.ERYFA.org

Last Amended: 12/3/24

ARTICLE I. NAME

This organization shall be known as Elk River Youth Football Association or ERYFA.

ARTICLE II. OBJECTIVE

Section 1. The objective of ERYFA is to provide supervised recreational and competitive football programs for the children of the Elk River and immediate surrounding communities, to instill the principles of sportsmanship, honesty, loyalty, courage and respect for others.

Section 2. All officers, directors, managers, and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary. ERYFA recognizes that the molding of future citizens and having fun are of primary importance.

Section 3. ERYFA shall operate exclusively as a non-profit educational program of recreational and competitive football. No earnings shall benefit any officer, director, manager, or member of ERYFA. Any exceptions will require board approval.

Section 4. ERYFA exists for the purpose of teaching each child the fundamentals of the sport and to provide a framework for the wholesome participation at each child's playing ability. All ERYFA members shall stress sportsmanship, team spirit, and developing skills more than winning.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be valid from May 1 – April 30 each year.

- a. **Player Members** = Children grades 2-8 who reside within the city of Elk River or attend Elk River schools become members through registration. Players that live outside of this boundary may register with a) permission from their home community and b) board approval. Player Members are non-voting members.
- b. **Regular Members** = Any Parent/Guardian of a Player Member or any non-parent coach actively interested in furthering the objectives of ERYFA becomes a regular member through registration. Regular Members are non-voting members.
- c. **Non-Player Members** = Any non-player participants sincerely interested in actively participating in ERYFA to affect the objectives may also apply to become a member by petitioning the Board of Directors. Non-Player Members are non-voting members.
- d. **Elected Members** = Any Board of Directors are voting members and At Large members are non-voting members.
- e. **Eligibility Exceptions** = The Board of Directors may, by a simple majority of those present, make exceptions to the eligibility requirements of the Player/Regular Member/Non-Player classification.
- f. ERYFA membership is a privilege, not a right, and membership can be revoked or denied by the ERYFA Board of Directors, or any Committee appointed by the ERYFA Board of Directors. The individual(s), after a revocation or denial will be notified in writing. This will be done in a timely manner.

Section 2. Suspension or Termination. Membership may be terminated by resignation or by action of the Board of Directors. Possible reasons for termination include: Falsifying information, previous behavior issues, not disclosing past issues with any association, etc.

- a. The Board of Directors, by a two-thirds vote of those present at any constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member when the conduct of such person is considered to violate the code of conduct and goes against the best interests of ERYFA.
- b. The member involved shall be notified at least two (2) days in advance of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.
- c. The Board of Directors shall, in the case of a Player Member, give notice to the coach of the player of any suspension or revocation of such player's right to future participation.
- d. If a player/coach/parent's membership is terminated by the board, all fees are forfeited. All equipment must be returned or the terminated member will be billed to replace missing equipment with new equipment.

ARTICLE IV. FEES

Section 1. A participation fee for Player Members shall be set each year by the Board of Directors to ensure operational continuity of ERYFA.

- a. Upon approval from the Board of Directors, all or portions of the registration fee may be waived for any player with a financial hardship.
- b. The maximum allowable scholarships will be at the discretion of the Board of Directors.
- c. An additional late fee may be required for any registration submitted after the normal registration period. The Board of Directors shall set the late fee in an amount to encourage timely registration rather than discourage a late registration.
- d. For members serving on the Board of Directors, the player fee will be zero for the first player and \$50 maximum for each additional player per family to cover the cost of their jersey. Final amount will be determined by the Equipment Manager and approved by the Board of Directors. To receive this discount, board members must be in good standing as defined in Article VI, section 4, letter F.

ARTICLE V. MEETINGS

Section 1. Annual Meeting. The annual meeting of the members of ERYFA shall be held at the regular January meeting each year for the purpose of electing a Board of Directors (Officers, Level Directors, and Managers). This annual election is by vote of those current appointed board members.

Section 2. Regular Meeting. Regular meetings of the Board of Directors are held once per month and consist of, but are not limited to, balancing of the funds, managing of activities, creating policies, and other activities necessary to promote ERYFA and its members. These meetings are open to the public, but only the Board of Directors have voting privileges.

Section 3. Special Meetings. Special meetings of the Board of Directors may be called by three (3) members of the Board of Directors or the President.

Section 4. Notice of Meetings. Notice of each regular meeting, not a special meeting, shall be given to each member of the Board of Directors and available online for the general public. The notice must set forth the place, time, and purpose of the meeting.

