

VILLAGES FOOTBALL ASSOCIATION, INC.

BY-LAWS

ARTICLE I: NAME

The registered name of this organization with the state of Florida is Bartram Football Association, Inc. (BFA).

This organization will be known as Villages Football Association, Inc. (VFA). Villages Football Association is a registered Fictitious Name with the state of Florida.

ARTICLE II: OBJECTIVES

SECTION 1:

The objective of Bartram Football Association, Inc. (Hereafter ASSOCIATION) is to develop well-rounded young men and women who learn not only the fundamentals of football or cheerleading in an organized, supervised environment with emphasis on maximum safety, but also the importance of education, in an atmosphere conducive to developing sound mind, body and character. Additionally, the ASSOCIATION will inspire youth to practice the ideals of good sportsmanship, scholarship and personal integrity. Along with these ideals, the ASSOCIATION must instill upon its members, be they players, cheerleaders, coaches or parents that winning is secondary to the ideals set forth in this constitution.

SECTION 2:

To achieve this objective, the ASSOCIATION will provide a supervised program under the rules and regulations of American Youth Football. The local HLA (Highest Local Authority) rules will govern the ASSOCIATION, 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 ASSOCIATION shall operate exclusively as a nonprofit organization providing a supervised program of competitive football games. 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

- (A.) Membership in the ASSOCIATION shall be limited to any person who has direct unselfish interest in the Association and shall include coaches, parents and adult volunteers with Board approval. To participate in the organization you must meet all requirements of these by-laws and the NORTH FLORIDA YOUTH FOOTBALL AND CHEER CONFERENCE. No participant will be denied membership due to financial ability to pay the required fees.
- (B.) Members may be approved for membership at any regular or special meeting by a majority vote of the board. Membership affords that person all the privileges, rights, and responsibilities associated with it.
- (C.) Any board member, or parent/guardian of a registered child, will be eligible to vote at the annual meeting.

SECTION 2: CLASSES

- (A.) REGISTERED MEMBERS - Any player candidate meeting the age and weight requirements set forth by American Youth Football, or cheerleader candidate meeting age requirement and who resides within the specific boundaries of the ASSOCIATION set forth by the HLA (Highest Local Authority) shall be eligible to participate, but shall have no rights, duties or obligations in the management of the ASSOCIATION. Membership will be subject to St. Johns County, FL Parks and Recreation Department requirements for access to fields.

- (B.) **REGULAR MEMBER** – Any parent of a registered participant and any person actively interested in furthering the objectives of the ASSOCIATION as defined in Article 1, Section I, is a member in good standing, subject to Board approval.
- (C.) **TERMINATION** - The Board of Directors shall, in the case of a player/cheerleader or regular member, give notice to the Head Coach of the team in which the player/cheerleader or regular member is a member. Said Head Coach shall appear, in the capacity of an advisor, with the player/cheerleader or regular member before a duly appointed committee of the board of directors, which shall have full power to suspend or revoke such player/cheerleader 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 ASSOCIATION. The Board of Directors will set the Registration fee. At no time will the payment of a fee to be prerequisite for participation in the ASSOCIATION.

ARTICLE 5: MEETINGS

SECTION 1: ANNUAL MEETING

The Annual Meeting of the ASSOCIATION shall be held no later than December 31st of each calendar year for the purpose of electing Officers. At such time any addition or amendments to the Constitution or Local League Rules (by-laws) may be acted upon by the full membership. 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 last recorded 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 MEETINGS

Regular meetings of the Board members will be held weekly during the playing season and monthly in the off-season, 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 of one-third of the current board membership during the annual meeting shall constitute a quorum.

One-third of the Board of Directors at Regular and Special Meetings shall constitute a quorum.

SECTION 5: VOTING

Only Board members shall be entitled to vote at any meeting of the ASSOCIATION 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 same conflicts with the by-laws of the ASSOCIATION in which case the bylaws shall take precedence.

