

Bedford Youth Football Association By-Laws

ARTICLE 1: NAME

This organization will be known as Bedford Youth Football Association (BYFA).

ARTICLE 2: OBJECTIVES

SECTION 1:

The objective of Bedford Youth Football Association (hereafter BYFA), is to develop well-rounded young men and women who learn both the fundamentals of football or cheerleading in an organized, supervised environment with emphasis on maximum safety, and the importance of education, in an atmosphere conducive to developing sound mind, body and character. Additionally, the Bedford Youth Football Association will inspire youth to practice the ideals of good sportsmanship, scholarship and personal integrity. Along with these ideals, BYFA instills upon its members, be they athletes, coaches or parents that winning is secondary to the ideals set forth in these by-laws.

SECTION 2:

To achieve this objective, the BYFA will provide a supervised program under the rules and regulations of American Youth Football (AYF) incorporated. The local Highest Local Authority (HLA) rules will govern the BYFA, at the State Level. All officers, directors and members will bear in mind that the attainment of exceptional athletic skill or winning of games is secondary, and that education and the molding of future citizens is of prime importance. In accordance with Section 501 (C) (3) of the Internal Revenue Code, the BYFA shall operate exclusively as a nonprofit organization, providing a supervised program of competitive football and cheer. No part of the net proceeds or earnings shall insure to the benefit of any private shareholder or individual.

ARTICLE 3: MEMBERSHIP

SECTION 1: ELIGIBILITY

1. Any parent or legal guardian of a paid athlete, as well as all Board Members and coaching staff are regarded as voting members of the Association. To participate in the organization you must meet all requirements of these by-laws and the NHYFSC Constitution. No participant will be denied membership due to financial ability to pay the required fees.

SECTION 2: CLASSES (A.) REGISTERED MEMBERS

Any player candidate meeting the requirements set forth by American Youth Football, or American Youth Cheer candidate meeting age requirement and who resides within the specific boundaries of BYFA set forth by the HLA shall be eligible to participate, but shall have no rights, duties or obligations in the management of Bedford Youth Football Association. Membership will be in accordance with the Bedford Parks and Recreation Department guidelines for a "Town Organization." A "Town Organization" is defined as having at least 90% of participants having residence or employment in Bedford. **(B.) REGULAR**

MEMBER

Any person actively interested in furthering the objectives of the BYFA as defined in Section I, is a member in good standing.

(C.) SCHOLARSHIP ASSISTANCE

The goal of the BYFA is to extend the football and spirit experience to as many children as possible. A family may request scholarship assistance for registrations annually by contacting their respective head coach before July 15. Scholarship is subject to the approval of the head coach/respective football or spirit coordinator/president (all three must agree). In return, for this assistance, the organization will require that the family donate hours of service back to the BYFA. Duties such as Field Maintenance, Fundraising and Concession are volunteering at games that your child is not participating in are examples of how service hours may be returned to the organization. The Board recognizes the sensitivity of this information and it shall be shared only on a need to know basis. 2

SECTION 3: TERMINATION

The Board of Directors shall, in the case of an athlete or regular member, give notice to the Head Coach of the team the athlete or regular member is registered and playing for. Said Head Coach shall appear, in the capacity of an advisor, with the athlete or regular member before a duly appointed committee of the board of directors, which shall have full power to suspend or revoke such athlete or regular members right to future participation.

ARTICLE 4: DUES

A reasonable participation fee may be assessed as a parent or guardian's obligation to assure operational continuity of the BYFA. The Board of Directors will set the participation fee. At no time will the payment of a fee be a prerequisite for participation in the BYFA Program.

ARTICLE 5: MEETINGS

SECTION 1: ANNUAL MEETING

The Annual Meeting of the BYFA shall be held no later than December 31st of each calendar year for the purpose of electing Officers. Annual Financial report and other transaction of such business may also properly come before the membership.

(A.) NOTICE OF ANNUAL MEETING

Notice of Annual Meeting shall be mailed or otherwise delivered to each member at their registered email address at least ten (10) days in advance thereof, setting forth the place, time and date 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 2: REGULAR BOARD MEETINGS

Regular meetings of the Board members will be held monthly, subject to the direction of the Board. The Board of Directors will set the place, date, and time.