Section 5. Quorum. The presence in person or by proxy of one-half of the Board of Directors shall be necessary for a quorum. If a quorum is not attained for two consecutive meetings, the President shall institute an emergency quorum beginning at the second meeting and continuing until a regular quorum is achieved. An emergency quorum shall consist of the number of Board Members present; but in no case may business be conducted with less than one-third of the Board of Directors.

Section 6. Proxies. Each Officer, Level Director, or Manager shall be entitled to one vote in person or by

proxy. All proxies must be in written form (text, email, communication tool used).

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Board and Number. The management of the property and affairs of ERYFA shall be vested in the Board of Directors. The number of voting Board Members shall not be less than five (5).

Section 2. Board of Directors. The Board of Directors of ERYFA shall consist of Officers, Directors, and Managers, and all have voting authority. It is the duty of the Board of Directors to make an effort to attend all board meetings.

- a) **Officers.** The officers of ERYFA shall consist of: President, Vice President, Secretary, 2 Co-Treasurers. (5 Officers)
- b) **Directors.** There will be one Director serving on the Board of Directors for the following positions: 2nd – 5th Director, 6th - 8th Grade Director. (2 Directors) It is the duty of the Directors to attend all meetings and any special board meetings.
- c) **Managers.** Managers will include, but not limited to: Coaches Compliance Manager, Events Manager, Equipment Manager, Fundraising Manager, Game Field Manager, Marketing Communications Manager, Apparel Manager, Volunteer Manager, and Website Manager.
- d) **At Large.** At Large members serve as a general board member with flexible duties.
- e) **All applications for the Board of Directors must include a background check.**

Section 3. Term of Office. The term of office for Officers of ERYFA (section 2a) shall be two (2) consecutive years. The terms of office for all Director and Manager positions (section 2b and 2c) is two (2) years.

Section 4. Elections. To ensure continuity within the football program, positions will have staggered terms.

- 1) **Elections for the position in odd years, include: Vice President, Co-Treasurer, 2nd-5th Grade Director, Equipment Manager, Events Manager, and Game Field Manager.**
 - 2) **Elections for the position in even years, include: President, Secretary, Co-Treasurer, 6th-8th Grade Director, Coaches Compliance Manager, Referee Manager, Volunteer Manager, Fundraising Manager, Marketing Communications Manager, and Website Manager.**
- a. Elections for term positions shall be held each year at the annual meeting in January.
 - b. Any positions vacated during the year will be voted on by a majority vote as the need arises.
 - c. All elections of Board of Director positions shall be by majority vote of current appointed board members present or represented by proxy at the time of the meeting.
 - d. Board Members are required to attend at least 75% of all scheduled board meetings and 75% of events. In-Person attendance is expected. If not possible, Live On-Camera attendance is acceptable. Absences will be tracked.
 - e. No Board Member shall be eligible for re-election to the Board of Directors unless such Board Member has attended a minimum of seventy five percent (75%) of the meetings of the Board of Directors held within the preceding twelve (12) months of the election.
 - f. In the event of a tie vote for a board position, the position will be offered up for nominations a second time during the meeting and a second vote on the nominated members will be conducted during the meeting. In the event of a second tie vote, the outcome will be decided by a coin flip.
 - g. Only Regular Members in good standing (no unpaid fees, no suspensions, etc.) may be elected to a Board of Director position.
 - h. Members placed on the ballot for the election must submit their intent to run two (2) weeks prior to

the stated election date.

- i. If a Board of Directors position does not have a nominee that has submitted their intent to run for a position at least two weeks prior to the election date, the position will not be voted on during the annual meeting. Any interested Members that wish to be considered for a Board of Directors position that has not submitted their application at least two weeks prior to the annual meeting can be voted on by the newly elected Board of Directors at a meeting after the annual meeting.

Section 5. Filling of vacancies.

In the event that a Board Member is unable or unwilling to carry out the duties of their position, the Board of Directors may replace such member by a majority vote upon resignation or termination of that member. The newly elected member shall complete the term of office of the replaced member.

In the event that a Board of Directors position is left open as a result of no Regular Members being on the ballot, the Board of Directors may select, through a simple majority vote, a Regular Member or current Board Member to perform the duties of that position.

