

**BYLAWS**  
**OF**  
**KENNESAW YOUTH FOOTBALL ASSOCIATION, INC.**

Revised and Adopted: February 9<sup>th</sup>, 2010

# **BYLAWS OF KENNESAW YOUTH FOOTBALL ASSOCIATION, INC.**

## **Article I. Name**

- Section 1. The organization shall be known as the "Kennesaw Youth Football Association, Inc." hereinafter Referred to as the "Association."
- Section 2. The Association is incorporated as a not for profit corporation with perpetual duration.

## **Article II. Objectives**

- Section 1. The Objectives of the Association shall be to instill firmly in the youth who participate in the Association's football and cheerleading programs the ideals of good sportsmanship, loyalty, Integrity, and self-respect so that they may be stronger, healthier, and happier children.
- Section 2. These Objectives shall be achieved through organized and competitive youth Football and Cheerleading programs. All coaches and other adults in the program shall bear in mind that the Attainment of exceptional athletic skill and the winning of games, while important, are secondary And the molding of future productive citizens is of primary importance.

## **Article III. Liability**

- Section 1. The Association Officers, sponsors, coaches, managers, referees, or any other supervisory personnel are not responsible for any injuries to any person participating in the football or cheerleading programs. All players, cheerleaders, coaches, managers, officials, referees, parents, and spectators participate at their own risk, and assume all responsibility for injury.

## **Article IV. Membership**

- Section 1. Membership shall consist of; (1) All duly registered and certified youth participants who have met the participation requirements as set forth in the current year's rules and regulations of the Association, and of the Northwest Georgia Youth Football League, and are currently listed in good standing on the roster of one of the Association's teams. ("Participant Members"); (2) the parents and/or guardians of each Participant member. ("Parent Members"); and (3) coaches and other adults serving in administrative or supervisory positions during the year, whether or not they have children registered in the program ("Administrative Members")
- Section 2. Membership shall be subject to the approval of the Board of Directors, hereinafter referred to as the "Board" of the Association
- Section 3. The term of membership for Participant and Parent Members shall extend to the end of the calendar year for which the participant member is qualified. The term of Administrative Members shall be one (1) calendar year, or any portion thereof, or until their successors have been duly elected and qualified.
- Section 4. On all matters calling for a vote of the membership of the Association, voting rights are as follows: (1) Each administrative member shall have one vote; (2) Parent members have one vote for each participant member (i.e., two Parent Members with one child who is a participant Member has only one vote which may be exercised by either Parent Member); and (3) Participant members shall have no voting rights.

## **Article V. Membership Meetings**

- Section 1. An annual meeting of the Membership shall be held on the second Tuesday of November of each year to review the year financially, to elect Board members for the upcoming calendar year, and any other topics deemed necessary by the Board.
- Section 2. Special meetings of the membership may be called as follows:(1) the association's president may call a special meeting at any time for any purpose; and (2) the secretary will call a special meeting upon receipt of a written request for a meeting by the membership with signatures of twenty-five or more members with voting privileges as set forth above in Article IV. Section 4.
- Section 3. All special membership meetings require a ten-day written notice to all members. Special membership meeting notices may be (1) Hand delivered to Participant Members, (2) sent via electronic mailing (e-mail), and/or (3) Mailed through the U.S. Postal service normal delivery. The Secretary or his/her designee shall provide said notice to the membership.
- Section 4. At all membership meetings, a minimum of one-fourth of the membership with voting privileges as set forth above in Article IV. Section 4, must be present for a quorum. A quorum is necessary for any business to be conducted; however, a quorum is not required for informational meetings.
- Section 5. At all meetings of the membership, the affirmative vote of the majority of the members with voting privileges as set forth above and either cast in person or by proxy shall be necessary for an action to be adopted, except as otherwise set out by law or in these Bylaws.
- Section 6. Actions may be taken by the membership without a formal meeting by consent if such consent is executed in writing by a majority of the members entitled to vote as defined above and if allowed under the laws of the State of Georgia.
- Section 7. Roberts Rules of Order, newly revised shall govern the proceedings of all meetings where no conflict is found with the Bylaws of the Association.