ARTICLE 6: BOARD OR DIRECTORS

SECTION 1: BOARD AND NUMBERS

The management of the property and affairs of the ASSOCIATION shall be vested in the Board of Directors. The number of Directors shall not be less than seven (7) or more than twenty (20). The Directors, then in office on January 1st of each calendar year shall enter upon their duties and shall continue in office until their successors shall have been duly elected and qualified. Although it is not the most desirable of circumstances, an individual may hold more than one position on this Board. In the event the situation occurs, that individual will have only one vote when deciding matters that come before this board.

SECTION 2: ELECTED OFFICERS

The Board Membership shall consist of nineteen (17) elected Officers those being President, Vice-President, Secretary, Treasurer, Football Director, Spirit Director, Scholastics Director, Weighmaster Director, Equipment Manager, Field Director, Football Team Parent/Registration Director, Spirit Team Parent/Registration Director, Fundraising Director, Concession Director, Merchandise Director, First-Aid Director and Webmaster. 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. Eight of seventeen Officer positions will become available on even years beginning with the President, Secretary, Spirit Director, Scholastics Director, Fundraising Director, Football Team Parent/Registration Director, First-Aid Director and Equipment Manager. The Vice President, Treasurer, Football Director, Weighmaster Director, Spirit Team Parent/Registration Director, Field Director, Concession Director, Merchandise Director and Webmaster will become available on odd numbered years. All terms expire on December 31st.

SECTION 3: APPOINTED OFFICERS

Up to three Directors-at-Large will be appointed by the elected Officers. These appointed positions' term is for one year January 1 through December 31.

SECTION 4: DUTIES AND POWERS

The newly elected Officers will appoint the remaining Directors and such standing committees. The full Board of Directors shall have the power to appoint all Coaches. The Board may adopt such rules and regulations (By-laws) for the conduct of its meetings and the Management of the ASSOCIATION, as it may deem proper. The Board may not change by-laws unless approved by two-thirds vote. 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, Player, Cheerleader or other active Member of the ASSOCIATION in accordance with the procedures set forth in Article 3 Section (2C).

SECTION 5: VACANCIES IN OFFICE

If a vacancy occurs on the Board of Directors by death, resignation or otherwise, it may be filled by a two-thirds majority of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

SECTION 6: MEETINGS, NOTICE, AND QUORUM

A regular meeting of the Board of Directors shall be held immediately following the Annual Elections and on such other days as shall be determined by the Board. The President or Secretary may, whenever either deems necessary and the Secretary shall at the request in writing of (5) Directors issue a call for a special meeting of the board. Notice of each meeting shall be given by the Secretary to each Director at least three (3) days before the appointed time of the meeting and addressed to the last recorded address of each Director either by mail or by telephone or by recorded telegraphic or personal notice. In the case of special meetings, such notice shall include the purpose of the meeting and no matters unless so stated may be acted upon at the meeting. A majority of the Board of Directors present is needed to sustain any vote.

ARTICLE 7: SPECIFIC DUTIES FOR ELECTED OFFICERS

SECTION 1: PRESIDENT

- (A.) Conduct the affairs of the ASSOCIATION, and execute the policies established by the Board of Directors.
- (B.) Present a report of the condition of the ASSOCIATION, at the annual meeting.
- (C.) Communicate to the Board of Directors such matters that are appropriate and make suggestions to promote the welfare of the ASSOCIATION.
- (D.) Be responsible for the conduct of the ASSOCIATION, and insure conformity to the policies, principles, rules and regulations of American Youth Football.
- (E.) Designate in writing to other officers if necessary the power to make and execute for and in the name of the ASSOCIATION, such contracts and leases as may be received prior approval from the Board of Directors.
- (F.) Investigate complaints, irregularities, and conditions detrimental to the ASSOCIATION, and report thereon to the Board as circumstances warrant.
- (G.) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof
- (H.) With the assistance of the registration coordinator, examine the applications and support proof of age documents, health certificates, and residences of all potential players and cheerleaders before that player or cheerleader becomes a member of the ASSOCIATION.
- (I.) President shall have grant of authority of up to \$500 between Board meetings.
- (J.) Will be responsible for News Releases and all other publications pertaining to the ASSOCIATION.

