

ARTICLE I: Organization

Section 1: Name

The name of this organization shall be the Bobcat Youth Football Organization, Inc. (BYFO) (Hereinafter referred to as the "Organization")

Section 2: Organizational Status

This Association shall be a non-profit organization with tax exempt status.

ARTICLE II: PURPOSE AND OBJECTIVES

Section 1: Purpose

The Organization is organized exclusively for charitable, educational, religious or scientific purposes within The Meaning of Section 501(c) (3) of the Internal Revenue Code

Section 2: Objective and Mission

The objectives shall be to promote the ideals of good sportsmanship, personal integrity and team cooperation through participation and instruction in the game of football. An additional important objective is the involvement of the player's family in the Organization.

Section 3: Process

This objective shall be reached by providing supervised competition with primary emphasis on the development of good citizens and the encouragement of good sportsmanship, and secondary emphasis upon winning of games.

ARTICLE III: MEMBERSHIP

Section 1: Membership

Parents or guardians (limited to two persons for each family unit) of each child playing BYFO Football and Cheerleading shall be eligible to be a voting member, provided:

1. The team represented has been authorized by the Board.
2. The BYFO registration form, which includes a pledge to abide by the By-laws and rules herein, certifies the age of the child, identifies voting members, and includes other information as set out herein or by the Board, has been completed and signed by a parent or guardian.

Section 2: Votes

Each qualified designated member shall have one (1) vote regardless of the number of children he/she has participating in the Organization and must be present at a membership meeting to cast it. Proxy votes will not be allowed by the General Membership.

Section 3: Participation

All members of the Organization parents, guardians, Board members and coaches recognize that they are role models for the youth participating in the BYFO and in this recognition pledge to conduct themselves in a mature and adult manner. If, in the opinion of the majority of the Board of Directors, any particular member, whether they be parent, guardian, Board member or coach, is conducting themselves in a manner which is not conducive to the stated objectives of the Organization (refer to Article II, Section 2), he/she will lose his/her membership in the Organization. This will be accomplished without affecting the child's participation in the BYFO.

Section 4: Withdrawal of Membership

The withdrawal of all children of a family from the BYFO will constitute automatic resignation of membership. Exceptions require approval by the Board.

Section 5: Revocation of Membership

Any member of the Organization may have his/her membership revoked by the Executive Board for conduct that is not consistent with the stated objectives of the Organization, for violating any of the applicable "codes of conduct", for violating the By-laws of either the Organization or the parent organization. The Board will not restrict a child's participation in the Organization because of revocation of a parent's membership.

ARTICLE IV: GOVERNING BODY

Section 1: Executive Board

The Executive Board shall be the governing body of the BYFO and shall transact all business and enforce all rules for the Organization. It shall have the power to settle all disputes and protests. All decisions of the Board are final.

A. At no time will one household have more than one voting member on the BYFO elected Board. Section 2: Executive Board Positions

The Executive Board shall consist of elected officials as follows:

President

The President shall be elected at large and be the Chief Executive Officer charged with the overall administrative functions of the Organization. He/She shall appoint committees as set out herein and as he deems necessary, assign duties to directors and members as required, and take prudent and reasonable action in circumstances not covered within the By-laws. All appointments are subject to confirmation by the Board.

The President will be authorized to sign on bank drafts.

The President will also maintain a positive working relationship with the Northwest Youth Sports Association to coordinate field and stadium usage, fees, scheduling and other ancillary issues pertaining to football operations. If desired, the President can appoint another member for this duty with majority Board approval.

The President shall also represent the Organizations interest with Northwest ISD. As a representative and spokesperson, the President will seek Board approval on recommendations expressed by either the Board as a whole or recommendations by an appointed rules committee.

The outgoing President shall assist the newly elected President for a period of time until all transition work is complete.

The President shall only vote to break a tie.

Vice President

The Vice President shall be elected annually by the voting members at large and shall preside in the absence of the President and shall work with other officers and committee members as necessary.

The Vice President will be responsible for duties involved with the registering of any and all persons involved with BYFO.

The Vice President will assist the Director of Cheerleading for the coordination and planning of the Homecoming Parade. He/She will be responsible to ensure each team is represented and that each player has the opportunity to participate.