## **Article VI. Government**

- Section 1. The governing body of the Association shall be the Board of Directors. The Board shall consist of those members who have been elected by the membership at the annual October meeting. In the event that a position on the Board is unfilled at the time of the election, the board may elect a nominee for the vacant position by a majority of affirmative votes. The President of the Board will serve as the Chairperson of all meetings, with the Vice-president serving as Vice-Chairperson.
- Section 2. All matters of policy concerning the Association shall be directed by a vote of the Board, provided at least a majority of current Board members are present to establish a quorum, the president will only vote in the event of a tie.
- Section 3. Meetings of the Board will be held as follows: (1) Monthly meetings to conduct the old and new business will be held throughout the year and will be called and convened by the President. (2) Special meetings of the Board may be called at anytime by the President. (3) Special meetings of the Board may be called at any time if requested in writing by two or more board members to the Secretary, who shall be responsible for providing notice of such meeting. Written, electronic, and/or telephone notices will be provided to all board members for any meetings by the Secretary or the President. Roberts Rules of Order, newly revised shall govern the proceedings of all meetings where no conflict is found with the Bylaws of the Association.
- Section 4. The Officers of the Association shall be as follows: President, Vice President, Secretary, Treasurer, Cheerleading Director, Cheerleading Coordinator, Football Director, Football Coordinator, Concession Director, Concessions Coordinator, Football Team Parent Director, Cheerleading Team Parent Director, Purchasing Agent, Special Events Director, Equipment Director, Equipment Coordinator, Weight Commissioner, Fundraising Director.

## Article VII. Duties of Officers and Directors

- Section 1. The Board of Directors will set the overall goals and objectives of the Association in accordance with these Bylaws, coordinate long-term programs and studies, maintain financial control of the Association, enforce the Association's and the North Georgia Football League's Rules; oversee the conduct of the coaches working with the football and cheerleading programs, hear appeals resulting from disciplinary actions, review and approve budgets, and conduct any other Association business as may come before the Board.
- Section 2. By a majority vote at any duly constituted Board meeting, the Board shall have the authority to suspend and/or remove any Board member whose conduct or lack of participation is considered as detrimental to the Association. In the event of the resignation, suspension, or removal of a Board member, the Board may appoint a successor to fill the un-expired term. **Any Board member missing three consecutive meetings will be dismissed from the board.**
- Section 3. President: Presides at meetings and is head of the Board of Directors; supervises functions for various committees, and in general, sees that rules, policies, and principles are carried out. Schedules and approves practice fields and games. Acts as liaison between KYFA and NGYFL. The President shall have other powers as determined by the Board of Directors by resolution.
- Section 4. Vice President: Presides in the absence of the President. Serves as manager of player activity; supervises coaching staffs, assists the President in scheduling practices and games. Serves as mediator for any grievances. The Vice President shall have other powers as determined by the Board of Directors by resolution.
- Section 5. Secretary: Shall be Business Administer of the association. All purchases will be sent to the Secretary before purchases up to \$300.00 can be made. Shall keep the minutes of all meetings of the Membership and the Board of Directors. The Secretary shall have charge of the minutes, seal, and other legal documents of the association. The Secretary shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 6. Treasurer: Shall have the authority to manage the financial affairs of the corporation. The Treasurer shall keep books and records of the financial affairs and make such available to all members of the Board upon request. The Treasurer will provide monthly written financial reports to the Board of Directors. The Treasurer will provide a written annual financial report to the membership at the Annual Meeting or other times as directed by the Board of Directors. The Treasurer will prepare an annual opening budget for the upcoming year for the association, which will be voted upon by the Board of directors at the February Meeting. The Treasurer will ensure current signature cards are on file with the bank with an approved signature required on all checks written on the Association's bank account(s). Board approval is required for any check exceeding \$300.00 except for payment related to approved purchase order(s). The Treasurer shall have other powers and duties as delegated by the Board of Directors by resolution.
- Section 7. Cheerleading Director: Responsible for directing all cheerleading activities, overseeing the coaches and assistant coaches, assists Purchasing Director with the ordering of cheerleading uniforms and equipment, and acts as liaison with NGYCC and KYFA. Mediates Cheerleader grievances.
- Section 8. Cheerleading Coordinator: Acts as assistant to the director, and presides in the absence of the director. Will assist Cheerleading Director with overseeing the coaches and assistant coaches. Coordinates distribution and collection of cheerleading uniforms.
- Section 9. Cheerleading Team Parent Director: Distributes information to all coaches and parents, works with the Concession Director to schedule the teams for concession stand duties, coordinates weekly team parent meetings, schedules parents to work gates at home games to collect money for referees. Serves as mediator between parents and coaches over any grievances. It is suggested that the vice President be present during the discussion of grievances and all grievances shall be handled away from the field or concession stand. (Preferably on the phone, in the parking lot, or after and away from any practice.)