Section 6. INDEMNIFICATION To the full extent permitted by Minnesota Statutes, Section 317A.257, as amended from time to time, or by other provisions of law, each person who has or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of this corporation), whether civil, criminal, administrative, or investigative, by reason of the fact that he/she is or was a director or officer of this corporation, shall be indemnified by this corporation against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding. The indemnification provided by this section shall insure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this section. This section shall not apply to such persons who have committed intentional harmful acts against this association.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President. Ultimately responsible for management, performance, and oversight of

ERYFA. The President shall:

- a. Preside and facilitate over all meetings of the Board of Directors.
- b. Schedule board meetings and establish agendas.
- c. Represent ERYFA in coordinated league meetings, to include Elk River Youth Sports Commission.
- d. Establish ERYFA mission, strategy, and goals.
- e. Act as main point of contact for external organizations.
- f. Work with other conferences to create game schedules and field assignments.
- g. Schedule play-offs and bowl games (teams, dates, times, fields, etc.) (Coordinate with league partners, other conference teams, and Game Fields Manager).
- h. Conduct the affairs of ERYFA and execute the policies established by the Board of Directors.
- i. Present a report of the condition of ERYFA at its annual meeting.
- j. Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the ERYFA.
- k. Execute all bonds, mortgages, loans and other contracts approved by the Board of Directors.
- l. Review and approve tax return with the assistance of two other board members (excluding treasurer).
- m. Address parent requests with League Directors for players to "play-up".

Section 2. Vice President. Responsible for supporting the President on ERYFA management, performance, and oversight.

The Vice President shall:

- a. Preside over meetings of the Board of Directors in the absence of the President.
- b. Represent ERYFA in coordinated league meetings, to include Elk River Youth Sports Commission if delegated.
- c. Coordinate annual meeting and confirm all required Director Reports are available at annual meeting.
- d. Fulfill or delegate actions required by the City, State or Federal Government and when necessary, immediately notify the President of any situations that will affect the good standing of ERYFA with the City, State or Federal Government.
- e. Develop and gain consensus on draft/evaluations/team selection procedures.
- f. Oversee/govern team selection/formation.
- g. Manage training, development, and support for coaches and improve coaching performance.
- h. Manage player development and evaluations.
- i. Attend all season start-up events and trainings. Responsible for Jamboree and trophies.
- j. Conduct a minimum of three (3) coaches meetings per year (Jamboree, Mid-Season, and week prior to year-end). Goal is to reinforce and explain rules, mid-season adherence/ and suggestions, and gather all team, player coach information before year end.

Section 3. Secretary. Shall be responsible for recording the activities of ERYFA and maintain appropriate files, mailing lists, and necessary records.

The Secretary shall:

- a. Maintain a list of all Officers, Level Directors, Managers, Members, and key contacts.
- b. Give notice to the Board of Directors of all ERYFA meetings and the agenda for such meetings.
- c. Keep the minutes of the meetings of the Board of Directors, and cause them to be recorded and kept for that purpose.
- d. Prepare and receive all correspondence and other written tasks on behalf of the President, Board of Directors, and ERYFA.
- e. Prepare and run all registrations for ERYFA with help of the Website/Communication Manager.
- f. Check the ERYFA post office at regular intervals; weekly June to October and no less than monthly November to May.
- g. Ensure and maintain appropriate regulations and procedures for outgoing emails, from or on the behalf of ERYFA.

Section 4. Treasurer. Responsible for financial management. This includes accounts payable, accounts receivable, financial planning, financial reporting, taxes, insurance, etc.

The Treasurer shall:

- a. Perform such duties as are herein specifically set forth, and other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all money and securities and deposit same in a depository approved by the Board of Directors.
- c. Prepare an annual financial report for submission to the Board of Directors within the first quarter of the fiscal year for board approval.
- d. Submit board approved annual financial report to board approved CPA and ensure timely completion of tax filing.

- e. Keep records for the receipt and disbursement of all money and securities of ERYFA and approve all payments from allotted funds and draw checks thereon.
- f. Submit financial statements at each monthly meeting of the Board of Directors for their approval.
- g. Prepare checks for check signers and ensure all financial transactions are completed in a timely manner. Only acts as check signer in emergency situations and with special approval from the Board of Directors.
- h. Ensure annual insurance is paid and current.

ARTICLE VIII. Board Member (Officer, Director, or Manager) Dismissal.

In the event that a Board Member is deemed to be negligent in his/her duties, any member of the Board may call a special meeting for the purpose of voting to dismiss said Board Member from his/her current position as a member of the ERYFA board. The circumstances which can lead to a vote for dismissal are:

- a. Any Board Member that is convicted of any type of sexual or violent crime.
- b. Any Board Member that is convicted of any type of crime against a child.
- c. Any Board Member that is willfully disregarding the bylaws and rules of the association.
- d. Any Board Member that has not attended at least 75% of the regularly scheduled board.
- e. Any Board Member that refuses to perform the duties of the elected position held as they are described in the Job Description.
- f. In order for the dismissal to occur, a minimum of 2/3 of the Board Members present must vote in favor of dismissal.
- g. All ERYFA property shall be returned to the Board.

