

Haddam-Killingworth Youth Football Association, Inc.

BYLAWS

CERTIFICATION

By this notice, the Executive Commission of the Haddam-Killingworth Youth Football Association, Inc. does hereby certify the following to be a true and correct copy of the Bylaws of this Corporation, effective March 2009. The Executive Commission reserves the right to modify, add, or delete any portion thereof, and to adjust these Bylaws to conform to rule changes or modifications of Connecticut Youth Football League or any subsequent League to which HKYFA is associated.

MISSION STATEMENT

The Haddam-Killingworth Youth Football Association will make every effort to make sure that every child with the desire to participate gets the opportunity to play or cheer, without regard to prior experience, athletic ability or size.

We are committed to instilling Honesty, Loyalty, Integrity, Teamwork, Discipline, Sportsmanship, Respect, Leadership, Trust and Commitment in our young participants. We believe these values and virtues are important to their growth and to them becoming active members of our community and society.

We will instill in our youth the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment and the spirit of community. We will instill the importance of academic achievement among athletes, and by doing so, it will prepare them for the challenges of high school and collegiate environments.

These goals will be achieved through organizing our dedicated volunteers, caring parents/guardians, and business associates who wish to partner with our great youth sport program.

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Article I – Name and Affiliation

This organization will be known as the Haddam-Killingworth Youth Football Association, Inc., hereinafter referred to as “HKYFA” or “the Corporation”. HKYFA is a member of and affiliated with the Connecticut Youth Football League, hereinafter referred to as “CTYFL” or “the League”.

Article II - Objective

Applicable Laws and Purpose. The Corporation is a nonstock corporation organized and incorporated under the Connecticut Revised Nonstock Corporation Act, Section 33-1000 et. seq. (the “Act”) and shall have the powers of a Connecticut nonstock corporation, provided that the activities of the Corporation are not inconsistent with Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Code of 1986, as amended. The purposes of the Corporation, as set forth in the Certificate of Incorporation, shall be:

1. To sponsor at least four football and cheerleading squads covering a range of age and weight levels as directed by CTYFL. The squads of HKYFA will be known as the Haddam-Killingworth Cougars. The colors of HKYFA are blue and gold;
2. To instill in the youth of the towns of Haddam and Killingworth the principles of good citizenship, sportsmanship, and knowledge in the competitive fundamentals of the sport of football and cheering. It is the purpose of the HKYFA to teach the participating youths conditioning, discipline and teamwork as it pertains to football and cheering, and to develop among the participants a winning attitude, which will be carried both on and off the field of play; and
3. To engage in any other lawful act or activity for which corporations may be formed under the Connecticut Revised Nonstock Corporation Act, Sections 33-1000 et. seq. of the Connecticut General Statutes (the “Act”); provided, that in all its activities the Corporation shall operate exclusively for charitable and educational purposes entitling the Corporation to exemption under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of such other revenue laws of the United States as shall be enforced from time to time (the “IRC”).

Article III – Membership

- 1) The Corporation is a Member Organization. Membership in HKYFA is available to any person sincerely interested in active participation to further the mission and objective of HKYFA and currently is in good standing with HKYFA, CTYFL, other leagues within Connecticut, and/or other youth organizations.
- 2) There shall be the following two classes of members:
 - a. Player Member: Any youth meeting the registration requirements of HKYFA, CTYFL and residing within the authorized boundaries of the League shall be a

Player Member of HKYFA. All players must agree and sign the “Players Code of Conduct”. Any Player found to be in violation of the Players Code of Conduct will be subject to suspension or termination as noted in this Article.

- b. Regular Member: Any adult who is a coach, volunteer, or the parent and/or legal guardian of a player shall be a Regular Member of HKYFA. All Directors, Officers, Operational Chairpersons, coaches, and any other elected or appointed official of the Corporation must be an active Regular Member in good standing. All parents and/or legal guardians of a player must agree and sign the “Parents Code of Conduct”. Any parent and/or legal guardian found to be in violation of the Parents Code of Conduct will be subject to suspension or termination as noted in this Article.

3) Term of Membership

The Membership roster of the HKYFA shall be revised each January to reflect the change in status of those persons who are no longer eligible for membership based on the criteria set forth in these Bylaws.