- Section 10. Football Team Parent Director: Distributes information to all coaches and parents, works with the Concession Director to schedule the teams for concession stand duties, coordinates weekly team parent meetings, schedules parents to work gates at home games to collect money for referees. Serves as mediator between parents and coaches over any grievances. It is suggested that the vice President be present during the discussion of grievances and all grievances shall be handled away from the field or concession stand.(Phone, parking lot, or after any practice.)
- Section 11. Football Director: Oversees distribution, collection, inventory, and maintenance of all football equipment. Assists Purchasing Director with the purchase of Football equipment. Mediates the football player rules. Oversees football coaches and assistants.
- Section 12. Coaches Coordinators: Assists the football director, and coordinates the initial and daily distribution and collection of football equipment with the equipment director. May have up to six Coaches Coordinators
- Section 13. Equipment Director: Responsible for maintaining and inventorying all football equipment. Oversees distribution, collection, and security of all football equipment. Football director and Football coordinator shall also assist with distribution and collection of football equipment.
- Section 14. Equipment Coordinator: Responsible for assisting the Equipment Director in maintaining and inventorying all football equipment. Assists with distribution, collection, and security of all football equipment. Football director and Football coordinator shall also assist with distribution and collection of football equipment.
- Section 15. Concessions Director: Oversees all activities of the concession stand including; purchasing, stocking, pricing, and profitability of inventory; oversee concession stand housekeeping, controls workers and cashiers; oversees maintenance and requisition of concession equipment. Responsible for balancing cash register after each game or practice, and turning all money over to the Treasurer. Responsible for opening and securing concession stand each business day.
- Section 16. Concessions Coordinator: Assists Concessions Director and coordinates all daily operations and verifies daily scheduling.
- Section 17. Special Events Director: Shall coordinate any special events to include Homecoming, Picture Day, and any other events. The Special Events Director may appoint (3) committee members to assist with these events.
- Section 18. Purchasing Agent: Responsible for the purchasing of all football and Cheerleading equipment.
- Section 19. Fundraising Director: Responsible for all fundraising for the Association. The Fundraising Director may appoint (3) committee members to assist in fundraising.
- Section 20. Weight Commissioner: Responsible for recording weights at all home games. Responsible for coordination of weight recordings at away games. Weight Commissioner will report to N~~W~~GYFL. Commissioner may have members from each team to help with this recording.

### **Article VIII. Nominations of Officers and Directors**

- Section 1. A nomination committee, of at least three (3) persons, shall be appointed by the Board of Directors at least two weeks prior to the annual membership meeting. The committee shall nominate one or more candidates for each office. All nominees must provide written consent to the nomination.
- Section 2. A nomination may be made from the floor, but only if the nominee is present or written consent has been obtained prior to the election.
- Section 3. If there is more than one nominee for any office, the election for that office shall be made by secret ballot. Ballots are to be counted in view of the membership present.