The Vice President will also procure and distribute trophies at the end of the season.

The Vice President shall carry out such duties and assignments as delegated by the President.

The Vice President may appoint assistants as necessary to help with registrations.

Secretary

The Secretary shall be elected annually by the voting members at large and shall attend and record minutes of all BYFO meetings and general membership meetings.

The Secretary will issue minutes of all meetings to all Board members and to be approved by the Board at the start of the following meeting.

The Secretary will also keep and maintain the Articles of Organization.

The Secretary will also be responsible for conducting all coach, assistant coach and volunteer background checks as required by this Organization.

As directed by the President, and approved by the Board, the Secretary shall perform other duties as assigned.

The Secretary shall be responsible for coordinating picture schedules.

The Secretary will keep the master registration list of all registrations in football and cheer.

Treasurer

The Treasurer shall be elected annually by the voting members at large and shall have custody of all BYFO financial records. The Treasurer shall keep updated books on accounts, bank statements and financial recordings. The Treasurer shall be responsible for keeping the Organization in good standing with the IRS and other state or local agencies as a not for profit organization by preparing and filing all necessary accounting forms and documents by the required deadlines. Accounting degree preferred

An accounting of the financial standing of BYFO will be presented at each meeting of the Organization.

The Treasurer shall supervise all finances and pay all approved purchases or expenses.

The Treasurer shall also provide an operating budget at the beginning of each calendar year. At the end of the Treasurer's term of office or upon resignation or termination by the Board, all accounts of monies in possession, along with books, receipts and all other relevant material belonging to BYFO shall be turned over to the President.

Upon election or appointment of a new Treasurer and review by the Board, a determination will be made as to the accuracy of financial reports. The Board will seek an independent auditor for review if necessary.

The Treasurer shall carry out such duties and assignments delegated by the President.

The Treasurer may serve a maximum of three (3) consecutive 12-month terms in the same office.

The Treasurer shall be responsible for planning and maintaining the current and projected budget for the Organization.

Parliamentarian / Director of Safety / NTFL Representative

The Parliamentarian shall be elected annually by the voting members at large and shall be the authority on Robert Rules of Order and all BYFO By-laws and rules. The Parliamentarian shall interpret and enforce the playing rules as stated by BYFO and the North Texas Football League. (NTFL).

The Parliamentarian shall work with the Director of Football to address and resolve conflicts.

The Parliamentarian shall chair the Grievance Board to address formal complaint issues filed against the Organization and/or its members.

The Parliamentarian can assemble a rules committee which can include coaches and other Board members to review rule changes and additions. Any proposed recommendations shall be approved by the Board.

The Parliamentarian shall also manage the annual Board election process which will include a committee assembled to tabulate votes.

The Parliamentarian shall also serve as Director of Safety / NTFL Representative shall be elected annually by the voting members at large and is responsible for

Director of Safety will work with coaches to ensure that they are USA Football certified.

Director of Safety will work with field EMTs to make sure accidents are properly reported and logged in a field journal.

Director of Safety will hold a clinic prior to the season with coaches and /or players to discuss proper hydration and diet. Discuss appropriate water break intervals in the hottest part of the season etc.

Will visit practices and games to ensure best practices for health and safety of coaches and players.

Will also collect and distribute game score information to the NTFL scheduler within a 24 hour period.

Will attend NTFL meetings.

The Parliamentarian shall carry out such duties and assignments as delegated by the President.

Section 3: General Board Positions

Director of Football

The Director of Football shall be elected annually by the voting members at large and shall have the responsibility of overseeing the coaches and development of coaches for this Organization.

The Director of Football will assist the Vice President in checking age, weight and boundary eligibility of all football players.

The Director of Football will be responsible for collecting applications from new and returning coaches and will work with the Secretary on processing background checks on coaches and assistant coaches.

The Director of Football will also be responsible for providing a forum or other type of mechanism to collect post season surveys in an effort to provide feedback for improvements.

The Director of Football will provide annual coaching clinics for all coaches both new and returning to teach and review coaching techniques and the conduct this Organization will expect of coaches.