4) Suspension or Termination of Membership

- a. Membership in HKYFA may be terminated by resignation by the member or suspension by the Executive Commission. Termination of membership must be approved by a 2/3rds majority of the votes of Executive Commission members present at an Executive Commission meeting in which there is a quorum. Officers of the Corporation shall have the authority to discipline, eject, or suspend membership (subject to termination proceedings) on the spot when the conduct of such member is considered detrimental to the best interest of the players and Corporation.
- b. If membership is subject to being terminated by Executive Commission action, the Regular Member involved must be notified of the Executive Commission meeting at which such termination will be voted upon; the general nature of the charges and bylaw(s) violated; and given an opportunity to answer such charges. A minimum of twenty-four (24) hours notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A vote may take place and membership may be terminated in said member’s absence.
- c. In the case of a Player Member, a member of the Executive Commission shall give notice to the parent and/or guardian of the Player Member and the head coach of the team in which the player belongs. An adult aged 21 or older shall appear in the capacity of an advisor with the player before the Executive Commission. A minimum of twenty-four (24) hours notice shall be given to all concerned parties. If the player does not attend the meeting, it will still be held. A vote may take place and membership may be terminated in said player’s absence.
- d. Individuals who no longer meet the eligibility criteria for members as set forth in these Bylaws shall be dropped from the membership on January 1 of each calendar year.

5) Voting

- a. Player Members shall not have voting rights.
 - b. Each Regular Member shall have full rights to participate in voting, including voting at the Annual Meeting for the Officers and Operational Chairpersons, and voting at any other meeting at which a membership vote may be called. Each Regular Member shall have one vote.
 - c. Proxy voting by members is not permitted.
- 6) **Annual Meeting.** The Annual Meeting of the Corporation shall be held each year during the month of December or at a date and time to be set by the Executive Commission. At the Annual Meeting, all Members shall elect the Officers and the Operational Chairpersons whose term will expire for the subsequent year.
- 7) **Membership Meetings.** In addition to the Annual Meeting, regular meetings may be held at dates and times set by the Executive Commission.
- 8) **Special Meetings.** Special Membership meetings shall be held upon the call of the President or the Executive Commission, or upon written request of at least 25 Regular Members.
- 9) **Notice.** Notice of any meeting shall be given to each Regular Member by posting such notice on the Corporation's web site. Such notice shall be posted at least ten (10) and no more than sixty (60) days prior to any meeting.

Article IV - Directors

- 1) **Number, Election and Term of Office.** There shall four (4) directorships on the Board of Directors, ("Board"). The President, Vice President, Secretary, and Treasurer of the Corporation shall serve as ex-officio directors.
- 2) **Vacancies.** Vacant positions on the Board of Directors shall be filled for the unexpired portion of the term by electing a qualified member to the appropriate officer position. The newly elected officer shall then assume the position of ex-officio director.
- 3) **Unanimous Consent.** In lieu of any regular or special meeting and vote of the Directors, the unanimous written consent of all Directors may be executed with respect to any action taken or to be taken by the Directors, and said consent shall have the same force and effect as a unanimous vote of the Directors at a duly called or held meeting.
- 4) **Powers.** The property and business of the Corporation shall be managed by the Executive Commission as provided in these Bylaws.

Article V - Officers

1) Title, Election and Duties. The Regular Members shall elect a President, Vice President, Treasurer and Secretary its annual meeting prior to the expiration of their term. An officer shall serve for two (2) years beginning January 1st and ending December 31st of the year immediately following his or her election. A member can be re-elected as an officer to consecutive terms. The duties of each officer shall be the duties prescribed by these Bylaws. Each officer shall serve as an ex-officio director as provided in these Bylaws. Individuals from the same household may not serve concurrently as officers.

2) President. The President is responsible for the overall administration of HKYFA. The President shall preside at all meetings of the Board, Executive Commission and general membership, and will take an active part in the voting process. The President shall oversee the appointment of all sub-committees. The President shall enforce the policies of HKYFA for the proper, efficient, and safe administration of the program. The President will also be a member of the sub-committee to place players on their respective teams. To be elected as President, a candidate must have two years membership as an Officer or as an Operational Chairperson. The President must be present at a minimum of 2 games each week during the season. The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them as he/she deems advisable.