SECTION 3: SPECIAL MEETINGS

Special meetings of the members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon written request of ten (10) members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the membership.

SECTION 4: QUORUM

The presence in person or by proxy of one-third of the current registered membership during the annual meeting shall constitute a quorum. Two-thirds of the Board of Directors at a Regular Board Meeting shall constitute a quorum. Two thirds of the Board of Directors at Special Meetings shall constitute a quorum.

SECTION 5: VOTING

Only Board members shall be entitled to vote at any meeting of the BYFA except at the annual meeting where all members are entitled to vote.

SECTION 6: PROXIES

Each Board member shall be entitled to one vote in person or vote by proxy in written form, which can be withdrawn at any time. The proxy must be specific to the vote or votes to be cast.

SECTION 7: RULES OF ORDER

Robert's Rules of Order shall govern the proceedings of all meetings except where said rules conflict with the By-Laws of the BYFA in which case the By-Laws shall take precedence.

ARTICLE 6: BOARD OR DIRECTORS

SECTION 1: BOARD AND NUMBERS

The management of the property and affairs of the BYFA shall be vested in the Board of Directors. The number of Directors shall not be less than eight (8) or more than twenty (20). The Directors, in office on January 1st of each calendar year shall enter upon their duties and shall continue in office until their successors have been duly elected and qualified.

SECTION 2: ELECTED OFFICERS

The Board Membership shall consist of ten elected Officers those being: President, Vice

President, Secretary, Treasurer, Spirit Coordinator, Football Director, Assistant Spirit Coordinator, Assistant Football Director, Football Equipment Manager and Spirit Equipment Manager. Each member has one vote. The President votes only in the event of a tie. Officers are elected for two-year terms with staggered terminations. Six of the ten Officer positions will be elected in even years beginning with the President, Secretary, Assistant Football Director, Football Equipment Manager, Assistant Spirit Coordinator and Spirit Equipment Manager. Vice President, Treasurer, Football Director and Spirit Coordinator will be elected in odd numbered years. All terms expire on December 31st of the second year. For example, President, Secretary, Assistant Football Director and Assistance Spirit Coordinator as well as the Football and Spirit equipment Managers were elected in 2018 for the 2019-2020 seasons. Notice of intent to run for an open office should be sent to the President and Secretary 2 weeks prior to the annual meeting and voting.

SECTION 3: APPOINTED OFFICERS

The remaining Board members will be appointed by the elected Officers and will include, but are not limited to: Field Coordinator, Football Registration Coordinator, Spirit Registration Coordinator, Team Parent Coordinator, Fundraising Coordinator, Concession Coordinator, Concession Coordinator II, Merchandise Coordinator, Communications Coordinator, Scholastic Coordinator, Cheer Assistant Equipment Manager and Football Assistant Equipment Manager. The appointed position term is for one year January 1 through December 31.

SECTION 4: DUTIES AND POWERS

1. The newly elected Officers will appoint the remaining Board Members and standing committees.
2. The full Board of Directors shall have the power to appoint all Coaches.
3. The Board may adopt such rules and regulations (By-laws) for the conduct of its meetings and the Management of the BYFA, as it deems proper.
4. The Board will have the power by two-thirds vote of those present at any regular meeting to discipline, suspend, or remove any Directors, Officer, Committee Member, Head Coach, Assistant Coach. The Board will have the power by two-thirds vote of those present at any regular meeting to discipline, suspend, or remove player, cheerleader or other active Member of the BYFA in accordance with the procedures set forth in Article 3 Section (C).
5. All members of the Board of Directors shall be bonded. All Board Members will sign an agreement to turn over all previous records, keys, equipment, and all property of the association as requested at the end of their term.
6. Members of the Board of Directors are expected to attend at least 2/3 of all Board meetings.

SECTION 5: VACANCIES IN OFFICE

If a vacancy occurs on the Board of Directors by death, relocation, resignation or otherwise, it may be filled by a two-thirds vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose. A resignation should be submitted in writing and effective immediately.