The Director of Football will also assist the Vice President with player registrations and will organize and conduct player drafts in accordance with the By-laws of this Organization.

The Director of Football will also work with the various local towns and schools to secure practice facilities for the teams and will allocate practice times and schedules for the BYFO teams.

In the event of conflicts between players/coaches/parents the Director of Football will attempt to resolve such issues. If the conflict involves the Director of Football, the Parliamentarian will handle the matter through a formal process.

The Director of Football will oversee 7 on 7 registration and games during the spring.

Director of Game Day Operations

The Game day Operations Director shall be elected annually by the voting members at large and shall be responsible for all operations associated with game day.

The Director of Game Day Operations may seek out and appoint volunteer coordinators as needed to facilitate the operations of events. The volunteer coordinator can assist with team volunteers to handle front gate admission collection, coordination of field maintenance, volunteers, scorekeeper and announcer.

In addition an alternate site coordinator may be necessary to handle operations on multiple playing fields.

Director of Game Day Operations will be responsible for recruiting volunteers to set up and break down, concessions stand, put up and take down sponsor banners, empty trash cans, clean up bleachers, return gear to proper storage facilities etc. on game day.

Director of Cheerleading

The Director of Cheerleading shall be elected annually by the voting members at large and will be responsible for the coordination of cheerleading activities.

The Director of Cheerleading will coordinate registration, cheerleader camps and programs and uniform sizing and procurement through a reputable vendor.

The Director of Cheerleading may enlist the services of volunteers to assist with cheerleading operations.

The Director of Cheerleading will be in charge of the coordination of the Homecoming Parade and will involve the Vice President and the Director of Football as needed.

Director of Fundraising

The Director of Fundraising shall be elected annually by the voting members at large and is responsible for

Selecting fundraisers as applicable for BYFO participation.

Maintaining records of all fundraising activities and provide these records to the BYFO Treasurer.

In charge of sales and tracking of league T-shirts, window stickers and various other BYFO branded items.

The Director of Fundraising shall manage concession sales and inventory, as applicable.

The Director of Fundraising will work with and oversee the Concessions Coordinator.

The Director of Fundraising will assist with set up spirit nights and spirit activities for the league.

The Director of Fundraising work with and oversee the Sponsorship Coordinator.

Director of Equipment

The Director of Equipment shall be elected annually by the voting members at large and is responsible for all football equipment and uniform inventories including all necessary hardware for repair.

The Director of Equipment shall locate sources for purchasing equipment at reasonable prices.

The Director of Equipment shall inspect and inventory all equipment immediately after post season play concludes and provide an inventory report to all Board members along with a list of needed items.

The Director of Equipment shall prepare a budget for football safety equipment and upon approval from the Board of Directors, make the necessary purchases early enough to receive shipment by the start of the season.

The Director of Equipment shall arrange the site for equipment distribution and coordinate the equipment distribution with the Director of Football and Coaches.

The Director of Equipment shall coordinate all returned equipment at the end of the season, inspect all returned equipment, remove substandard equipment to a holding area for further action and oversee storage of all equipment in a designated storage unit and /or building.

The Director of Equipment is responsible for making sure that each team has a first aid kit at the beginning of each season.

The Director of Equipment shall maintain consumables such as mouth pieces, chain straps, hardware, etc.

Director of Communications and Media

The Director of Communications and Media shall be elected annually by the voting members at large and will have the responsibility of :

Keeping the website information up to date.

Act as Admin for all Social Media outlets IE. Facebook, Twitter and Instagram. A password for each of the medias outlets will be given to the President.

Help with keeping a uniform BYFO brand look across all platforms including website, social media and email campaigns / newsletters.

Managing the hosting accounts and maintaining domains and email accounts.

Set up and maintain online registration tools.

Set up and maintain online Coaching applications and background checks.

Assist with various technological / Internet and web needs as they arise.

The Director of Communications/Media shall work with the Secretary to maintain communications to the members, coaches, players, cheerleaders.

The Director of Communications/ Media will post meeting minutes to BYFO website within 5 days of Board meeting.

Director of Communications/ Media will work with Football team moms and Cheer squad moms to communicate information to teams.