3) Vice President. The Vice-President shall be responsible for the overall administration of HKYFA in the absence of the President. The Vice President will be responsible for coordinating all suggestions received by the Corporation. These suggestions will be presented to the Secretary so they may be added to the agenda for the next meeting for discussion and/or voting.

4) Secretary. The Secretary shall record the minutes of all meetings of the Executive Commission and all membership meetings, and shall distribute said minutes within three (3) calendar days of the next meeting. The Secretary shall handle all correspondence on behalf of the Corporation. In the absence of the President and Vice President, the Secretary shall perform their duties. This individual will also be responsible for all data entry required by HKYFA and the League.

5) Treasurer. The Treasurer shall be responsible for the accounting of all monies of HKYFA. A report of all deposits and disbursements shall be accurately accounted for at each meeting of the Executive Commission. The Treasurer shall prepare a year-end fiscal report of HKYFA and submit it to the Executive Commission for approval at the Annual Meeting. The Treasurer shall administer all income of HKYFA. No person or group of persons shall in any way or by any device, incur indebtedness on the behalf of HKYFA or make expenditures, allocations, or disposition of any of HKYFA's assets, funds or monies, except as approved by the Executive Commission. The Treasurer must have the approval of the President on all checks requests. If violated, the Treasurer will be subject to expulsion proceedings pursuant to these Bylaws.

6) The officers shall be elected on the basis of their character, adherence to the objectives of HKYFA, and the reasonable ability to perform the duties of their office.

The vote required for election as an officer is a majority of the votes of Regular Members present at the Annual Meeting of members. Each officer is expected to attend all scheduled meetings of the Executive Commission and vote on all motions of the Executive Commission. **All officers must be residents of the towns of Haddam or Killingworth.**

7) An officer absent from four (4) consecutive Executive Commission meetings shall be deemed to have resigned. Exceptions can be made if the remaining Executive Commission members deem his or her excuse to be valid.

8) Each officer shall have 2 votes at a meeting of the Executive Commission in which there is a quorum.

Article VI - Operational Chairpersons

1) Title, Election and Duties

- a. The Operational Chairperson positions shall be as follows: the Director of Football; Director of Cheerleading; Booster Director; Concessions Manager; Equipment Manager; Safety, Field & Home Game Coordinator; Public Relations Director; Web Master; Parent Liaison; and one CTYFL Town Representative for Football and a separate CTYFL Town Representative for Cheerleading.
- b. Each Operational Chairperson shall service for two (2) years beginning January 1st and ending December 31st of the following year. A member can be re-elected to consecutive terms as an Operational Chairperson. The vote required for election as an Operational Chairperson is a majority of the votes of Regular Members present at the Annual Meeting of the Members.
- c. An Operational Chairperson absent from four (4) consecutive Executive Commission meetings shall be deemed to have resigned. Exceptions can be made if the remaining members of the Executive Commission deem his or her excuse to be valid.
- d. All Operational Chairpersons must be residents of the Towns of Haddam or Killingworth.**
- e. Each Operational Chairperson has 1 vote at a meeting of the Executive Commission which there is a quorum.
- f. An Operational Chairperson may at his or her discretion appoint one or more volunteers to assist with the Chairperson's duties. Any such volunteer assistant shall not carry an official title, shall not have voting rights at an Executive Commission meeting, and shall not be counted for quorum purposes at an Executive Commission meeting.

2) Director of Football. This individual is responsible for the coordination of all coaching activities within the HKYFA football program. It will be the responsibility of this position, in coordination with the Parent Liaison, to mediate any disputes between players, coaches, parents or any combination thereof and to the best of their ability, in a discreet manner, handle the matter to the satisfaction of everyone involved, in accordance with the Complaint Procedures noted in Article XVII. This individual must be present at a minimum of 2 games each week during the season. These games shall be

different from the games the President attends. The specifics are to be coordinated with the President prior to each week's games.

3) Director of Cheerleading. This individual is responsible for the coordination of all coaching activities within the HKYFA cheering program. It will be the responsibility of this position, in coordination with the Parent Liaison, to mediate any disputes between players, coaches, parents or any combination thereof and to the best of their ability, in a discreet manner, handle the matter to the satisfaction of everyone involved, in accordance with the Complaint Procedures noted in Article XVII. This individual must be present at a minimum of 2 games each week during the season.

