

Red Oak Youth Football Association

2022 BY-LAWS



SECTION 1

Association Name

The name of this association shall be Red Oak Youth Football Association (Red Oak Youth Football Association) doing business previously as RED OAK YOUTH FOOTBALL ASSOCIATION (ROPYFA) and Red Oak Pee Wee Football Association.

SECTION 2

Mission Statement and Goals

Mission Statement

The Association shall be a non-profit charitable organization. The purpose of this Association shall be to provide charitable and educational activities which promote physical fitness, good sportsmanship, academic excellence, teamwork and participation in recreation group activities by the youth of Red Oak (Ellis County) area. All time and effort expended by elected Board Members, coaches or others with the organizations are expected to be donated by the individuals and, as such, be non-compensated in neither monetary nor material means.

The mission of Red Oak Youth Football Association is to field football and cheer teams that excel on the field, in the classroom, and positively impact our schools and community. Every student athlete in our program will be treated with respect and dignity as we strive to reach our potential as an organization and as an individual. We will always play our games and cheer with class, within the rules, and with great intensity. Red Oak Youth Football Association is a charitable organization that will promote physical fitness, good sportsmanship, and teamwork.

Goals

- Every student athlete excels on the field, in the classroom, and in the community.
- Emphasis on composure, sportsmanship, and putting the team first.
- Transform each student athlete into the best person they can be.
- Develop a family atmosphere within the program.
- Build a sense of pride for the football and cheer program within the board, volunteer staff, and program families.
- Give back to the city of Red Oak through community projects, youth camps, and our youth football/cheer program.

- Teach the game of football and cheer while emphasizing life lessons.
- Have Fun!

SECTION 3

Participation

The Association encourages and promotes the participation of all youth in Red Oak and surrounding areas in Ellis County in accordance with the age, grade and other guidelines set forth by the association. These guidelines are subject to change and will be in accordance with the association's league.

SECTION 4

Participation in other Organizations

The Association may participate in other organizations formed for similar purposes when the Board of Directors deems it beneficial to the Association.

SECTION 5

Amendments to By-laws

The by-laws of this Association may be amended upon a formal request, presented to the Board of Directors in writing at a regular board meeting. There will be a discussion on the change at the time; however, the Board of Directors will not vote on the issue. There will be a 5-day minimum consideration period before the Board of Directors after time to; which will ensure that the request to change the bylaws have been thoroughly considered. The Board can vote electronically on issues or requests.

For an official vote/referendum to pass or take effect, 80% of the Board Members holding an officer position must participate in the vote and 50% of the general board members must participate in the vote

SECTION 6

Governing Body

The Association shall be governed by the Board of Directors.

SECTION 6.1

Composition

The Board of Directors shall consist of the following elected Board Members: President, Vice President, Secretary, Treasurer, Football Director, Football Manager, Cheer Director, Cheer Director, Concessions Director, Social Media and Marketing Director and General Board Members (8-10 members). The Board of Directors shall comprise a maximum of 20 members. The positions of President, Vice President, Treasurer, and Secretary shall comprise the Executive Board.

SECTION 6.2

Eligibility

1. A member of the Red Oak Youth Football Association is only eligible to run for the offices of President or Vice President if that member has held an office for at least two years on the Red Oak Youth Football Association Board of Directors and is in good standing with the league.
2. The Red Oak Youth Football Association Board of Directors has the authority to overrule the above condition if deemed necessary.

SECTION 6.3

Responsibilities

1. Manage the activities of the Association.
2. Vote on matters brought before the Board at Association meetings.
3. Attend meetings as scheduled.
4. Fulfill individual responsibilities of each role.
5. Each member will be responsible for assisting with the opening and/or closing of the field when games are scheduled in Red Oak.
6. Board Members may not personally profit off the league for any reason. Special exceptions for business endeavors or affiliations may be approved by the Board of Directors on an individual basis.
7. All Board Members that meet the responsibilities outlined for participation and remain in good standing will have the registration fees waived for their term on the Board of Directors. Each Board Member is allotted 1 player or cheerleader registration waived per season. Each Board Member must write a check to the Association for the amount of the Registration Fees. In the event that the Board Member is not able to meet the outlined responsibilities, the check will be deposited to cover associated registration fees.
8. All Board Members must complete the following:

- Attend 9 of the 12 regularly scheduled Board Meetings (January – December).
- Attend 75% of At Hoc meetings during their term.
- Must give a minimum 24-hour advanced notification to either the President, Vice President or Secretary if they are unable to attend a Board Meeting (Emergency circumstances will be reviewed as needed).
- Must serve/volunteer a minimum of 10 hours pre-season (January-August).
- Must serve/volunteer 20 working hours at football field during the football season (i.e. Concessions, Gate Entry, Press Box, Clean Up duty).
- Board Members absent from 2 consecutive Board Meetings including special meetings may be removed from the Board of Directors by a $\frac{2}{3}$ vote of a quorum of the other Board Members. If a reason for the cause for being absent for meetings is presented by the Board Member in question and found to be valid by $\frac{2}{3}$ vote of the quorum of the remaining Board, no action will need to be taken.
- One person cannot hold the President and Vice President positions.
- Any Board Member can be a coach, but does not guarantee coaching participation or Head Coach position.
- Any Board Member who is removed from the Board of Directors will not be able to serve on the Board of Directors for ROYFA in any capacity and cannot be overturned by the Board of Directors.

SECTION 6.4

Meetings

1. Board meetings shall be held monthly starting in January and ending in December.
2. The Board of Directors term will start January 1 and run through December 31st of the following year.
3. A transitional meeting at the end of the term will be held prior to the second week in December. This meeting will include current and new board members.
4. All meetings of the Board of Directors shall be open to parents or other visitors for the first 30 minutes to allow concerns or share ideas. After this time, the Board of Directors shall have authority to have a closed meeting or may continue with open session.
5. Any interested party may make a request to any Director/Board Member, who then will contact the President or Vice President and the item may be placed on the agenda for the next board meeting.
6. Only active Board Members shall have a vote on matters brought before the Board.
7. Regular Board meetings shall be scheduled with a minimum of 48 hours advance notice to each of the Board Members.

8. Emergency Board meetings or At Hoc meetings are based on need. If any Board Member believes that an emergency meeting is necessary, a request will be made to the President and scheduled.
9. Meetings will be held on a monthly basis during the year (January-November). If the President or Vice President can't be present at the scheduled meeting the meeting will be rescheduled.
10. Meetings may be canceled by the President if deemed appropriate and/or there are no pending business items to address.
11. Board Meetings must have a quorum to be considered an official meeting. A quorum will be defined as 3 Executive Board Members and 8 general board members.

SECTION 6.5

Incapacity/Resignation/Recall/Non-compliance

Should any Board Member be unable or unwilling to fulfill the responsibilities of his/her office through incapacity or resignation, the remaining Board Members shall fill the position through a majority vote; unless it is determined by the Board of Directors, that the vacant position will not be harmful to the operation of the Association for the remainder of the year. For an official vote/referendum to pass or take effect, 75% of the Board Members holding officer positions must participate in the vote and 50% of the general board members must participate in the vote.

If the President's position becomes vacant, the Vice President shall assume the President's Position and the Vice President's position becomes available. Should any Board Member miss more than three (2) consecutive meetings without contacting the President, Vice President or Secretary, the Board Member will be considered unwilling to fulfill the responsibilities of his/her office. A majority vote of the Board of Directors will be required to reassign the Board Member of His/her duties. The President will delegate responsibilities until a replacement can be found.

Any director who willingly neglects his /her duties to the detriment of the Association, may be brought to a hearing by the board, and a formal vote is required to take any action. Any vacancy of the board shall be fulfilled by a designated board member (designation determined by formal voting process with the remaining Board of Directors).

Any Board Member can be recalled during the year by presentation of a petition signed by the parents of at least 30% of the participants in the Association. Participants of the Association will be the total number of participants on the final roster submitted by each team ("Official Roster") without reduction for multiple

children of the same family participating. If a qualified recall petition is presented to the President: a recall election shall be called by the President with a general assembly meeting with at least seven (7) days advanced notice given before the election.