SECTION 2: VICE PRESIDENT

- (A.) 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.
- (B.) Shall serve as Ex-officio on all committees.

SECTION 3: SECRETARY

- (A.) Be responsible for recording the activities of the ASSOCIATION, and maintain appropriate files, mailing lists, and necessary records.
- (B.) 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.
- (A.) Maintain a list of all regular members and give notice of all meetings of the ASSOCIATION, to the Board of Directors and all Committees.
- (B.) 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.
- (C.) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, vote, and resolutions not otherwise committed.
- (D.) Notify Members, Directors, and Committee Members of their Election or Appointment.
- (E.) Will keep all By-law changes and will report such changes at General Meeting at year's end.

SECTION 4: TREASURER

- (A.) 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.
- (B.) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- (C.) Keep records for receipt and disbursement of all monies and securities of the ASSOCIATION.
- (D.) Prepare an annual budget under the direction of the President for submission to the Board of Directors at the Annual Meeting.

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

SECTION 5: FOOTBALL DIRECTOR

- (A.) Responsible for coaching application process including, recruiting coaches, interviewing, background checks, sports safety training and making recommendations to Board.
- (B.) Scheduling of Scrimmages coordinating with head coaches
- (C.) Ensure coaches adhere to the American Youth Football Coaches Code of Conduct
- (D.) Call in scores to State and mail in MPR sheets weekly during season.
- (E.) Ensure the same basic drills and plays are used at all levels of play.
- (F.) Handle any coaching complaints by parents
- (G.) Make recommendations to Board for disciplining coaches
- (H.) Attend all games when possible

SECTION 6: CHEERLEADING DIRECTOR

- (A.) Shall exhibit good sportsmanship on the field or in any capacity while representing the ASSOCIATION.
- (B.) Shall attend or have a representative attend all mandatory State Meetings during the year.
- (C.) Shall supply the Cheerleading Head Coaches with all pertinent communications from the Board of Directors.
- (D.) Shall work with Team Parent, Fundraising Coordinator, and Concession Coordinator to ensure a smooth line of communication.
- (E.) Shall be able to Coach only in the absence of a Head Coach.

SECTION 7: SCHOLASTICS DIRECTOR

- (A.) Report to the League Scholastics Director
- (B.) Be responsible for: verifying scholastic fitness of each boy/girl in the association. (report cards from the school year ending in May or June) and making sure that any child with a 96% grade point average or above receives an All-American Application, following up with those parents whose child(ren) received the application and making certain that all applications are completed in full, as well as the addendum, and signed by the child and his/her parents. The ASSOCIATION Scholastics Director must also send the applications to the League Scholastic Director, once the local coordinator has identified the All-American candidates from their associations. Association coordinators can serve on the conference screening committee (to screen conference candidates for regional and national consideration)

SECTION 8: WEIGHMASTER DIRECTOR

- (A.) Be responsible for storage and upkeep of all scales and other weighmaster equipment.
- (B.) Responsible for procuring needed volunteers to participate as certified American Youth Football Weighmasters.
- (C.) Responsible for ensuring that weighmaster volunteers receive the appropriate certification to participate as weighmasters through the American Youth Football and Cheer Conference.
- (D.) Responsible for organizing and scheduling weighmaster volunteers to certify participants for all home games.

SECTION 9: EQUIPMENT MANAGER

- (E.) Be responsible for storage and upkeep of all the ASSOCIATION equipment.
- (F.) Be responsible for maintaining the storage area for equipment.
- (G.) Be responsible for all other related equipment Down Markers, Yard Line Markers, Tackling Dummies, etc.).