4) Booster Director. This individual is responsible for obtaining corporate and community sponsorships, and initiating and organizing any fund raising programs for HKYFA including organizing any sub committees necessary. There shall be a minimum of two (2) fund raising events each year. The Booster Director is responsible for securing volunteers for any 50/50 Raffles that are to take place during each home game. The Executive Commission must approve all ideas and members nominated to any subcommittee. This individual is also responsible for presenting all coaching apparel, player participation awards and any apparel or merchandise to be sold to the Executive Commission for their approval and following through on the ordering and dispersing of said items. No purchases will be made without the approval of the Executive Commission via a Purchase Order signed by the President. The Booster Director shall be required to report on the inventory of unsold apparel at the Annual Meeting.

5) Concessions Manager. This individual will be responsible for running the concession stand during all home field game days and coordinating any and all volunteers required to maintain the stand. This includes the purchasing and maintaining an adequate inventory food, drink and any related supplies. All monies collected along with receipts for monies spent will be turned over to the Treasurer or President immediately following each game along with an inventory of remaining goods. In addition, a minimum of 4 cash hand-ins must be made throughout the day to either the Treasurer or the President. All cash must be counted by a minimum of 2 Executive Commission members.

6) Equipment Manager. This individual, in coordination with the Safety, Field & Home Game Coordinator and Safety Director, is responsible for the safe and secure operation of the HKYFA program. The Equipment Manager will be responsible for the purchase, receipt and timely distribution of all football and cheering equipment. The Equipment Manager shall be required to report on the inventory of equipment including the condition of said equipment, at the Annual Meeting. A written record of distribution will be kept, as well as ensuring that the collection of all equipment after the season ends is coordinated with the Head Coaches. The Equipment Manager will not make any purchase of less than \$250.00 without prior approval of the President or make any purchase greater than \$250.00 without the approval of the Executive Commission.

7) Safety, Field & Home Game Coordinator. This individual, in coordination with the Directors of Football and/or Cheerleading and the Equipment Manager, is responsible for the safe and secure operation of the HKYFA program. The Safety, Field & Home Game Coordinator shall secure and distribute safety equipment, including first aid supplies, to each Head Coach. The Safety Director, together with the Director of

Football and Cheerleading, shall establish the safety requirements for all teams, including CPR and first aid training for at least two designated coaches per football and cheer team.

The Safety, Field & Home Game Coordinator shall submit facilities requests (including sanitary facilities) to the appropriate entities in a timely manner to secure facilities for practices and home games. This individual, with the aid of volunteers, shall adequately prepare the facilities for each home game by setting up field markers, goal post pads, score board controller, roped-off areas, and any other necessary field equipment. This individual is responsible for securing all required personal for Home games. This includes, but is not limited to, EMT's, Police (if required), Referee's, Chain Gangs, and Game Announcers. This individual, with the aid of volunteers, shall take down all the field equipment after the last home game has been played and take it to a secured location to be stored until the next home game.

8) Public Relations Director. This individual, in coordination with the Web Master, is responsible for communications to the community through any public means. All public communications must be pre-approved by the President, or Vice President if the President is unavailable to approve.

9) Web Master. This individual, in coordination with the Public Relations Director, is responsible for communications to the community through the Internet. The Web Master is responsible for establishing, maintaining and periodically enhancing the HKYFA web site. The web site shall be kept up to date on a weekly basis from February 1 through November 30 and monthly thereafter. All postings must be pre-approved by the President, or Vice President if the President is unavailable to approve.

10) Parent Liaison. This individual is responsible for all communications and outreach to the parents/guardians of football players and cheerleaders. The Parent Liaison will field all questions and concerns from parents/guardians and report these to the Executive Commission. It will be the responsibility of this position, in coordination with the Directors of Football and/or Cheerleading, to mediate any disputes between players, coaches, parents or any combination thereof and to the best of their ability, in a discreet manner, handle the matter to the satisfaction of everyone involved, in accordance with Complaint Procedures noted in Article XVII. The Parent Liaison is responsible for coordinating and conducting an annual survey to solicit feedback from players and parents. The survey should be conducted no later than November 30 and a report compiled and ready for presentation at the Annual Meeting.