Each Board member must sign a Code of Ethics. Removal of Board members for violation of the board member Code of Ethics must be discussed at an official board meeting (Emergency Session or At Hoc).

No person who is a member of or who is connected with Red Oak Youth Football Association shall receive any personal financial benefit beyond the reasonable value of services in carrying out the purpose for which Red Oak Youth Football Association has been organized and approved by the Board.

SECTION 6.6

Term of Office

The Board shall serve a term of two years beginning January 1st and ending December 31st of the following year. Members can be elected to consecutive terms.

Voting for elected positions will take place on alternating years.

Even Years: Vice President, Treasurer, Cheer Director and Social Media and Marketing Director

Odd Years: President, Football Director and Secretary

In the event that an executive officer is not able to fulfil their 2 year term, the position will be filled by another executive officer in the interim and they fulfil the duties of that role. An election of the open executive position will take place with normal process and be voted on by the participants within the league.

In the event that a general board member is not able to fulfil their 2 year term, the Board of Directors can make the decision to nominate an individual for the general board position and vote on as a board.

The treasurer will close the Operating Budget and books as of December 31st.

SECTION 6.7

Nomination Committee

The Board of Directors shall approve a minimum of three (3) People to serve on a nominating Committee no later than three weeks after the first season game. The Nominating Committee shall be selected by three (3) of the Board of Directors, which shall be voted on. Nomination Committee members must comprise of 2 current Board Members and 1 non-board member. The Nominating Committee duties will be the following.

1. Contact the current Board of Directors concerning their desire to remain on the Board.
2. Nominate candidates for the next election for Red Oak Youth Football Association Board positions.
3. Contact each person who has been nominated: in order to obtain his/her acceptance of nomination. This will ensure that he/she will serve in the specified office after nomination.
4. The Nominating Committee will attempt to have a minimum of two (2) nominees for each position.
5. The Nominating Committee will start the nomination process prior to the last season game being played. The Nominating Committee will establish the nomination time frame to accept nominations for the following year (opening and closing of nominations). The Board of Directors positions and responsibilities will be made available for review. No nominations will be accepted outside of the established timeframe. There will be no nominations from the floor at the time of elections. Post explanation of the Board of Director duties.
6. The current Red Oak Youth Football Association Board of Directors will vote on the list of nominees for Board approval.
7. Voting for nominations will be tracked electronically and validated by the nomination committee.
8. Post the election results and contact the new Red Oak Youth Football Association Board of Directors.

SECTION 6.8

Election Process

If there is no more than one person on a ballot for each Board position, then there will be an ACCEPTANCE of this board due to no opposing candidates. There will be an election for all positions although some positions may be unopposed. The election process for new board members will be completed and posted by December 15th.

The "Official" roster will be used to determine verification of votes, Children will not be allowed to vote. There shall be two (2) voters PER HOUSEHOLD with a child or children in the organization. Divorced or Single parents, whose spouses will not be voting due to circumstances, will be allowed two (2) votes, such as, child or children parents that are living together. Coaches and Board Members without children in the organization will be allowed one (1) vote. If there are more than two (2) candidates on the ballot for an office, the candidate receiving the largest number of votes cast shall be declared the winner (plurality). If an individual is listed on the ballot for more than one office and receives a majority or plurality of votes for more than one office, the candidate shall be declared the winner of the highest listed office (in the order of the listing in the by-laws and that candidate's vote count shall be disregarded for the lower listed office(s) in determining the winner of the other office.

SECTION 6.9 Assumption of Office

1. New Board Members shall be elected during the season but will not officially take their position until January 1 of the following year.
2. Each Board Member's term shall be from January 1 to December 31 of the following year.
3. All outgoing Board Members will close out any unfinished business, pay all bills, and audit their books by December 1st and turn over any records or pertaining documents to their successor during the transition Board meeting in December.
4. The incoming Board Members must approve the outgoing Board Members audit. Once approved, it is final.
5. If there are any pending matters from the previous Board, it shall be in such state that it can be turned over to the new Board without any disruption or lack of continuity from one Board to the next.