ARTICLE 7: SPECIFIC DUTIES FOR ELECTED OFFICERS

SECTION 1: PRESIDENT

1. Conduct the affairs of the BYFA and execute the policies established by the Board of Directors.
2. Present a report of the condition of BYFA at the annual meeting.
3. Communicate to the Board of Directors such matters that are appropriate and make suggestions to promote the welfare of the BYFA.
4. Be responsible for the conduct of the BYFA and ensure conformity to the policies, principles, rules and regulations of American Youth Football, as agreed to under the conditions of the charter issued to BYFA, by American Youth Football.
5. Designate in writing to other officers, if necessary, the power to make and execute for and in the name of BYFA, such contracts and leases as may be received prior approval, from the Board of Directors.
6. Investigate complaints, irregularities, and conditions detrimental to the BYFA, and report thereon to the Board as circumstances warrant.
7. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper

execution thereof.

8. With the assistance of the registration coordinator, examine the applications and support proof of 4 age documents, health certificates, and residences of all potential athletes before the athlete becomes a member of the BYFA.

9. President shall have grant of authority of up to a total of \$500.00 between Board meetings 10. The President shall run the board meetings. The President will have both BYFA tie breaking voting and state voting rights.

SECTION 3: VICE PRESIDENT

1. In case of absence or disability of the President, and provided he or she is authorized by the President of the Board to so 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.

2. Shall secure all EMT's for home games.

3. Shall serve as Ex-officio member on all committees.

4. Shall be responsible for the announcement booth during home games.

SECTION 4: SECRETARY

1. Be responsible for recording the activities of BYFA. Maintain appropriate files, mailing lists, and necessary records.

2. 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. 3. Maintain a list of all regular members and give notice of all meetings of the BYFA to the Board of Directors and all Committees.

4. Keep the minutes of the meeting of the Members, the Board of Directors, and cause them to be recorded in a book or file kept for that purpose.

5. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and be responsible for carrying out all orders, vote, and resolutions not otherwise committed.

6. Notify Members, Directors, and Committee Members of their Election or Appointment. 7. Keep all By-law changes and report such changes at Annual Meeting at year's end for membership approval.

8. Be responsible for confirming quorum at meetings.

SECTION 6: TREASURER

1. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of treasurer or may be assigned by the Board of Directors. 2. Receive all monies and securities and deposit the same in a depository approved by the Board of Directors.

3. Keep records for receipt and disbursement of all monies and securities of the BYFA. 4. Prepare an annual budget under the direction of the President for submission to the Board of Directors at the Annual Meeting.

5. Submit a written treasurer's report at every scheduled meeting of the Board of Directors.

SECTION 8: SPIRIT DIRECTOR

1. Responsible for the coaching application process including, recruiting coaches, interviewing, background checks, sports safety training and making recommendations to the Board. 2. Exhibit good sportsmanship on the field or in any capacity while representing the BYFA. 3.

Attend or have a representative attend all mandatory State Meetings during the year. 4. Supply the Cheerleading Head Coaches with all pertinent communications from the Board of Directors.

5. Work with Team Parent Coordinator to ensure a smooth line of communication.

6. Ensure coaches adhere to AYF Coaches Code of Conduct

7. Present a Spirit Budget to the board before the start of the season that details all required spending for the current season.

8. Is authorized to spend monies approved by the Board of Directors from the Spirit Budget.

9. Is wholly responsible for cheer squad assignments.

10. Ensure the same basic drills and progressions used at all levels of play.

a. Handle any coaching complaints by parents

b. Make recommendations to Board for disciplining coaches

c. Attend all games when possible 5

SECTION 9: FOOTBALL DIRECTOR

1. Responsible for the coaching application process including, recruiting coaches, interviewing, background checks, sports safety training and making recommendations to the Board. 2. Exhibit good sportsmanship on the field or in any capacity while representing the BYFA. 3. Supply the Football Head Coaches with all pertinent communications from the Board of Directors. 4. Work with Team Parent Coordinator to ensure a smooth line of communication. 5. Ensure coaches adhere to AYF Coaches Code of Conduct
6. Scheduling of Scrimmages coordinating with head coaches
7. Call in scores to State and mail in MPR sheets weekly during the season.
8. Present a Football Budget to the board before the start of the season that details all required spending for the current season.
9. Is authorized to spend monies approved by the Board of Directors from the Football Budget.
10. Is wholly responsible for team assignments
11. Is responsible for getting all game day paperwork turned in on time (ie, scores, MPR's, write-ups)
12. Handle any coaching complaints by parents
13. Make recommendations to Board for disciplining coaches
14. Attend all games when possible