11) League Town Representative (Football). This individual is responsible acting as a spokesperson for HKYFA to the League. The League Town Representative shall attend all scheduled meeting of the League having to do with Football issues and reporting back to the Executive Commission, Director of Football and Head Football Coaches. The League Town Representative is to provide adequate number of copies of all written information along with any paperwork distributed at the League meeting to the Executive Commission, Director of Football and Head Football Coaches. This should be done within one week from the date of a League meeting.

12) League Town Representative (Cheer). This individual is responsible acting as a spokesperson for HKYFA to the League. The League Town Representative shall attend

all scheduled meeting of the League having to do with Cheerleading issues and reporting back to the Executive Commission, Head of Cheerleading and Head Cheerleading Coaches. The League Town Representative is to provide adequate number of copies of all written information along with any paperwork distributed at the League meeting to the Executive Commission, Director of Cheerleading and Head Cheering Coaches. This should be done within one week from the date of a League meeting.

Article VII - Executive Commission

- 1) Makeup, Function and Responsibilities.** The Executive Commission shall consist of the four Officers and the eleven Operational Chairpersons.
- 2) Functions and Responsibilities**
 - a) The function of the Executive Commission is to manage the property, activities, and affairs of the Corporation and regulate all aspects of the HKYFA program, including:
 1. Coaching certification and any training deemed necessary, including First Aid and CPR training.
 2. Regulate the conduct of Coaches, volunteers, players and parents
 3. Determine and regulate player eligibility in accordance with League rules
 4. Arbitrate grievances
 5. Uphold the rules prescribed by CTYFL.
 6. Elect additional Executive Commission members as appropriate during the year, including filling any vacancy which may occur during the year.
 7. Upon transition of duties following completion of term, expulsion or resignation, the outgoing Executive Commission member shall transfer all records, files, and materials and communicate all practices and policies to the newly elected officers to issue a smooth transition of duties. Personally developed procedures, letters, and records will also be helpful in this process.
- 3) Regular Meetings.** Regular meetings of the Executive Commission shall be held monthly and whenever and wherever the Executive Commission may specify by resolution. No notice of regular meetings must be given, but if no resolution is in effect, regular meetings shall be called in the same manner as a Special Meeting of the Executive Commission.
- 4) Special Meetings.** Special meetings may be called by the President or by a majority of the members of the Executive Commission. Attendance at special meetings of the Executive Commission may be restricted as deemed necessary and appropriate by the Executive Commission.
- 5) In matters **NOT** covered by these Bylaws, Roberts Rules of Order shall govern. A copy is to be available at each meeting of the Executive Commission.
- 6) Voting.** Voting at a regular and special meeting of the Executive Commission shall be restricted to members of the Commission exclusively. The affirmative vote of a majority of Commission members present at a meeting at which there is a quorum shall be required for every action by the Commission unless a greater proportion of

Commission members' votes are required by the Certificate of Incorporation or these Bylaws.

Occasionally, it is necessary to conduct an online vote when a) time is of the essence; b) it is not practical to wait until the next regular meeting of the Executive Commission to conduct a vote in person. All online votes must be approved in advance by the President and distributed by the Secretary. Once approved by the President, all relevant information related to the vote must be sent to the Secretary who will distribute the vote electronically and tabulate the results. The results of any online vote must be documented in the minutes presented at the next regular meeting of the Executive Commission.