Concessions Coordinator

The Concessions Coordinator shall be elected annually by the voting members at large and will have the responsibility of :

Concessions Coordinator will work with the Director of Fundraising to ensure:

The concession stand is set up / taken down, stocked, staffed and managed on game days.

Proper cash handling procedures will be followed with the Treasurer.

Procurement of necessary items for sale and maintenance of inventory.

Concessions Coordinator is responsible for taking the NTFL 5 play sheets and delivering it the BYFO/ NTFL representative for score reporting.

Team Mom Coordinator

The Team Mom Coordinator shall be elected annually by the voting members at large and will have the responsibility of :

They will assist in helping the new Team Moms with their football binders.

They will provide all BYFO league and board information to the Team Moms so they can facilitate communication through out the season.

BYFO Advisory Board

The Advisory Board is a three person panel voted in by the current BYFO board that consists of the former Board Members that served on a prior BYFO Board not exceeding 3 years removed from the Board. The Advisory Board will provide guidance to the current BYFO Board based on experience gained in past years. All major By-Law changes and decisions concerning the operation, structure and major finances must be presented to the Advisory Board for approval. Veto power is placed with the Advisory Board to protect the Organization's best interests.

Section 5: Rights and Responsibilities of Board Members

Rights

All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article XIII Section 1. All Board Members have the following rights guaranteed under parliamentary law:

1. To be treated fairly and equitably.
2. To receive notice of meetings, attend meetings, make and second motions when needed. Vote on motions.
3. Nominate people for office. Be nominated for office. Elect people for office.
4. Know the meaning of the questions or subjects being debated.
5. To speak on or debate an issue in turn.
6. Object when rules are being violated.
7. Appeal the decision of the chair.
8. Have access to minutes of all meetings.
9. Receive a Treasurer's report once a month.
10. Get a copy of the BYFO constitution and By-laws.
11. Not have to suffer personal abuse and attack from any other member(s).
12. Any other rights guaranteed under parliamentary law.
13. Any grievance can be files through the Parliamentarian or President.

Responsibilities

All Board Members have the following responsibilities and obligations as well.

1. Treat all internal Board Duties, Disciplinary Actions, Communication, or Internal Debates as confidential information. Failure to do so can result in removal.
2. Attend meetings, be on time, and stay until the end of the meeting.

3. Be ready to talk knowledgeable and intelligently on a topic.
4. Be open-minded and attentive.
5. Treat everyone with courtesy and respect.
6. No negative yelling at or belittling of other Board Members.
7. Follow the rules of debate and obey the rules of the Organization.
8. Attack issues, not people! Respect the rights of others.
9. Abide by the final decision of the quorum vote.
10. Bring in or recommend new members.
11. Participate in committees as requested or needed.
12. Respect the chair's opinion and rulings of the committee.
13. Promote the Organization's growth and influence.
14. Enhance the Organization's reputation.

C. Expectations

Volunteer time is important and each Board member will be required to work a 3-4 hour shift on game day every Saturday for 11 weeks straight. Shift will be determined by the Director of Game Day Operations with a minimum of 36 hours to a maximum of 44 hours per season. In addition to game day, each Board member should estimate a minimum of 4 hours per week volunteer time starting in January through the beginning of the first game of the season. Volunteer time consists of, but is not limited to, Board meetings, fundraising events, parks and recreation meetings, registration drives, uniform fittings, special committees and/or emergency meetings. Annual volunteer hours for Board members are estimated at 144 hours per year.

Section 6: Voting

A. For the current season the voting members will include the President, Vice President, Treasurer, Director of Football, Parliamentarian, Secretary, Director of Cheerleading, Director of Communication, Director of Game Day Operations, Director of Equipment, Director of Fundraising and

Webmaster. Proxy votes will be accepted only if submitted in writing. Voting members will be reviewed and voted on yearly by the Board. The President shall only vote to break a tie. At no time will one household have more than one voting member on the BYFO elected Board.