SECTION 10: ASSISTANT SPIRIT DIRECTOR

1. Is responsible for assisting the spirit director, spirit equipment coordinator, and spirit registration coordinator as needed.

SECTION 11: ASSISTANT FOOTBALL DIRECTOR

1. Is responsible for assisting the football director, football equipment manager, and football registration coordinator as needed.

SECTION 12: FOOTBALL EQUIPMENT MANAGER

1. Is responsible for storage and upkeep of all BYFA equipment.
2. Is responsible for maintaining the storage area for equipment.
3. Is responsible for all other related equipment Down Markers, Yard Line Markers, Tackling Dummies, etc.).
4. Is responsible for equal disbursement of equipment to all Divisions.
5. Is responsible for an accurate Year End Inventory of all football equipment. 6. Is responsible for purchasing equipment, with approval of the Board of Directors for the Upcoming Season.
7. Ensure that all helmets needing certification be brought to a registered specialist so they may be ready for August 1st of each calendar year.
8. Is responsible for formulating, with the help of all Head Coaches, a projected equipment budget.
9. Is responsible for securing quotes for all large equipment purchases.
10. Is allowed to spend up to \$100.00 without approval of the Board of Directors.
11. Is responsible for directing activities of Football Equipment Coordinator.

SECTION 13: FOOTBALL EQUIPMENT MANAGER*

1. Is responsible for storage and upkeep of all BYFA equipment.
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7. Ensure that all helmets needing certification be brought to a registered specialist so they may be ready for August 1st of each calendar year.
8. Is responsible for formulating, with the help of all Head Coaches, a projected equipment budget.
9. Is responsible for securing quotes for all large equipment purchases.
10. Is allowed to spend up to \$100.00 without approval of the Board of Directors.

11. Is responsible for directing activities of Football Equipment Coordinator.

SECTION 14: SPIRIT EQUIPMENT MANAGER

1. Is responsible for assisting the Spirit Director in purchasing, maintaining, distributing, collecting and storage of BYFA spirit equipment.
2. Works with Spirit Coordinator on budget planning.

ARTICLE 8: SPECIFIC DUTIES FOR COACHES AND APPOINTED BOARD MEMBERS

SECTION 1: HEAD COACHES FOOTBALL\SPIRIT

1. Is responsible at all times for their actions on the field or in any capacity while representing the BYFA
2. Is responsible for their Assistant Coaches actions on the field or while representing the BYFA in any capacity.
3. Is responsible for their players/cheerleaders actions on the field or while representing the BYFA
4. Is responsible for controlling parents' behavior on the sideline.
5. Is responsible for student demonstrators actions on the field or while representing the BYFA 6. Submit a prospective list of Coaches to the Board of Directors for their approval at least two (2) weeks prior to Certification Day.
7. Attend or have a representative attend the Mandatory State Coaches Meeting held by the HLA.
8. Take an active role in all BYFA Fundraising activities working hand-in-hand with the Team Parent.
9. Each appointed position will fulfill the responsibilities as detailed below in Article 8