- 7) Insufficient Executive Commission Members.** If there are not enough people to fill all Executive Commission positions in a given year, the Officer positions shall be filled first. All responsibilities of all other positions that cannot be filled will be fulfilled by the Officers, except that the number of votes each Officer has will remain unchanged.
- 8) Quorum.** A quorum at a regular and special meeting of the Executive Commission shall consist of at least a majority of all Commission members in office immediately before the meeting begins. A quorum must exist in order for the Commission to meet and conduct business.
- 9) Loss of Voting Rights.** Members of the Executive Commission who miss two consecutive regular meetings will lose voting rights. Once the member attends one meeting following the loss of voting rights, the member's voting rights will be restored at the following meeting.
- 10) Expulsion.** A member of the Executive Commission may be expelled from HKYFA, if by the determination of the Executive Commission said person has acted contrary to the best interests of the Corporation and its stated objectives. Expulsion is accomplished by written notice to the Executive Commission member and by a vote at a subsequent meeting of the Executive Commission with no less than five (5) days notice. The vote required for expulsion is 2/3^{rds} majority of the votes of the Executive Commission member present at a meeting in which there is a quorum.
- 11) Resignation.** Any member may resign an Executive Commission position by filing a written letter of resignation with the Secretary; however such resignation shall not relieve such resigning Executive Commission member of the obligation to comply with paragraph a7 of subsection 2 of this Article VII.
- 12) Committees.**
 - a. Committees
 - i. Pursuant to Section 33-1101 of the Act, the Executive Commission may form any committee, and may appoint two (2) or more Commission members or other persons to serve on these committees. The Executive Commission shall, by resolution, define the powers to be held by each committee, which shall not include taking any action other than recommendations to the Executive Commission for their action, and each committee may exercise those,

and only those, powers. Each committee shall keep minutes of its proceedings and shall report them to the Executive Commission.

b. Nominating Committee

- i. At its October meeting, the Executive Commission shall appoint a Nominating Committee consisting of two (2) or more Regular Members.
- ii. Any qualified member who wishes to be considered for election as an Officer or Operational Chairperson shall submit a letter of interest to the nominating committee in such manner and by such time as the nominating committee shall prescribe.
- iii. The Nominating Committee shall meet and review all letters of interest that have been properly submitted. The Nominating Committee shall prepare a slate of candidates, consisting of one recommended candidate for each Officer position and Operational Chairperson for which an election is due at the next annual membership meeting.
- iv. The Nominating Committee shall present its slate of candidates to the Regular Members in a manner prescribed by the Executive Commission.
- v. Regular members may nominate additional candidates for any Officer and Operational Chairperson position for which an election is due at the next annual membership meeting.
- vi. After regular members have had the opportunity to nominate additional candidates from the floor, nominations shall be closed.
- vii. Elections of Officers and Operational Chairpersons shall then proceed as provided in these Bylaws.

Article VIII - Indemnification and Reimbursement.

The Corporation shall be bound by and comply with the provisions of Sections 33-1116 through 1124 of the C.G.S. regarding indemnification of directors, officers, operational chairpersons and agents of the Corporation.

Article IX – Background Check

HKYFA will require a background check on any Coach or volunteer the Corporation deems has repetitive contact with the youth participants. HKYFA may conduct any level of background check it deems appropriate. At a minimum, the Corporation shall check the Sex Offender Database maintained by the State of Connecticut and/or that of any other state the Corporation deems appropriate in order to ensure no volunteer appears on said Database(s). Volunteers must be listed by name and certified as “checked” to the League at roster certification. Coaches should be listed on the respective team rosters and other volunteers should be listed on a separate sheet. These checks must be done on a yearly basis prior to the volunteer being in contact with the youth participants.

Article X – Financial Policy

- 1) The Corporation shall operate both financially and administratively on a calendar year basis, beginning January 1. For any year, the Fiscal year of the Corporation shall end on December 31. All books and records shall be turned over to a newly elected Treasurer before February 1 of the year following the election of a new Treasurer.
- 2) The Executive Commission shall be responsible for the funds of the HKYFA program. The policy of the Executive Commission is to place all funds in a designated local banking facility for the payment of debts before and after the playing season.
- 3) The Executive Commission shall not permit the solicitation of funds in the name of HKYFA, unless all of the funds so raised are remitted to the Treasurer for deposit in the HKYFA checking or saving account.
- 4) The Executive Commission shall not permit the disbursement of HKYFA funds for other purposes than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the Corporation running smoothly and properly.
- 5) No director, officer, chairperson, agent, or other member of HKYFA shall receive directly or indirectly any salary, compensation, or emolument from the Corporation for services rendered in such capacity.
- 6) All monies received shall be deposited to the credit of the HKYFA in a designated local banking facility, and all disbursements shall be made by check. The President and Treasurer or other officer as determined by the Board shall sign all checks. Two authorized signors must sign all checks.
- 7) All monies received shall be turned in to the Treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. Receipts shall be submitted to the Treasurer immediately.
- 8) No check exceeding five hundred dollars (\$500.00) shall be cut without the prior approval of the majority of the votes of the members present at an Executive Commission meeting in which there is a quorum. Emergency expenditures of up to but not exceeding five hundred dollars (>\$500.00) may be approved by a 2/3rds majority of the Board Members. A vote on an emergency expenditure can take place outside of a Board Meeting. Emergency expenditures must be subsequently reported at the next meeting of the Executive Commission.
- 9) All contributions and/or solicitations shall be for the sole benefit of HKYFA as a whole. A sub-committee will direct all solicitation of funds with a chairperson appointed by the Booster Director and approved by the Executive Commission specifically for each drive or event. All funds are to be presented and accounted for to the Executive Commission at the completion of the sub-committee's tenure. During the fundraising drive or event, monies are to be turned into the Booster Director or the Treasurer. Failure to account for and present all funds to the Treasurer could result in criminal charges.