ARTICLE IX. COACHING

Coaches shall be appointed annually by the Level Directors and approved by the Board of Directors.

- a. Coaches shall be responsible for the actions of their teams on the field.
- b. Coaches must complete an application for ERYFA and Trusted Coaches prior to the season start.
- c. All coaches will contact players/parents prior to the first practice.
- d. Coaches may maintain or oversee the updating and maintenance of the team's website page or other scheduling and/or communications platform in a routine and timely fashion.

ARTICLE X. FINANCES

Section 1. The Board of Directors shall decide all matters pertaining to the finances of ERYFA.

Section 2. All income of ERYFA shall be placed in a common ERYFA treasury and the Board of Directors shall direct the expenditures in such a manner as will give no individual or team an advantage over those in competition with such individual team.

Section 3. The Board of Directors shall not permit the contribution of funds or property to individual teams, but shall solicit for ERYFA, thereby discouraging favoritism among teams to equalize the benefits of ERYFA.

Section 4. The Board of Directors shall not permit the solicitation of funds or property in the name of ERYFA unless all of the funds are placed in ERYFA's treasury, or all of the property becomes the sole possession of ERYFA. Any solicitation of funds in the name of ERYFA must receive prior approval by the Board of Directors.

Section 5. The Board of Directors shall not permit the disbursement of ERYFA funds for anything other than the conduct of ERYFA activities, or for initiatives which further the growth of football within the community.

Section 6. No Officer, Director, or Manager of ERYFA shall receive, directly or indirectly, any salary or compensation from ERYFA for services rendered as Director, Officer, or Manager with the exception of refereeing, coaching, registration, and board approved apparel.

Section 7. All money received shall be deposited to the credit of ERYFA in a depository designated by the Board of Directors. All checks shall be signed by the two Board appointed signers. Treasurer will only sign checks in emergency situations and with special approval from the Board of Directors. All Electronic Funds Transfers must be Board approved.

Section 8. The fiscal year of ERYFA shall begin on the first day of January and shall end on the last day of December.

Section 9. Upon dissolution of ERYFA and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of ERYFA to such other organization or organizations maintaining an objective similar to that set forth herein. In the event that no organization exists that meets the aforementioned criteria, ERYFA will distribute the property to the discretion of the ERYFA Board of Directors.

Section 10. The Board of Directors shall strive to ensure that a minimum of one thousand dollars (\$1,000) remains in ERYFA's treasury at season's end to provide money for the following season.

Section 11. The Board of Directors may set a sponsorship fee each year applicable to any organization desiring sponsorship of an ERYFA team. Sponsoring organizations may have their name and/or logo applied to the team's uniforms. All wording and/or logos must receive prior approval before being applied to ERYFA uniforms or of ERYFA items.

Section 12. An annual audit of ERYFA accounts will be made by the President and two additional Board Members, not to include the Treasurer. Report of the audit results shall be reviewed at the next regularly scheduled meeting.

ARTICLE XI. CODE OF CONDUCT

Section 1. As a parent(s) and players of an Elk River Youth Football participant, I (we) am/are in agreement:

- a. That it is a privilege, not a right, for our child/children to play youth football.
- b. That sportsmanship, teamwork, and fair play are essential to the sport of football.
- c. That sportsmanship, teamwork, and fair play are the most important skills that our child/children can possibly gain from youth football.
- d. That because our child/children learn from our example, we as parents need to exemplify the highest level of sportsmanship by supporting all player, coaches, team managers, referees, and parents.

Section 2. Parents/Guardians must acknowledge that the following:

“If I do not abide by the Parent Code of Conduct Policy, I realize my child/children will be restricted from play for the term set forth by the ERYFA Board of Directors; all applicable fees still apply during the duration of the sanction.”

Section 3. Parents/Players agree to abide by all the rules set forth by Twin Cities North Football League (7th & 8th), North Star Football League (2nd – 6th), and its coaches. Any violation will be sanctioned by the ERYFA Board of Directors in accordance with our sanctioning guidelines listed below.

Section 4.