SECTION 7

Board Member Duties

SECTION 7.1

President:

1. Holds an officer position.
2. Shall preside at all meetings of the Association.
3. Shall perform duties as are incidental to the presidential role.
4. Represent the Association at meetings of other organizations in which the Association may participate.
5. Will be responsible for assisting with and assigning executive board members to help with opening and closing of the field when games are scheduled at home field.
6. Shall sign all official correspondences for the Association.
7. Ensure that all sub-committees and board members follow duties as outlined in the by-laws.
8. Ensure that the Association has general liability and Directors and Officers insurance policies and that they are current.
9. Shall read, sign, and abide by established Code of Ethics.

SECTION 7.2

Vice President:

1. Holds an officer position.
2. The Vice President in the absence of the President shall perform all duties.
3. Will assume the duties for any vacant position(s) until the position(s) has been appointed or elected to position.
4. Shall be responsible for proposing the total budget for the coming year to the board for their approval. This should be completed by the second board meeting of the new year.
5. Shall coordinate with the Treasurer on maintaining 501c and filing taxes as indicated on an annual basis.
6. Shall act as a liaison for any contract negotiations and report to the Board of Directors on the status of the contract and needs.

7. Will oversee the Treasurer, Secretary, Cheer and Football Director and Social Media and Marketing Director to ensure job duties are performed per outlined job duties.
8. Shall facilitate the resolution of any formal complaints from parents, spectators, coaches, and board members.
9. Attend scheduled board meetings and if unable to attend, advise the President of any pending business.
10. Attend board meetings for the associated football league in the event the President or Football Director are not able to attend.
11. Will be responsible for assisting with and assigning executive board members to help with opening and closing of the field when games are scheduled at home field.
12. Other duties as assigned by the President.
13. Shall read, sign, and abide by established Code of Ethics.

SECTION 7.3

Secretary:

1. Holds an officer position.
2. Take and preserve the minutes and attendance of all association board meetings and record all votes taken.
3. Meeting minutes will be managed electronically and sent as a meeting consent agenda item one week prior the following board meeting.
4. Shall coordinate with the executive board members on agenda items for each board meeting and send out agenda electronically one week prior to the following board meeting.
5. Collect and/or prepare all forms of correspondence required of the Association.
6. Maintain meeting minutes from each meeting in the association's electronic files.
7. Participate with the daily operations of home games, which will include the opening or closing of the field.
8. Attend scheduled board meetings and if unable to attend, advise the President or Vice President of any pending business.
9. Ensure that a master copy of all association forms is maintained in the association's electronic files.
10. Responsible for retaining board meeting minutes and associated documents for 6 years or per individual event statute of limitations.
11. Shall read, sign, and abide by established Code of Ethics.

SECTION 7.4

Treasurer:

1. Holds an officer position.
2. Collect and account for all money taken in by the Association.
3. Maintain the records of all funds deposited and disbursed.
4. Provide current financial statements at each board meeting.
5. Will be responsible for either opening or closing of the field when games are scheduled in Red Oak.
6. Attend scheduled meetings and if unable to attend, advise the President or Vice President of any pending business.
7. Maintain a copy of all receipts, bank statements, etc., in an organized system. These records shall be uploaded to the Association's shared drive.
8. Oversee all football players and cheerleaders accounts to maintain accuracy.
9. Assists in collecting money from the concession stands and gate.
10. Other duties assigned by the President or Vice President.
11. Shall present Association's most recent Bank Statement to each Board Meeting.
12. Pay all bills necessary to maintain the functionality of the Football Association. Ex: Utilities, Storage, Referees.

SECTION 7.5

Cheer Director:

1. Holds a general board member position.
2. The Cheer Director will organize all forms, for preparation of the upcoming season. Forms include: Information Sheet, Flyers for handout, Team Mom/Dad, Coach Application & Agreement, Parent Meeting Notes, Uniform Fitting Forms, Camp Registration, and any other forms. These duties may be delegated to other Directors but should be agreed upon as a unit.
3. The Cheer Director will organize the uniform purchase and camp gear. By getting the vendor catalogs, meeting with the board of directors and to make decisions on the uniform and camp gear organizes the bid for the vendor and finalizes the cost. All the board members must agree upon the final decision of a new uniform or any changes to an existing uniform. These duties may be delegated to other directors but should be agreed upon as a unit.
4. All directors will oversee all other duties such as scheduling Fitting Times, Trade Days, Cheerleading Camp, Pictures.
5. Direct the selection, training, and presentation of their respective cheerleader division squads for the Association.
6. Will be responsible for the opening or closing of the field when games are scheduled in Red Oak.