There shall be no fundraising for a specific purpose or event without prior approval of a majority of the votes of the members present at an Executive Commission meeting in which there is a quorum. Any unauthorized fundraising will be brought before the Executive Commission and will result in the immediate expulsion from HKYFA.

- 10) At least two months before the Annual Meeting the Executive Commission shall appoint an Audit Committee of two Regular Members to audit the financial accounts of the Treasurer and any other financial accounts or reports presented to the Audit Committee.

Article XI – Equipment Policy

- 1) All equipment owned by HKYFA shall be stored in a secured location. If any equipment is to be temporarily stored in a personal facility, it must have prior approval from the Board.
- 2) The following members of the Executive Commission shall have access to equipment at all times – President, Vice President, Director of Football, Director of Cheerleading and the Equipment Director.
- 3) All equipment shall be inventoried at the beginning of each year and properly numbered for accountability.

Article XII - Coaching Staff

- 1) The **Head Coach** (Football and Cheer) is the most visible and important position in our League. There will be one Head Coach for each football and each cheerleading team. The Head Coach must be at least 21 years old. He/she is responsible for the team, players, his/her coaching staff, and the entire operation of the team. This includes maintaining a safe environment, maintaining rosters, equipment, uniform handout, schedules, and reporting game results. Each Head Coach will select assistant coaches, appoint coaching responsibilities, and will make decisions involved with the cooperation and performance of his/her team.

Anyone interested in a head coaching position must complete a coaching application and submit it to the President or Vice President for approval no later than one week prior to the March meeting of the Executive Commission, or such later meeting as determined by the Executive Commission. At the March (or otherwise designated) meeting each year, the Executive Commission will select the Head Coaches from the applications received.

- 2) The **Assistant Coaches** are selected by the Head Coach and must be presented to the Executive Commission for approval prior to August 1st each year. An Assistant Coach must be at least 18 years old.
- 3) All coaches must agree and sign the “Coaching Code of Conduct.” Any Coach found to be in violation of the Coaching Code of Conduct will be subject to expulsion as noted in this Article.
- 4) All coaches need to demonstrate positive attitudes when dealing with their players. Sportsmanship must be demonstrated at all times. All coaches must support all HKYFA and League activities.
- 5) If any coach’s ability to perform is deemed detrimental to the HKYFA program, he/she will be subject to expulsion as noted in this Article.
- 6) The Head Coach has the authority to remove any of his/her Assistant Coach as he/she sees fit so long as it is approved by the majority of Executive Commission members via

a special meeting, in which there is a quorum.

- 7) No football team shall be coached by only one (1) person. Each squad must have a Head Coach and at least two (2) Assistant Coaches.
- 8) Each squad must have at least two (2) Coaches that are First Aid and CPR certified. Certification will be offered by the league prior to each season.
- 9) Only the coaching staff and Executive Commission members will be allowed on the field of play.
- 10) Expulsion.** A Coach can be expelled from HKYFA if the individual, by the determination of the Executive Commission, Director of Football Coaching, Director of Cheerleading, or a Head Coach, has acted contrary to the best interests of the program or has been found to be in violation of the Coaching Code of Conduct. Expulsion is accomplished by written notice to the Coach and by a vote at a subsequent meeting of the Executive Commission with no less than five (5) days notice. The vote required for expulsion is a simple majority of the votes at a meeting in which there is a quorum.