Section 7: Vacancies

Any Director or Officer may resign his/her office by written resignation to the Board. Any Director who is absent from three Board meetings, having been notified 72 hours prior to each meeting, unless excused by the Board shall have his/her office declared vacant. Any Director or officer, who willfully neglects his /her duties to the detriment of the Organization, may be brought to a hearing by the Board, and a vote of six of the remaining nine members is required to take any action. Any vacancy of the Board shall be filled by presidential appointment with ratification of the majority of the remaining Directors.

Section 8: Election of Officers

Each year during the month of November or December, a meeting will be called of the Organization membership for the purpose of electing officers for the following year.

The current Parliamentarian and Secretary will serve as the nominating committee for the purpose of organizing the election, communicating to the membership the time and place for the election, accepting nominations for filling the Board positions and creating pre-printed ballots.

The membership will be notified via email and the Organization Website four weeks prior to the scheduled election.

All nominations for the Board positions must be received via email or in writing two weeks prior to the election.

New floor nominations the day of the election will not be accepted.

Nominee names will be posted on the Organization Website no later than one week prior to the election.

All nominees are required to attend the election and be prepared to present their qualifications to the Membership.

A preprinted ballot will be distributed to all voting members.

The candidate receiving the larger number of votes for each position shall be declared the winner.

Margins of less than five votes shall require a recount.

The Parliamentarian and Secretary will conduct the recount.

There shall be no proxy votes.

Only members who are present at the meeting are allowed to vote and may only receive one ballot.

All executive board members will be voted on by current voting board prior to the end of the calendar years.

All executive board must have a minimum of 1 year of experience on the BYFO board.

Section 9: Term

All Board members shall be elected for a one-year term.

The term will begin on January 1 and end on December 31 of each calendar year.

Section 9: Board Meetings

The Board shall hold meetings when called by the President or when requested by three Directors, or by written request from at least five voting members. Meeting minutes will be documented and posted on the Organization Website no later than 5 days after the meeting has occurred.

Section 10: Quorum

A quorum shall consist of 50% of the Directors.

Section 11: Procedures

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable in which they are not inconsistent with the by-laws of the Organization, the parent organization, nor any special rules of order the Organization may adapt.

ARTICLE V: COMMITTEES

Section 1: Nominating Committee

The Nominating Committee shall be composed of four members who are not Directors, one to be named Chairman, who shall select from the membership two nominees for each at-large Board position in order to nominate same at the election meeting. The membership shall be notified by the committee that

nominees are being considered and how to contact each Committee person. The proposed nominees shall be polled for willingness and time to serve. The final list of nominees shall be delivered to the Board one week before scheduled elections.

ARTICLE VI: COACHES

Section 1: Coach Responsibilities

The Board recognizes that coaches are vital to the existence of the Organization; however, coaching in the Organization is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in the Organization will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Because of the importance coaching positions, the Board has an obligation to the membership and the participants to screen carefully individuals applying for positions as coaches. Volunteer time is important, and each Board member will be required to work a 3-4 hour shift on game day every Saturday for 11 weeks straight. Shift will be determined by Director of Game Day Operations with a minimum of 36 hours to a maximum of 44 hours. In addition to game day, each Board member should estimate a minimum of 4 hours a week volunteer time starting January – August prior to the first game. Volunteer time consists of but not limited to, Board meetings, fundraising events, parks & rec recreation meetings, registration sign ups, uniform fittings, special committees, and or emergency meetings. Annual volunteer hours for Board members estimated at 144 hours a year.

Section 2: Coaching Candidates

Any individual may apply to become a coach in the Organization. In order to be considered for any coaching position (head or assistant) in the Organization, an individual must provide the following:

1. Completed and signed Organization coaching application form.
2. Signed release to allow the Organization to conduct any and all background checks as deemed necessary by the Board.
3. Provide proof of completed coaching certification course required by the Organization
4. Signed coaching ethics statement.

Section 3: Background Checks

All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the President and Secretary and will be kept confidential, except where a report to legal authorities is deemed necessary. The President, Vice President and Executive of Football Ordinance will only indicate a status of acceptable or unacceptable when reporting the results to the Board for coaching selections.