- (H.) Be responsible for equal disbursement of equipment to all Divisions.
- (I.) Be responsible for an accurate Year End Inventory of all equipment both Football and Cheerleading.
- (J.) Be responsible for purchasing equipment, with approval of the Board of Directors for the Upcoming Season.
- (K.) Make sure that all helmets needing certification be brought to a registered specialist so they may be ready for August 1st of each calendar year.
- (L.) Be responsible for formulating, with the help of all Head Coaches, a projected equipment budget.
- (M.) Be responsible for securing quotes for all large equipment purchases.
- (N.) Be allowed to spend up to \$100.00 without approval of the Board of Directors.

SECTION 10: FUNDRAISING DIRECTOR

- (A.) Shall be responsible for formulating a series of Board approved fundraisers to be scheduled throughout the year.
- (B.) Shall chair a Fundraising Committee of an adequate number of members to bring about a successful Fundraising campaign.

SECTION 11: CONCESSION DIRECTOR

- (A.) Shall be responsible for ordering all foods at a reasonable price and maintaining an accurate inventory of such goods.
- (B.) Shall be responsible for concession operations on home game Saturdays.
- (C.) Will work hand-in-hand with Team Parent Coordinator to ensure a smooth line of communication to Parents concerning the working of Sunday games.
- (D.) Will be responsible for an accurate record of all expenditures and income from concession.

SECTION 12: MERCHANDISE DIRECTOR

- (A.) Will be responsible for the organizing, purchasing and selling of the ASSOCIATION merchandise

SECTION 13: FOOTBALL TEAM PARENT/REGISTRATION COORDINATOR

- (A.) Will be responsible for choosing a Team Parent from each Division of Players.
- (B.) Will be responsible for communications to said Team Parent and will work hand-in hand with concession coordinator to form a schedule for working the Home Games.
- (C.) Will be responsible for relaying all necessary information to Team Parents regarding all scheduled Fundraising activities.
- (D.) Will be responsible for relaying all necessary information to Team Parents concerning all other ASSOCIATION activities.
- (E.) Will work hand-in-hand with coaching staffs to insure total network of communications.
- (F.) Will be responsible for formulating registration forms and make such forms available to eligible players/cheerleaders.
- (G.) Shall be responsible for obtaining permission from school districts within the Leagues boundaries so registration forms may be delivered to those schools.
- (H.) Shall be responsible for actual delivery of registration forms to the schools.
- (I.) Will be responsible for newspaper campaign and other related forms of advertisements to register players and cheerleaders.

SECTION 14: SPIRIT TEAM PARENT/REGISTRATION COORDINATOR

- (A.) Will be responsible for choosing a Team Parent from each Division of Cheerleaders.
- (B.) Will be responsible for communications to said Team Parent and will work hand-in hand with concession coordinator to form a schedule for working the Home Games.
- (C.) Will be responsible for relaying all necessary information to Team Parents regarding all scheduled Fundraising activities.
- (D.) Will be responsible for relaying all necessary information to Team Parents concerning all other ASSOCIATION activities.
- (E.) Will work hand-in-hand with coaching staffs to insure total network of communications.
- (F.) Will be responsible for formulating registration forms and make such forms available to eligible players/cheerleaders.
- (G.) Shall be responsible for obtaining permission from school districts within the Leagues boundaries so registration forms may be delivered to those schools.
- (H.) Shall be responsible for actual delivery of registration forms to the schools.
- (I.) Will be responsible for newspaper campaign and other related forms of advertisements to register players and cheerleaders.

SECTION 15: FIELD COORDINATOR

- (A.) Will be responsible for the preparation and setting up of the field for Home Games.
- (B.) Procurement and storage of all field equipment.

SECTION 16: FIRST-AID DIRECTOR

- (A.) Will be responsible for organizing and scheduling of participant physicals.
- (B.) Will be responsible for procurement of all First-Aid supplies for all teams as is required by the league
- (C.) Will be responsible for scheduling CPR training for volunteers as needed.

SECTION 17: WEBMASTER

- (A.) Will be responsible for maintenance of ASSOCIATION website.