Article XIII - Participation

Qualifications for Coaches and youth participants will comply with the rules of CTYFL.

Article XIV - Registration

Registration dates and fees shall be determined annually by the Executive Commission.

Article XV - Practices

Practices will not begin before August 1st and will be limited as set forth in the Bylaws of CTYFL.

Article XVI - Placement of Players

- 1) Football.** A four (4) person sub-committee of the Executive Commission will be responsible for the placement of players on a particular football squad. The sub-committee will be made up of the President, the Vice President, the Director of Football and the League Town Representative (Football).
- 2) Cheer.** A four (4) person sub-committee of the Executive Commission will be responsible for the placement of players on a particular cheer squad. The sub-committee will be made up of the President, the Vice President, the Director of Cheerleading and the League Town Representative (Cheer).
- 3) Selections will be made based on CTYFL rules, experience and team roster size.

Article XVII – Provision for Insurance

Liability insurance shall be carried through the League in which the HKYFA participates.

Article XVIII – Complaint Procedures

The following procedure will be the complaint resolution process. HKYFA believes the sooner an issue is addressed and resolved, the better it is for everyone involved. The purpose of this process is to resolve issues as quickly as possible. Since Head Coaches are available several times a week at practices, most issues can be resolved immediately following this procedure.

Any issue a parent/guardian has will be addressed first with the Head Coach of his/her player's team. If a resolution cannot be agreed upon, then the next step will be to address the issue with the Parent Liaison and Director of Football Coaching or Director of Cheerleading, then the President, and finally the Executive Commission. If it becomes necessary for the Executive Commission to address the issue, the Parent Liaison will submit the matter in writing to the Secretary for inclusion on the agenda at the next Executive Commission meeting. If the situation warrants immediate attention, the Officers may call for a special meeting of the Executive Commission to hear the matter and bring about a resolution. If a complaint involves a person in the above-mentioned chain of command (e.g. Head Coach, Parent Liaison, Dir. of Football Coaching and/or Cheerleading, President, etc.) that individual shall recuse themselves from the resolution process.

Article XIX – Distribution of Assets

- 1) **Generally.** None of the income or assets of the Corporation shall ever be distributed to its officers or directors: provided, however, that the Corporation may reasonably compensate any of the officers and directors for services performed for the Corporation.
- 2) **Dissolution.** If the Corporation is dissolved, any assets remaining after payment of all its liabilities and obligations shall be distributed to nonprofit organization(s) exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, in such proportions and amounts as the Board shall determine.

Article XX - Conflicts of Interest

- 1) **Conflicts of Interest.** The Corporation shall adopt procedures to assure that any conflicting interest transactions, as that term is defined in Section 33-1127 of the C.G.S., or any excess benefit transaction, as that term is defined in Section 4958 of the Internal Revenue Code, involving a disqualified person, including directors and officers of the Corporation, shall only be undertaken after the requisite disclosure and voting by both directors and, where appropriate, members of the Corporation as provided in Sections 33-1129 and 33-1130 of the C.G.S. and under any relevant regulations of the I.R.S.

- 2) Policies.** The Corporation shall adopt a conflict of interest policy, and review it at least annually, to assure that all actions taken by the Executive Commission complies with the relevant state and federal statutes.

Article XXI - Policies

HKYFA policies regarding conduct of coaches, parents and players, conflicts of interest, use of equipment and facilities, safety, fiduciary responsibilities and other guidelines as shall be necessary from time to time will be contained in a separate HKYFA Policy Manual. A policy shall be reviewed and updated as needed by the Executive Commissioner or sub-committee designated as the owner of such policy and presented to the Executive Commission for approval.

Article XXII - Bylaw Revisions

Any proposed revisions to the Bylaws must be formally submitted to the Secretary 15 days prior to the next scheduled Executive Commission meeting. Revisions must be approved by a 2/3^{rds} majority of the votes of the Executive Commission member present at a meeting in which there is a quorum. The revised Bylaws, as approved by the Executive Commission, will be voted on and if approved will go into effect immediately, unless otherwise specified.