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2. Is responsible for their Assistant Coaches actions on the field or while representing the BYFA in any capacity.
3. Is responsible for their athlete's actions on the field or while representing the BYFA
4. Is responsible for controlling parents' behavior on the sideline.
5. Is responsible for student demonstrators actions on the field or while representing the BYFA 6. Submit a prospective list of Coaches to the Board of Directors for their approval at least two (2) weeks prior to Certification Day.
7. Attend or have a representative attend the Mandatory State Coaches Meeting held by the HLA.
8. Take an active role in all BYFA Fundraising activities working hand-in-hand with the Team Parent.
9. Always exhibit good sportsmanship and refrain from criticism both on and off the field any Referee, Coach or other Volunteer of the BYFA or American Youth Football Association. 10. Must have a Red Cross or equivalent First Aid Card.
11. Football Head Coaches will not authorize any equipment purchase without the consent of the Equipment Manager.
12. Spirit Head Coaches will not authorize any equipment purchase without the consent of the Spirit Equipment Coordinator.
13. Advancement to Nationals will be at the discretion of the head coach and the appropriate Director.

SECTION 2: ASSISTANT COACHES

1. Exhibit good sportsmanship while acting in any capacity for the BYFA.
2. Take an active part in all fundraising activities.
3. Refrain from any criticism both on and off the field of any referee, coach or other volunteer of the American Youth Football Association.
4. Make no equipment purchase without the consent of the Head Coach.

SECTION 3: FUNDRAISING COORDINATOR

1. Is responsible for formulating a series of Board approved fundraisers to be scheduled throughout

the year.

2. Chairs a Fundraising Committee of an adequate number of members to bring about a successful Fundraising campaign.

SECTION 4: CONCESSION COORDINATOR

1. Is responsible for planning and purchase of all foods at a reasonable price and maintaining an accurate inventory of such goods.

2. Is responsible for concession operations on home game Sundays, including preparation and cleanup.

3. Works hand-in-hand with Team Parent Coordinator to ensure a smooth line of communication to Parents concerning the working of Sunday games.

4. Is responsible for an accurate record of all expenditures and income from

concessions. 5. Is responsible for all monies collected during concession activities.

SECTION 5: CONCESSION COORDINATOR II*

1. Is responsible for planning and purchase of all foods at a reasonable price and maintaining an accurate inventory of such goods.

2. Is responsible for concession operations on home game Sundays, including preparation and cleanup.

3. Works hand-in-hand with Team Parent Coordinator to ensure a smooth line of communication to Parents concerning the working of Sunday games.

4. Is responsible for an accurate record of all expenditures and income from

concessions. 5. Is responsible for all monies collected during concession activities.

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SECTION 6: FOOTBALL REGISTRATION COORDINATOR

1. Needs to work with the Spirit Registration Coordinator on all registration documents and events.

2. Is responsible for formulating registration forms and make such forms available to eligible players.

3. Is responsible for obtaining permission from school districts within the Leagues boundaries so registration forms may be delivered to those schools.

4. Is responsible for actual delivery of registration forms to the schools.

5. Is responsible for newspaper campaigns and other related forms of advertisements to register players, working with the Communications Coordinator.

6. Is responsible for all paperwork for players requiring district exemptions.

7. Is responsible for handing out all BYFA paperwork to parents, e.g. academic forms.

8. Works with a board approved budget for flyers and advertising.

SECTION 7: SPIRIT REGISTRATION COORDINATOR

1. Needs to work with the Football Registration Coordinator on all registration documents and events.

2. Is responsible for formulating registration forms and making such forms available to eligible cheerleaders.

3. Is responsible for obtaining permission from school districts within the Leagues boundaries so registration forms may be delivered to those schools.

4. Is responsible for actual delivery of registration forms to the schools.

5. Is responsible for newspaper campaign and other related forms of advertisements to register cheerleaders, working with the Communications Coordinator.

6. Is responsible for all paperwork for cheerleaders requiring district exemptions. 7. Is

responsible for handing out all BYFA paperwork to parents, e.g. academic forms. 8.

Works with a board approved budget for flyers and advertising.

SECTION 8: TEAM PARENT LIAISON

1. Is responsible for identifying a Team Parent for each football team and spirit squad. 2. Is responsible for communications to said Team Parents working hand-in-hand with concession coordinator to form a schedule for working the Home games. 3. Is responsible for relaying all necessary information to Team Parents regarding all scheduled Fundraising activities. 4. Is responsible for relaying all necessary information to Team Parents concerning all other BYFA activities. 8

5. Works hand-in-hand with coaching staffs to ensure a total network of communications. 6. Is

responsible for overseeing the academic eligibility and academic achievement paperwork, for all football teams and spirit squads, working with Team Parents to ensure paperwork is completed in a timely fashion.