- a. 24 HOUR RULE: No parent/legal guardian or relative of any ERYFA player, in a moment of frustration/anger over his/her player for any reason related to football, will contact the coach, Level Director, or any other member of the ERYFA Board of Directors for twenty four (24) hours after an incident. This includes by email, phone call, text message, written/typed letters, or any other social media avenue. After 24 hours has passed from the conclusion of said event, the parent/legal guardian is to contact the Level Director with the issue if he/she so chooses. If such an event occurs and the 24 hour rule is NOT followed by the parent/legal guardian, said parent/guardian will be sanctioned by the ERYFA Board of Directors in accordance to our sanctioning guidelines.
- b. Any ERYFA member witnessing or involved in a violation of any portion of the ERYFA Parent Code of Conduct may bring the issue forward (after the 24 hour rule) to the Board of Directors by emailing the Level Director or President, and/or attending the monthly scheduled board meeting.

Article XII. SANCTIONING

Section 1. Parents and/or players who are evicted from any field will be sanctioned by the ERYFA Board of Directors in accordance to our sanctioning guidelines as follows:

1. First offense will be a MINIMUM one (1) week suspension from all ERYFA events, including team events, home practices, games and tournaments (or at the discretion of the ERYFA Board of Directors).
2. Second offense will result in a MINIMUM one calendar year suspension from all ERYFA events, to include team events, practices, games, and tournaments (or at the discretion of the ERYFA Board of Directors).
3. Third offense will result in the parent/players removal from the ERYFA program. At any time, due to the severity of said offenses, disciplinary action may be elevated from the above recommendation MINIMUMS to include the immediate removal from ERYFA program (or at the discretion of the ERYFA Board of Directors).

Section 2. All inappropriate actions and resulting sanctions will be maintained in confidence by the ERYFA Board of Directors and will be cumulative throughout the family’s participation in ERYFA. If need be, all sanctions will be forwarded to the Twin Cities North Football League (7th & 8th) and the North Star Football League (2nd – 6th) for enforcement at any away games.

Section 3. The ERYFA Board of Directors, or any Committee appointed by the ERYFA Board of Directors, will enforce all violations and notify individual(s) not adhering to this policy in writing, after a disciplinary hearing, outlining the sanction that is being set forth. This will be done in a timely manner.

Section 4. Behaviors requiring sanctioning include the following:

- a. Parents and/or players who create public displays of anger towards coaches in any venue to include in person, by email, phone call, text messages, written/typed letters, any other social media site.
- b. Parents and/or players, who create public displays of anger towards referees, parents/players of any ERYFA teams, or any opposing team, to include verbal abuse/threats or actual physical abuse/violence or any other conduct determined to be detrimental to ERYFA.

ARTICLE XII. GRIEVANCE PROCEDURE

Section 1. Members of ERYFA are urged to take precautions to prevent circumstances which may lead to grievances or protests. Parent/Guardian Members should attempt to resolve grievances informally at the coaching level. When this method fails to resolve issues, grievances or protests shall be processed as hereinafter provided.

1. **Step 1:** A formal grievance shall be submitted in a timely fashion to the Level Director of the appropriate program level. The grievance shall be placed in writing setting forth the facts on which it is based, the provision or provisions allegedly violated, the individuals involved, and the remedy requested. The Level Director shall investigate the grievance or protest and inform the member of the findings within ten (10) days. A grievance not resolved in Step 1 may be appealed to Step 2 of the Grievance Procedure.
2. **Step 2:** If appealed, the grievance shall be presented to the Coaches Compliance Manager. The Coaches Compliance Manager will place the grievance on the agenda of the next regularly scheduled board meeting. The grievance shall, at that meeting, be delegated to the Board. In the event no standing Grievance Committee has been established, the grievance will be heard by the Board of Directors. The Grievance Committee or the Board of Directors may invite the individuals involved in the grievance or protest to be given an opportunity to address the issue with the Board. The Grievance Committee or Board of Directors must answer the grievance or protest within seven (7) days and notify the grieving individual in writing, if not present at the grievance hearing. It shall be the duty of the Secretary of ERYFA to reply to all grievances considered by the Grievance Committee or the Board of Directors.

Section 2. No protest or grievance shall be considered on a decision involving a referee's judgment.

Section 3. The decision of the Grievance Committee or the Board of Directors shall be final and non-appealable.

ARTICLE XIII. AMENDMENTS

Amendments to these Bylaws may be proposed by any Officer, Director, or Manager of ERYFA, and may be discussed at any regular or special board meeting. These Bylaws may be amended, repealed, or altered in whole or in part by a two-thirds vote of the Board of Directors at any duly organized meeting provided notice of the proposed change is included in the notice of such meeting. In such situation, the Secretary will distribute an updated set of Bylaws to the Board of Directors.