7. Attend scheduled Board Meetings and if unable to attend, advise the President or Vice President of any pending business.
8. All Cheerleader Directors will be voting members.
9. Direct the selection and training of Cheerleader Coaches and Team Moms/Dads.
10. Other duties assigned by the President or Vice President.

SECTION 7.6

Cheer Coordinator:

1. Holds a general board member position.
2. Direct the selection, training, and presentation of Team Parent for the football teams in the Association.
3. Act as the liaison between the parents and the Board of Directors.
4. Football/Cheer Team Parent Coordinators are voting members of the board.
5. Assist the Football/Cheer Directors as needed with registration and draft.
6. Other duties assigned by the President or Vice President.
7. Attend scheduled meetings and if unable to attend, advise the President, Vice President of any pending business.
8. Will be responsible for either opening and closing of field when games are scheduled at Red Oak.
9. Must not act as a Team parent for any individual football/cheer team.

SECTION 7.7

Football Director:

1. Holds a general board member position.
2. Direct the selection, training, and presentation of their respective football division teams for the Association.
3. Maintains enough supply of appropriate equipment through cost effective purchasing and prudent maintenance, for issuance to participants in the Association.
4. Assist in maintaining documentation of equipment that is issued to each player.
5. Assist the Equipment Director in maintaining and tracking the return of equipment during and at the end of the season.
6. Football Directors will be voting Board Members.
7. Will be responsible for the opening or closing of the field when games are scheduled in Red Oak.
8. Attend scheduled meetings and if unable to attend, advise the President, Vice President of any pending business.

9. Other duties assigned by the President or Vice President.
10. Advise coaches of responsibility to provide spotters competent Clock workers and assist the press box director for each game.
11. Act as liaison between the coaches and the Board of Directors.
12. Coordinate the "Football Play Day" and "Draft" activities.
13. Advise coaches of their responsibilities of ensuring players obtain appropriate playing times during season games.
14. Ensure the football field is striped and set up for games played in Red Oak.
15. Assumes the role of the Equipment Manager.

Equipment Manager:

1. Ensure proper maintenance of all football equipment.
2. Distribute football equipment to participants in the association.
3. Assist Football Director in the procurement of equipment through cost-effective purchasing and prudent maintenance.
4. Maintain documentation of equipment during and at the end of the season.
5. Will assist in either opening and closing of field when games are scheduled in Red Oak.
6. Attend scheduled meetings and if unable to attend. Advise the President Vice President of any pending business.
7. Will be a voting member.
8. Other duties assigned by the President or Vice President.
9. Assist in coordinating the "Draft Day" activities.

SECTION 7.8

Football Manager

1. Assist with the coordination of Team Moms for each football team prior to the start of the football season.
2. Assist with gathering information for background checks and badges for all football coaches and team moms.
3. Assist with either the opening or closing of the field when games are scheduled in Red Oak.
4. Will serve as a representative of the Association for any participant and/or parent concerns and report concerns to the Vice President.
5. Assist with gathering the amount of First Aid Kits, coolers and sports bottles for each football and cheer team.

SECTION 7.9

Social Media and Marketing Director

1. Hold a general board member position.
2. Responsible for researching, strategizing, campaigning, analyzing and creating content for the league.
3. Building and maintaining the leagues brand.
4. Analyzes and executes strategies, and reports to the board.
5. Customizing and managing social media platforms and online presence, including group chats for public and private discussions for the league.
6. Works directly with the executive board to monitor and share information regarding the league.
7. Works with board, coaches, team moms, and parents to identify and develop opportunities, diffuse situations, and build connections within the league and community.
8. Continues to refine and define PR Social Media Marketing position and processes.