Section 4: Coaching Selections

The Board will make all coaching selections at its discretion and will approve selections by a Board vote. The Board will take into consideration the following items when making selections:

1. Previous coaching experience with the Organization.
2. Prior coaching experience in related activity (football or cheerleading).
3. Football or cheerleading background/experience.
4. Coaching certifications.
5. References.
6. Background check results.
7. Conduct in the Organization.
8. The Board will not approve a selection of a coach without having information required by candidates as outlined in Article VII Section 2 of these By-Laws.
9. Football/Cheerleading head coaches must have a child on that specific team. If a head coach cannot be found, an outside person may be selected as the head coach with Board approval.

Section 5: Coaching Responsibilities

1. All head coaches will be appointed by the Board and will be notified of their selections by the Director of Football or Cheerleading.
2. A head coach is given authority to direct the activities of his/her team as long as those activities do not violate any and legal codes, Organization by-laws or Organization codes of conduct.
3. The head coach will identify one individual who will be designated as the official assistant coach who has the authority to direct the activities of the team in the absence of the head coach. This individual is required to provide information outlined in Article V Section 2 and will be approved by the Board.
4. The head coach may at his/her discretion appoint up to 5 individuals as assistant coaches but must abide by NTFL by-laws as to how many may be on the sideline during a game.
5. All head coaches will be required to provide a current roster with jersey numbers at every game.
6. The head coach is responsible for organizing and scheduling practice sessions beginning no earlier than August 1st.
7. No less than two and no more than four weekly practices may be scheduled prior to the first game. No less than one and no more than three may be scheduled after the first game.
8. Practicing on Wednesday's and Sunday's is discouraged and no player who misses practices scheduled on these days will be penalized.
9. Every attempt should be made to finish practices on Friday in order to attend the Byron Nelson High School Game.
10. Head coaches are responsible for educating assistant coaches, players and parent/guardians of all applicable rules, by-laws and codes of conduct.
11. Head Coaches will be held accountable for all Assistant Coaches and the Team Mom to have read applicable GAME rules, by-laws, and Code of Conduct and provide a signed copy that documents this requirement.

Section 6: Conduct and Disciplinary Procedures

1. All coaches will be of good moral character and shall in no way use profane language or alcohol during practices or games they are participating in.

2. No coach may lie to a child, parent or Organization Board member. Telling a documented lie will force immediate removal of the coach and expulsion from the Organization.
3. Head coaches will be held responsible for the conduct of all assistant coaches, parent/guardians and players for his/ her team.
4. Coaches may never degrade a child personally. Always critique in a positive way.
5. A coach will not show disrespect to a parent of a participating child, even when a parent has been disrespectful to a coach.
6. Head coaches will be expected to handle all parent/player issues on their team. Those issues, which cannot be resolved, will be brought to the attention of the Director of Football or Cheerleading.
7. Head coaches who do not provide a current roster with jersey numbers at games will result in their suspension for the next game.
8. Profanity and arguing with any game official is not allowed. This does not mean that a coach cannot disagree with a call however; it does mean that they cannot act in any way that would bring a penalty or repercussion to the BYFO.
9. A head coach who is ejected from a game will be suspended for a minimum of one game pending reinstatement by the Organization.
10. A player, parent/guardian or assistant coach who is ejected will be suspended for the next game along with the head coach.
11. Subsequent problems with parents/guardians or assistant coaches may result in their child being suspended for the rest of the season with no refund.
12. The Official BYFO Code of Conduct will take precedent over all other rules and consequence listed in the BYFO or NTFL By-Laws
13. Disciplinary action for all coaches will be voted on by the BYFO Board. Disciplinary action can involve measures to include punishment beginning with verbal or written warnings up to and including dismissal from the coaching position as the situation warrants

Section 7: Returning Coaches

1. Returning coaches have first right of refusal to accept a position contingent upon satisfying requirements listed in Article VII section (1).
2. No returning coach may be removed without just cause for dismissal.

Article VII: Football Section 1: Registration

1. The Board shall defer to the registration committee to determine dates and registration prices on an annual basis.
2. All participants must be registered according to the guidelines set forth by the registration committee.

Section 2: Age Requirements

1. The Organization will comply with the parent organization's age requirements for football. (NTFL)
2. Cheerleading participants will be 1st through 6th grade.

