**Texas Christian Athletic Fellowship**

# By-Laws

**Section 1 Purpose**

 The primary purpose of TCAF is to develop Christ-like character through quality athletic programs, with attention given to fellowship, respect for opponents, playing heartily as unto the Lord, and Christian fun.

**Section 2 Conduct**

 Participation will be conducted so as to emphasize the learning of athletic skills and sportsmanship, providing for the development of Christian character, self-respect, social grace, physical dexterity, and personal discipline, on and off the playing field, while fostering the concepts of teamwork, fair play, and promoting the ideals of God and Community.

**Section 3 Objectives**

 The specific objectives of the TCAF are to provide an organization to (1) formulate rules and guidelines, (2) set schedules, and (3) attain the primary purpose of the TCAF.

**Section 4 Membership**

**Section 4.1 Applicants**

1. Membership shall be for Christian, Private and Charter Schools and Home School Organizations accepted by the Board of Directors in the State of Texas.
2. Any school applying for membership is required to have been in existence for at least one year.
3. Home School Organizations must meet the following requirements:
	* 1. Must have been in existence for at least two years.
		2. Must have a governing body i.e. Board of Directors, Officers or at least a Head Director.
		3. Home School players must play for that organization and that organization only during the school year.
		4. Must follow all TCAF guidelines and procedures.
4. No applicant shall be permitted to join TCAF while said school is on probation or has been suspended from any other athletic league within two years prior to application.
5. Prospective members shall submit a Letter of intent, TCAF Application and a non-refundable application fee of $175 to the Board of Directors. A school administrator must sign this application. Once accepted, new members then must then send a completed Contract, Registration Forms, and Membership Dues.

**Section 4.2 Current Members**

1. Current members register by completing a TCAF Contract and Registration Forms. The original forms must be mailed with payment to CSAF, Inc. P.O. Box 845 Hurst, TX 76053. Current enrollment for 8th though 11th grades should be used for registration. These forms must be received by February 1st.
2. Wherever member schools “in good standing” is mentioned, it is intended to reflect those member schools having all dues and fees paid and conducting themselves in a Christ like manner.
3. Each member school should be present at all TCAF meetings, regardless of the agenda. Each member school has one and only one vote.
4. Each school is required to have and to enforce academic eligibility
requirements for its individual players.
5. The Board of Directors reserve the right at any time to dismiss a member school from association with this league due to any conduct deemed contrary to our goals and ideals as set forth in its By-laws, Policies and Guidelines. Before dismissal, the school in question will have a private meeting with the Executive Council to personally address the charges. If the Executive Council feels that charges worthy of discipline may have occurred, the issue will be brought before the Board of Directors. The Board of Directors may place a school on probation, suspension or dismiss the school from the league.

# Section 5 Member Relationship

1. This Christian athletic fellowship is established to help member schools do together what they likely could not achieve well alone. However, the TCAF shall avoid requirements that may violate the internal aspects of operation of any member school.
2. The autonomy of each school is recognized, accepted, and shall be respected by TCAF, its Board of Directors, officers and the individual member schools.
3. School size, location, facilities, or any other considerations shall not be a factor in providing any type of preferential treatment, allowance, or voice. Each school, except probationary members, shall function with full privilege membership in accordance with the established By-laws.

Section 6 Officers

 The CSAF, Inc. Board of Directors will appoint the operational officers. These officers will consist of Director, all Commissioners and Regional Representatives.

Section 7 Officer Duties

Section 7.01 Division Director

1. The Director shall preside at all regular, called, and special meetings; and will call special meetings and/or elections when required by this document.
2. He may establish committees and he shall be an ex-officio member of all committees.
3. He will approve all financial bills and may countersign checks prior to the disposition of said obligations.
4. He will supervise the conduct of business and general affairs of the fellowship.
5. He shall render decisions deemed necessary and appropriate when circumstances do not permit the timely calling of a special meeting.

Section 7.02 Executive Council

1. The Executive Council will be made up of the Division Director and Sport Commissioners.
2. The Executive Council will review policies and send suggestions, as needed, to the Board of Directors for approval.
3. Executive Council will review school grievances when the Division Director deems necessary.

Section 7.03 Commissioners

1. All Commissioners are members of the CSAF, Inc. Executive Council. Commissioners should make every effort to attend all Commissioner Meetings, Appeals and League Meetings.
2. Commissioners should help plan, attend and run all State, Regional and District Championships. Commissioners should also help organize volunteers for their event.
3. Locations for State, Regional and District Tournaments should be decided by the beginning of the school year for Fall sports, by first of December for Basketball and by January for all Spring Sports.
4. Arrange and attend All District Selection Meetings.
5. Attend All State Selection Meetings.
6. Receive and keep on file Rosters from each participating school. When Rosters are received, they should be complete and on the official TCAF Roster Form. Rosters should be checked for the following:
7. Make sure grade and date of birth are in line with level of play.
8. Any Varsity or JV roster that list 8th graders, check with JH to insure the players are following the “playing up” rule.
9. Did student play at the participating school last year? If not, send information to TCAF Director to make sure a transfer form has been received.
10. Make sure Home School player percentage is within 25%
11. Number of players on rosters… if there seems to be an unusually large number of players on roster, make sure AD has sent an “active” team roster.
12. Receive and keep on file all Game Reports. Game Reports must be sent on official League Form and filled out entirely. Game Reports should be received no later than noon of the second day after game is played.
13. Check Max Preps for Rosters and updates.
14. For accountability purposes, Commissioners will send a copy of their school’s rosters to the TCAF Director.
15. Let the Director know if a school is late on Rosters, Game Reports and/or Max Preps postings.
16. Send out standings once a week and copy TCAF Director.

Section 8 Meetings

1. The TCAF shall meet yearly with the time and place determined by the Division Director and the announcement shall be published no later than one month prior to the time of the meeting.
2. The development of unusual circumstances, heavy business load, or emergencies may necessitate the calling of special or additional meetings by the Board of Directors by giving at least two days’ notice to all member schools.
3. The fine for not attending Mandatory Meetings is $250.

# Section 9 Fees

1. Each member school shall pay to CSAF, Inc. the designated amount set by the League
2. All schools applying for membership will be accessed a $175 non-refundable application fee.
3. Registration for the next school year is due on February 1st Registration Fees are $150.00 membership fee and $65.00 per team per sport.
4. Member schools registering after the Registration Due Date will be assessed a late fine of $75.
5. Disbursements shall be made with approval of the Board of Directors. Deficit disbursements shall not be permitted.
6. Except for Track Meets, Tournament fees shall not exceed $150.00 per team.
7. Unless there is an emergency involved, there will be a $250.00 fine assessed for not attending mandatory meetings.
8. $250 Fine for being placed on probation twice in one year.
9. Any eligible school not attending a post season tournament will be fined $500.
10. All fines assessed by invoice are due within 30 days of invoice date. If fines are not received within 30 days, a $75 late fee will be assessed.

**Section 10 Committees**

* + - 1. Committees shall be established by the Director or Board of Directors for specific functions and terms.
			2. Committees shall not enter into financial agreements or obligations without the approval of the Board of Directors.