SECTION 7.10

Concession/Fundraising Director:

1. Holds a general board member position.
2. Arrange for a full variety of concessions to be sold when games are scheduled in Red Oak.
3. Purchase in a most cost-effective manner, supplies for the concession stand.
4. Collect all proceeds from concession stand sales and turn the same over to the Treasurer promptly.
5. Will be responsible for opening and closing of the concession stand when games are scheduled in Red Oak.
6. Attend scheduled meetings and if unable to attend, advise the President, Vice President of any pending business.
7. Provide the Board with a weekly income report from the concession stand and gate.
8. Ensure the inventory count sheets and all money collected from concession and gate are independently counted by two by Board Members and signed.
9. Other duties as assigned by the President or Vice President.
10. Will be a voting Board Member.
11. This position can be held by a current board member for a dual role or serve as an independent role. Determination made by the Board of Directors.

SECTION 7.11

General Board Members

1. Enforce all decisions by the by-laws of this association.
2. Shall strive to set an example for the association that best exemplifies the mission and goals of the association.
3. Shall base all decisions rendered on what effect his/her decision will have on the rest of the association. No decision can be given to show favoritism towards one's own best interest.
4. Shall be accountable to the directors for all matters brought before the board concerning the associations.
5. Shall monitor the association's coaches to see that they are following the mission and goals of the association in regard to the treatment of the children under their care. May remove anyone if he/she is not in compliance with these bylaws at any Association function.
6. Shall read, sign, and abide by established Code of Ethics.

SECTION 8

Handling of Funds

1. The Board shall be responsible for the funds of the Red Oak Youth Football and Cheer Program.
2. It shall be the Board policy to place all funds in a checking and/or savings account for payment of program debts.
3. Appointees will be designated by the board to be responsible for signing checks. In addition to the Treasurer, the Board will appoint at least two (2) other Board members with authority to sign checks and complete banking business in the absence of the Treasurer.
4. The organization credit and/or debit card can be used for purchases.
5. No check for goods or services that has not been previously included in the budget and which exceeds two hundred and fifty dollars (\$250.00) shall be cut without the prior approval of the Board present and voting at the meeting where the request is made. Emergency expenditures may be authorized by a vote of the board. Emergency expenditures must be subsequently noted at the current and/or next meeting of the Board.
6. All contributions and/or solicitations shall be for the sole benefit of the Red Oak Youth Football and Cheer organization as a whole. A committee will direct all solicitation of funds with a chairperson appointed by the Board specifically for each drive or event. All funds are to be presented and accounted for to the Board

at the completion of the committee's tenure. During the fundraising drive/event, money can be turned into the Treasurer. Failure to account for and present all funds to the Board could result in criminal charges.

7. No part of the funds or assets of Red Oak Youth Football and Cheer shall be distributed to its members or board except as in accordance with the Non-Profit Corporation Law of the State of Texas.

8. The Association will file the necessary documents each year to ensure compliance with IRS requirements. The Association's Tax year will be from January 1 through December 31st.

9. The Board, may at its discretion, appoint a Financial Audit Committee, one who secures a CPA who will work for pro-bono or a reasonable fee, to complete an audit of the financial records as of December 31 of each year, and who reports the findings of the CPA to the board.

SECTION 9

Provision for Insurance

Medical insurance may be carried through the league/conference in which Red Oak Youth Football and Cheer participates. See league/conference Bylaws for the coverage limits and deductible on a yearly basis.

The Board of Directors must carry Directors and Officers Insurance on an annual basis.

SECTION 10

Financial Assistance for Participants/ Scholarships

Financial assistance may be provided to any participant at the discretion of the Board, provided sufficient evidential matter is provided to the Board that clearly reflects a need for financial assistance. To maintain the confidentiality of personal information of those families of athletes requiring financial assistance, the Board shall vote upon the amount of such assistance provided (full or partial). In no event shall the amount of assistance provided exceed the amount that the athlete(s) would have otherwise incurred in connection with that season's registration fees or uniform expenses.

SECTION 11

Dissolution of Association

Upon dissolution of Red Oak Youth Football Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the country in which the principal office of the corporation is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.