Section 3: Scholarships

The Organization will provide need based scholarships for participants who cannot afford the registration fees. The President may approve scholarships on a need basis to participants who are not able to afford the cost but will be required to donate time to the Organization for volunteerism.

Section 4: Refunds

The Organization will provide partial refunds to football participants using the following guidelines:

1. If the Organization has not ordered the participant's uniform and jersey and the weigh-ins have not occurred, the participant will be refunded the full registration fee paid, less a \$10.00 administrative fee.
2. If the Organization has not ordered the participant's uniform and jersey and the weigh-ins have occurred, the participant will be refunded the full registration fee paid, less the NCT participant fee for that season and a \$10.00 administrative fee.
3. If the Organization has ordered the participant's uniform and jersey and the weigh-ins have not occurred, the participant will be refunded the full registration fee paid, less the cost of the uniform, jersey and a \$10.00 administrative fee.
4. E. If the Organization ordered the participant's uniform and jersey and the weigh-ins has occurred, the Board of Directors will

determine if a refund is warranted.

The Organization will provide partial refunds to cheerleading participants using the following guidelines:

1. If the Organization has not ordered the participant's uniform, the participant will be refunded the full registration fee paid, less a \$10.00 administrative fee.
2. If the Organization has ordered the participant's uniform, the Board of Directors will determine if a refund is warranted.

Section 5: Team Formation

1. Draft rules will be observed as dictated by the parent organization (NTFL)
2. The Organization further stipulates that a draft will occur when there are enough players to support 2 teams in one sector
3. All players not currently on a team roster must attend a coach look.
4. Player eligibility will be based on the parent organization (NTFL) Section III Eligibility.
5. All participants must reside within NISD boundaries. No players outside of these boundaries will be allowed without board approval.

Section 6: Roberts Rules

Roberts Rules of Order Newly Revised shall be the prime entry authority for all matters of procedure not specifically covered by these By-laws.

Section 7: Meeting Agenda

All meetings, whether they are Board of Director meetings, specially called meetings, or regular scheduled meetings, will be conducted following a previously prepared agenda. The President shall have the responsibility of conducting the meeting according to the prepared agenda.

Section 8: Expenditures

It is expected that all receipts for purchases will be retained, and a monthly ledger entry shall be made to account for all expenditures. Board approval is required for all expenditures.

Section 9: Amendments

These By-laws may be altered, amended, or repealed by the membership of the Organization. Such changes to the By-laws will require that a quorum (1/3) of the voting members is present at a specially called meeting to consider the changes to the By-laws. Further, such changes would require three-fourths (3/4) affirmative vote on the part of the members present.

1. Bylaw changes shall be presented and voted on once per year.
2. All changes must be complete by last meeting of calendar year.
3. All changes approved by the General Membership will take effect the following April 1.

Section 10: Completion of Term

From time to time, the number of Officers may be increased or decreased, but no decrease shall have the effect of shortening the term of any incoming Officers. Officers in positions eliminated by changes in the By-laws shall complete the term for which they were elected. Any contract or other transaction between the organization and any of its Officers or any corporation or firm in which any of BYFO officers is directly or indirectly interested will be considered appropriate and shall be recognized as valid, provided that the Director abstains from voting when the decision regarding the contract is made.

Section 11: Registration

The Registration Committee shall be chaired by the Vice President who shall appoint the needed registrars. The Committee shall carry out the registration and keep records for the seasons. Registration forms approved by the Board shall be used and shall:

1. Indicate number of season's experience;
2. Indicate birth date;
3. Indicate past season's team;
4. Include other items required by the Board.
5. During registration, consent for medical treatment will be obtained from each player.

ARTICLE VIII: CHEERLEADING Section 1: Registration

See Article V: Committees, Section 1.

Section 2: Coaches

See Article VI: Coaches

Section 3: Team Selection

Teams are to be assigned by the Director of Cheerleading per these guidelines:

- A. Parent is the head coach or assistant coach of the football/cheerleading team.
- B. Sibling is on the football/cheerleading team.
- C. Grade of the cheerleader (changes can be made based on registration numbers and requires Board approval).
- D. Extenuating circumstances (requires Board approval).
- E. Cheerleading team formation will be determined by the Director of Cheerleading and according to the BYFO By-Laws
- F. Squads shall not be larger than 20.