### Article IX. Committees

- Section 1. Solely at its discretion, the Board of directors may establish committees composed of Parent Members and other adults evidencing an interest in youth sports, and in assisting the Association meet its objectives.
- Section 2. The Board shall have the authority to appoint one or more committees as deemed necessary or appropriate. Committees will be comprised of Board Members and/or Non-Board Members. Each committee shall have duties and functions as dictated by the Board. Committees shall serve at the direction and pleasure of the Board.
- Section 3. All financial expenditures, if any, by committees require prior authorization and approval from the Board of Directors.

### Article X. Coaches

- Section 1. Coaches will be classified as either; Head Coach, Assistant Head Coach, or Assistant Coach of a specific team. The coaching staff for each football/cheerleading team shall consist of a Head coach and a maximum of five (5) assistant coaches. No Head Coach shall be under the age of 21 years old and will conform with the requirements set forth by NWGYFL and may be modified at any time without notice by the Board of Directors. All Coaches shall serve at the direction and pleasure of the Board.
- Section 2. Any person interested in coaching must fill out a coaching application and a background check form. All head coaches must submit their application and background check to the coaching director by December 31st of the season **prior to the one in which** they want to participate. All assistant coaches may submit their application and background check at any registration two weeks prior to Aug 1<sup>st</sup> for the season that they want to participate. All coaches will be reviewed and approved by the coaching committee and presented to the to the board for approval prior to August 1<sup>st</sup> any person interested in coaching after August 1 will be approved on a case by case basis by the Coaching director. No coach will have any interaction with players until their background check is complete.
- Section 3. The Head Coach for each team is responsible for the selection of his/her assistant coaches. These selections must be approved by the Board of directors, generally within two (2) weeks of the first practice.
- Section 4. Head coaches of the previous season in a particular age group shall be given consideration over a coach requesting the same position **providing all other attributes are equal.**
- Section 5. Conduct, which violates the responsibilities outlined for the Head Coach and/or the Assistant Coach within these Bylaws or as provided by the association will result in disciplinary action. The respective Football director or Cheerleading Director will first provide a verbal warning to the Coach in question. This verbal warning will be documented in writing by the respective Director. If the problem is not resolved the respective Director may take further action as provided within the guidelines set forth by the Association and/or NWGYFL. The Board of Directors, by a majority vote of its members at any duly constituted Board meeting can; suspend, reprimand, or otherwise discipline; a Head Coach, an Assistant Coach, or any other adult associated with his/her team; whose conduct, lack of ability, non-compliance with the rules and regulations of the Association, or mere presence is considered as being detrimental to the best interests of the Association. An individual charged with any infraction shall have the option to appear before the Board of Directors on Appeal. All decisions by the Board shall be final.
- Section 6. In the event of a vacancy created by the resignation, suspension, or advancement of a Head Coach, a replacement shall be selected by the coaching director from the approved candidates
- Section 7. All Head Coaches are voting members of the Association as defined above in Article IV Section 1

### **Article XI. Duties of Coaches**

- Section 1. Coaches shall teach the fundamentals of football/cheerleading in such a manner that the young people will obtain a thorough knowledge of the correct method of participation in the sport regardless of the skill level obtained by the young person.
- Section 2. Each team's coaching staff shall forward administrative matters and equipment requests through team parents to allow the coaches time to concentrate on their task of coaching.
- Section 3. The coaching staff shall be responsible for the final selection of their team and player positions. They are responsible for the participants from the time they report to an event until they are dismissed or removed by the Parent.
- Section 4. The Head Coach is responsible for the actions of the Assistant Coaches.
- Section 5. All coaches are required to assist in the distribution and collection of equipment.

