

Amherst Area Youth Football and Cheerleading Organization By-Laws

ARTICLE 1 NAME

The name of the organization will be known as Amherst Youth Football and Cheerleading (AYF&C). An arm of the Falcon Football Touchdown Parents Club.

ARTICLE 2 OBJECTIVE

The objective of AYF&C shall be to provide a football and cheerleading program for the youth of the community.

The objectives will be achieved by providing supervised competitive football games under the rules and regulations of Mid-State Football & Cheerleading Conference, WIAA, and AYF&C. The emphasis is on participation, sportsmanship, academics, and the physical and mental development of each participant. Winning of games shall be considered secondary.

ARTICLE 3 GOVERNMENT

- A. The government of the AYF&C shall be vested in a Board of Directors, consisting of the Commissioner, Vice President, Secretary, Treasurer, Cheerleading Director, Game Equipment Director, Communication Director, Head High School Football Coach, and at-Large positions. At-Large positions will consist of head coaches of all the youth teams and the flag football co-coordinator. In the event of a vacancy in the above mentioned positions, except for the Head High School Football Coach, the Commissioner, at the next regularly scheduled meeting, will select a successor to serve until an election can occur, pending Board approval. In the event of a vacancy in the Office of Commissioner: the Vice President shall assume the duties of Commissioner and appoint another Vice President until an election can take place. Each Board Member shall have one (1) vote on all voting matters, with the exception of at-Large and Head High School Football coach, who will have no voting rights. The Commissioner will only vote in the case of a tie.

DUTIES OF BOARD MEMBERS

1. **COMMISSIONER** – The Commissioner will run the league meetings, attend meetings as scheduled by Mid-State Youth Football, submit rosters to the Mid-State Conference, and be the liaison between AYF&C Board and Mid-State Conference. He/She should conduct background checks for Coaches, Board Members, Team Moms and

any other person that the board deems necessary, recruit members, or anything else that the local league should need.

2. **VICE PRESIDENT** – Assist the Commissioner. Vice President takes over duties of the Commissioner when Commissioner is absent from Board meetings. Oversees the football coaches and acts as liaison between the coaches and the Board of Directors. The Vice President is also responsible for scheduling of officials, chain gang members and any other people needed for home games.
3. **SECRETARY** – Record and distribute Board meeting minutes, record game scores and relay those scores to the Mid-State Secretary.
4. **TREASURER** – Responsible for League financial obligations
5. **CHEERLEADING DIRECTOR** – The Cheerleading Director will handle all League Cheer matters with the Mid-State Conference. Any decisions which may conflict with the rules and by-laws of the conference must be brought to the Board and if necessary, the entire conference.
6. **GAME EQUIPMENT DIRECTOR** – The Game Equipment Director shall be responsible for ordering all equipment, football uniforms, and cheerleading uniforms. The director is also responsible for issuing the equipment/uniforms to the proper teams and recovery of said equipment/uniforms at the end of the season.
7. **COMMUNICATION DIRECTOR** – Coordinate all team Moms, communicate all information to moms and coaches, maintains web site, as well as responsibility for practice snacks, and recommends team moms to the board for approval.

B. The terms of office shall be as follows:

1. Commissioner, Vice President, Secretary, Treasurer, Cheerleading Director, Game Equipment Director, and Communication Director are occupied until resignation or majority vote for removal.
2. At Large positions are effective from the League appointment through next year's registration.

ARTICLE 4 MEETINGS

- A. The Board of Directors will meet on a regular basis for the reading of minutes and conducting of any other conference business.
- B. Special meetings may be called by the Commissioner or by any 2 Board members in the absence of the Commissioner.
- C. Meetings that have less than 3 of the board and the commissioner present shall not constitute an official meeting and no voting shall take place.
- D. Attendance of meetings is mandatory for the well being of the League. If scheduling conflicts arise, notify the League Secretary at the earliest possible time.

- E. An annual meeting will be held during the last board meeting of the year. Meeting would be open to the public.

ARTICLE 5 FINANCIAL POLICY

- A. The Board of Directors shall decide all matters pertaining to the finances of the League.
- B. All income shall be placed in a common account. Expenditures are to be directed in a manner to give no individual or team an advantage and shall be approved by the Board of Directors.
- C. Treasurer shall present account balances and activities to Board at each scheduled Board meeting.
- D. All expenditures need a valid invoice for payment
- E. Any expenditure over \$500.00 need signatures of 2 board members and need to be paid directly to the supplier.
- F. Any expense by a Board member requires an invoice and 2 board member signatures before reimbursement.

ARTICLE 6 COACHES

- A. Each football team will consist of one (1) Head Coach and assistant coaches.
- B. Football coaches will report directly to the Vice President.
- C. Cheer coaches will report directly to the Cheer Director.
- D. Head Coaches, Assistant Coaches, and Team Moms will be appointed on an annual basis, following the annual registration or as soon thereafter, by majority vote of the board.
- E. Coaches MUST complete background checks and sign Coaches Code of Conduct prior to engaging with any youth or receiving roster information.
- F. In the event of questions, concerns, or issues by a coach, that coach must address the concern to the Vice President of the board first. If coach does not get resolution from the Vice President they can request to have their issue put on the agenda for the next board meeting, and address the issue to the entire board.

ARTICLE 7 PARENTS

- A. Any parent issues should be directed to the head coach, team mom, or any board member. Parents will be required to sign a Parental code of conduct policy at registration.

ARTICLE 8 DISSOLUTION

In the event of dissolution of the organization, all physical equipment will be sold and the proceeds and remaining organization funds will be divided amongst Board approved community organizations.

ARTICLE 9 AMENDMENTS

A. These by-laws or any sections thereof, may be amended or repealed by a majority vote of verbal ballots of the members meeting the provisions of Article 4 part D, as of the date proposed amendment or amendments provided that written notice of such proposed changes over the signature of the Secretary shall be communicated to each member at least fifteen (15) days prior to the meeting at which such proposed change shall be submitted to vote.

B. The by-laws shall be reviewed every five (5) years by the Board members. The Board of Directors approved these by-laws on March 12th, 2008

i: These by-laws have been amended January, 28th 2009 in accordance with Article 9 Section A, and approved by the board of directors.