SECTION 10: COMMUNICATIONS COORDINATOR

1. Is responsible for all aspects of the BYFA Web site and shall distribute association information to the newspapers, radio, schools, and other media providers.
2. Be in contact with the coaching staff and the board members to keep the BYFA website up to date and useful to the BYFA membership.
3. Work with the Board, Head Coaches, and Team Moms to obtain any newsworthy events that would promote The Association.
4. Assist, to the extent possible, with all functions of BYFA.
5. Is responsible for administration of any social media accounts under the BYFA umbrella

SECTION 11: FIELD COORDINATOR

1. Is responsible for the preparation and clean-up of the fields and bleachers for Home Games.
2. Is responsible for communicating with the SAU Office regarding field usage etc. **SECTION**

12: MERCHANDISE COORDINATOR

1. Is responsible for the organization, purchase and sale of BYFA merchandise.
2. Present a Merchandise Budget to the board before the start of the season that details all required spending for the current season.
3. Is authorized to spend monies approved by the Board of Directors from the Merchandise Budget.

SECTION 13: SCHOLASTIC COORDINATOR

1. Is responsible for the calculation of any school grade average required for any report cards and is responsible for all aspects of tracking players' grades and scholastic forms for awards that are required by NHYFSC.
2. The Scholastic Coordinator works with the Directors in these matters.
3. Assist, to the extent possible, with all functions of The Association.

SECTION 14: FOOTBALL ASSISTANT EQUIPMENT MANAGER

1. Responsible for assisting the Football Director, Assistant Director and Equipment Manager with duties set forth under Article 7 section 13

SECTION 15: SPIRIT ASSISTANT EQUIPMENT MANAGER

1. Responsible for assisting the Spirit Director, Assistant Director and Equipment Manager with duties set forth under Article 7 section 14.

SECTION 16: FOOTBALL MEMBER AT LARGE

1. Football Member at Large is a member of the Board whose duties and responsibilities will vary according to the needs of the association.
2. Is responsible for working closely with the Football Director and supporting other board members during critical times of need.
3. Is responsible for attending and supporting board members at all home games.

SECTION 17: SPIRIT MEMBER AT LARGE

1. Spirit Member at Large is a member of the Board whose duties and responsibilities will vary according to the needs of the association.
2. Is responsible for working closely with the Spirit Director and supporting other board members during critical times of need.
3. Is responsible for attending and supporting board members at all home games.

ARTICLE 9: AFFILIATION

SECTION 1: CHARTER

The BYFA shall annually apply for a charter from American Youth Football, Inc. and shall do all things necessary to obtain and maintain said charter. BYFA shall devote its entire energies to the activities authorized by such a charter and it shall not be affiliated with any other program or organization or

operate any other program.

SECTION 2: RULES AND REGULATIONS

The official rules and regulations as published by American Youth Football and the NHYFSC shall be binding on the BYFA.

ARTICLE 10: FINANCIAL AND ACCOUNTING

SECTION 1: COMMON LEAGUE TREASURY

The Board of Directors shall decide all matters pertaining to the finances of the BYFA, and it shall place all income in a common treasury, directing the expenditures of the same in such a manner as will give no individual or team an advantage over others in the organization. Multiple accounts in the same bank in the name of BYFA constitute a common treasury.

SECTION 2: EQUALIZATION

The Board of Directors shall solicit funds or property for the common treasury of the BYFA, discouraging favoritism among teams, endeavoring to equalize funds to benefit all of the BYFA teams.

SECTION 3: SOLICITATION OF FUNDS

The Board of Directors shall not permit solicitation of funds in the name of the American Youth Football Association, unless all of the funds raised are not placed in the treasury of the BYFA, but instead are disbursed to the American Youth Football Association.

SECTION 4: DISBURSEMENT OF FUNDS

The Board shall not disburse BYFA funds for other than the conduct of American Youth Football activities in accordance with the rules and regulations of American Youth Football Incorporated.