### **Article XII. Youth Participants**

- Section 1. Any youth meeting the age, weight, health, and any other requirements as defined by the Board of Directors shall be eligible to participate in Association activities provided that he/she agrees to be governed by the rules of the Association.
- Section 2. Upon evidence of the misconduct by any youth, the Board of Directors shall notify the Football/Cheerleader Director and the Head coach of the team on which the youth is a member. The youth and the youth's Parent/Guardian, accompanied by his/her Head Coach, shall have the option to appear before the Board of Directors, who shall have full power to suspend or revoke the youth's eligibility from further participation, subject to applicable provisions governing discipline for the NWGYFL or any other conference of which the Association is a member.
- Section 3. A registration fee will be assessed for youth participants unless, in specific cases, the Board declares otherwise.
- Section 4. Youth Participants shall be required to furnish a Parent's/Guardian's consent to participate, and an official record of birth as directed by the NWGYFL.
- Section 5. Each football player on the roster who has not missed any practices during the prior week and is not injured or under discipline by the Head Coach shall play a minimum of eight plays per game.
- Section 6. Cheerleader or Football player participation may be waived on a pre-game basis by a written request from the Head Coach indicating any of the following reasons:  
Missed Practice Time: Any absences or arriving 15 minutes (or more) late for practice constitutes missed practice time.  
Injury:  
Discipline Problems:

### **Article XIII. Participant Grievances**

- Section 1. In the event a parent feels his/her child is being unduly criticized, or is not being given an equal Opportunity to participate, the parent shall not approach the coaches directly during practice sessions and/or competitive events.
- Section 2. The parent shall advise the Team Parent Director of the situation and ask for a conference with the coach or coaches in the presence of an additional Board member.
- Section 3. In the event a Parent is not satisfied with the resolution of the grievance with the Team Parent Director, the next step is to file a written complaint, and submit it to the President of the Association.
- Section 4. In cases of violations of the game participation rule, written complaints must be filed within 48 hours of the incident. In all other situations, the written complaint must be received by a Board member, within 15 days. The President shall receive any complaints and shall call a Board meeting concerning the complaint.
- Section 5. The Board of Directors shall act as a grievance committee. In the event the President is a party of the grievance, the Vice President shall act as the President for the grievance proceedings. The decision of the Board/Grievance Committee is final.

### **Article XX. Parent, Coach, and Spectator Conduct**

- Section 1. Parents, Coaches, and Spectators shall conduct themselves in such a manner as to set an example for the young people.
- Section 2. During competitive events, any display of conduct unbecoming or detrimental to the Association or to NWGYFL by coaches, parents or spectators will not be tolerated and could result in forfeiture of the game. KYFA reserves the right to suspend or remove any player, coach, parent, or spectator whose conduct is deemed by the KYFA Board to be offensive, objectionable, or not in the best interest of KYFA, Inc. This is up to and including permanent removal by the player, coach, parent, or spectator and will have the same affect of permanent removal from every association in NWGYFL, Inc. This may include but is not limited to a court ordered restraining order.
- Section 3. Any KYFA board member, with the support of the President or Vice President, could suspend or remove any member (as stated in Article IV. Membership) or visitor from any KYFA event if language and/or action were determined, by a board member, to be unbecoming or detrimental to the league or association. A special meeting may be called by the President within 48 hours to determine further action, if any, by the board. All suspensions and removals would stand until the KYFA board has ruled on the incident in question.
- Section 4. During competitive events and practices, all spectators shall remain at least 10 feet from the boundaries of the playing field, or behind the crowd control fence if such is provided.

### **Article XXI. Internal Control Policies**

- Section 1. The Board of Directors shall at its discretion, establish and enforce internal control policies and procedures, with regards to all financial matters and the day to day operation of the Association.

**Article XXII. Fundraising**

Section 1. All fundraising activities will be subject to the approval and direction of the Board of Directors.

**Article XXIII. Amendments**

Section 1. These Bylaws or any section thereof may be amended or repealed by a majority vote of the Board of Directors.

Section 2. Changes to these Bylaws shall become effective immediately following their adoption by the Board of Directors.

Section 3. The Bylaws shall be available to any member of the Association requesting a copy.