SECTION 18: DIRECTOR-AT-LARGE

- (A.) Will be responsible to carry out duties assigned by the Board.

ARTICLE 8: SPECIFIC DUTIES FOR APPOINTED OFFICERS

SECTION 1: HEAD COACHES FOOTBALL\SPIRIT

- (A.) Shall be responsible at all times for their actions on the field or in any capacity while representing the ASSOCIATION.
- (B.) Shall be responsible for their Assistant Coaches actions on the field or while representing the ASSOCIATION in any capacity.
- (C.) Shall be responsible for their players/cheerleaders actions on the field or while representing the ASSOCIATION.
- (D.) Shall be responsible for controlling parents' behavior on the sideline.
- (E.) Shall submit a prospective list of Coaches to the Board of Directors for their approval at least two (2) weeks prior to Certification Day.

- (F.) Shall attend or have a representative attend the Mandatory State Coaches Meeting held by the HLA (Highest Local Authority). Shall attend any mandatory training required by the league or American Youth Football.
- (G.) Should take an active role in all ASSOCIATION fundraising activities working hand-in-hand with the Team Parent.
- (H.) Shall always exhibit good sportsmanship and refrain from criticism both on and off the field any Referee, Coach or other Volunteer of the American Youth Football program.
- (I.) Must ensure that at least one coach or team parent has a Red Cross or equivalent First Aid Card.
- (J.) Make no equipment purchase without consent of the Equipment Manager.

SECTION 2: ASSISTANT COACHES

- (A.) Shall always exhibit good sportsmanship while acting in any capacity for the ASSOCIATION.
- (B.) Should take an active part in all fundraising activities.
- (C.) Shall refrain from any criticism both on and off the field of any referee, coach or other volunteer of the American Youth Football program.
- (D.) Make no equipment purchase without consent of Equipment Manager.

ARTICLE 9: AFFILIATION

No Director, Officer or Member of the ASSOCIATION, shall receive any salary, compensation or emolument from the ASSOCIATION or any other source whatsoever, for services rendered as Director, Officer, Member or any Volunteer position.

SECTION 1: DEPOSITION OF MONIES

All monies received, shall be deposited to the credit of the ASSOCIATION, in an approved financial institution and all disbursements shall be made by check. All checks shall be signed by the Treasurer or by the President of the ASSOCIATION, and such other officer or officers or other persons as the Board of Directors deems necessary.

SECTION 2: FISCAL YEAR

The Fiscal Year of the ASSOCIATION shall be the calendar year from January 1st to December 31st.

SECTION 3: DISSOLUTION

Upon dissolution of the ASSOCIATION, 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 10: MANUAL

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

- (A.) A Grievance Procedure for Players/Cheerleaders, Board of Directors, Coaches, Parents and Nonaligned regular members.
- (B.) A Code of Conduct Policy for Players/Cheerleaders, Board of Directors, Parents and Regular Members.
- (C.) A Commitment Policy for Players/Cheerleaders, Board of Directors, Coaches, Parents and Regular Members.
- (D.) A Disciplinary Policy for Players/Cheerleaders, Board of Directors, Coaches, Parents and Regular Members.

ARTICLE 11: ISSUING PERTINENT DOCUMENTS

SECTION 1: TO BOARD OF DIRECTORS

All ASSOCIATION Directors shall be issued all pertinent documents, rule books, and manuals needed to insure that all decisions are based on the laws and principles of American Youth Football. These shall include the local HLA (Highest Local Authority) Constitution, the ASSOCIATION By-Laws, the ASSOCIATION Policy and Procedure Manual, the Code of Ethics Manual and the American Youth Football and Cheerleading Rules Book.

SECTION 2: TO OTHER MEMBERS

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

ARTICLE 12: AMENDMENTS

These by-laws may be amended, repealed or altered in whole or in part by a two-thirds vote at any regular meeting of the Board of Directors.

Instituted January 6, 2009.

Last Updated February 20, 2010