SECTION 5: MEMBER EXPENSE POLICY

1. Regional Expenses – The association does not cover any expenses for Regional Competition. If the Director & Head Coaches of competing teams are required to attend a regional meeting the night before the Regional Competition, the cost of the hotel may be covered at the discretion of the appropriate Director. Any expense over \$1,000 needs to be approved by the Board of Directors. 2. National Expenses – The association does not automatically cover any expenses for National Competition. The appropriate Director will make decisions based on available funds in their appropriate accounts as to which funds, if any, can be used for national expenses for players and rostered personnel. Any expense over \$1,000 needs to be approved by the Board of Directors. 3. All-Star Participants of any NHYFSC/AYF/AYC: All Star sponsored event (football or spirit), shall receive no more than \$200.00 per participant with a cap of \$3000.00 (\$1500.00 football/\$1500.00 spirit). This money will be taken from the General Operating Fund upon review of the Board of Directors

SECTION 6: DEPOSITION OF MONIES

All monies received, shall be deposited to the credit of BYFA, in an approved financial institution and all disbursements shall be made by check or EFT. All checks shall be signed by the Treasurer or by the President of BYFA, and such other officers or officers or other persons as the Board of Directors deems necessary. Proceeds from Season Premiere will be deposited in a BYFA cheer fund. These proceeds will be used to offset cheer related travel expenses and other cheer expenses included in the approved Cheer Budget or approved by the Board of Directors.

Proceeds from any fundraiser organized for a specific purpose will be deposited in a BYFA fund specific to the fund raiser. Expenses will be approved by the Board.

SECTION 7: FISCAL YEAR

The Fiscal Year of the BYFA, shall be from January 1st to December 31st.

SECTION 8: DISSOLUTION

Upon dissolution of the BYFA, and after settling all outstanding debts and claims, all remaining assets will be distributed to another such organization or organizations maintaining an objective similar to that set

forth in Article 2 herein, if that organization is entitled to tax exemptions under Section 501 (C) (3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE 11: MANUAL

The Board of Directors of the BYFA, will set in place, distribute and rely on a policy and procedures manual to convey the following policies and procedures of the organization.

1. A Code of Conduct Policy for Athletes, Board of Directors, Parents and Regular Members.
2. A Commitment Policy for Athletes, Board of Directors, Coaches, Parents and Regular Members.
3. A Grievance Procedure for Athletes, Board of Directors, Coaches, Parents and Nonaligned regular members.
4. A Disciplinary Policy for Athletes, Board of Directors, Coaches, Parents and Regular Members.
5. A list of proposed Fundraising Activities and dates.

ARTICLE 12: ISSUING PERTINENT DOCUMENTS

SECTION 1: TO BOARD OF DIRECTORS

All BYFA, Board of Directors shall be issued all pertinent documents, rule books, and manuals needed to ensure that all decisions are based on the laws and principles of American Youth Football. These shall include the AYF National Constitution, the local HLA Constitution, the BYFA By-Laws, the BYFA Policy and Procedure Manual, the Code of Ethics Manual (Blue Book), the NAA Football Rules Book and the NFHS Spirit Rules Book.

SECTION 2: TO OTHER MEMBERS

All BYFA regular members shall have copies of the following pertinent documents made readily available to them: the BYFA By-Laws, and the BYFA Policy and Procedures Manual.

ARTICLE 13: AMENDMENTS

1. Any Board member or member in good standing may present amendments to these By-Laws in writing at least 14 days prior to the October board meeting. Notice of proposed changes will be sent to members in good standing for review and comment 10 days prior to the vote to change the by-laws (ie the November meeting). Changes will be voted on at the November meeting; a vote of two-thirds of the Board of Directors is needed to change the by-laws.

2. In circumstances where an event occurs that presents a conflict in these By-Laws, a special meeting of the Board must be held to vote on an amendment to the By-Laws that allows the association to resolve the conflict in the By-Laws..

3. The amendment shall become effective immediately upon acceptance.

Instituted January 2020 and supersedes any other by-laws of the BYFA.