Section 4: Coach Responsibility

All head Coaches are responsible for seeing that their assistant Coaches, Cheerleaders, Cheerleader fans and parents conduct themselves in such a way as to attain the objectives and purposes of the organization.

A. Coaches:

- 1. One Coach per every 10 cheerleaders per team
- 2. Additional assistant cheerleader coaches to be added at the discretion of the Board.

B. Practices:

- 1. There will not be more than three (3) practices per week prior to the first game. After the first game, teams are only allowed no more than 2 practices per week including walk-through non-pad practices.
- 2. Practice will be held at the board specified time and place.

2. Games

- 1. Breaks shall be ten minutes during the first part of the third quarter.
- 2. Cheerleaders are not allowed to leave the field (except for illness or emergency) and will be escorted as a group upon arriving and leaving the field.

3. Half-Time Activities

- 1. Shall consist of 15 minutes which is shared by opposing team unless arrangements have been made prior to date of game. This time period includes getting on and off field.
- 2. Play-offs and Super Bowl Games may only have the cheerleading squad assigned to that team.

4. Uniforms

- 1. Will consist of matching skirt, shell (top), briefs, hair bow and pom poms. Additional items may be negotiated by the Director of Cheerleading as applicable prior to registration.
- 2. Accessories (shoes, hair bow, hat, sweaters, tights, ribbons, shoe strings) can be added by individual cheerleader but must keep BYFO colors (blue, black, white).
- 3. Uniforms will change on the even years.
- 4. Cheer extra cost do not exceed \$50.

5. Disciplinary measures

- 1. Disciplinary action for coaches will be voted on by the BYFO Board.
- 2. Disciplinary action can involve measures to include punishment beginning with verbal or written warnings up to and including dismissal from the coaching position as the situation warrants

ARTICLE IX: RULES AND REGULATIONS

Section 1:

As stated earlier in the By-laws, the Organization recognizes that the conduct of its members reflects not only the individual, but on the

entire program, and has significant impact on the attitudes of the children and the youth that we are endeavoring to assist in their development as good citizens and honest adults. Therefore, if any Board member, Coach, or other Organization member is guilty of misconduct such as abusive language, fighting, intoxication or other behavior which proves to be a detriment to this organization or its objectives at games, game sites, practice games, or business meetings, disciplinary action will be taken in the form of removal of membership. The Board of Directors is required to remove the membership of individuals guilty of this type of behavior. The removal of membership in the Organization of any parent will not result in the player losing his team membership.

Section 2:

Any elected officer of this organization who fails to perform the duties of that office will be subject to disciplinary action or removal from office by the Board of Directors.

Section 3:

A head coach who habitually fails to conduct practice sessions will be subject to dismissal by the Board of Directors, and the Board will immediately appoint a replacement coach.

Section 4:

It is the responsibility of a head coach to oversee the actions of his/her assistant coaches, players, and player parents.

Section 5:

The Board is elected by the general membership and shall have full authority in enforcing the By-laws and Rules and Regulations of the BYFO Youth Football Organization

Section 6:

The membership of the BYFO Youth Football Organization recognizes that for the most part, we are an Organization of laymen who have joined together in the interest of promoting the ideals of the Organization. Therefore, we pledge ourselves to the mutual support of the elected officers and recognize that not all instances can be included within these printed By-laws, and in expression of confidence of our elected Board, hereby grant them the authority to act on matters as they see appropriate and in the best interest of the players.

ARTICLE X: CONFLICT OF INTEREST Section 1:

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Interested Person is:

1. Any Director, principal officer, or member of a committee with governing Board delegate powers, who has a direct or indirect financial interest, is an interested person Financial Interest
2. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
3. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
4. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
5. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
6. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
7. A financial interest is not necessarily a conflict of interest. Under Article 11, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.
8. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
 2. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement.
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

4. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2: Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing Board delegated powers considering the proposed transaction or arrangement.

Section 3: Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Committee members shall decide if a conflict of interest exists.

Section 4: Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing Board or Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing Board or Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing Board or Committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing Board or Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Section 5: Violations of the Conflicts of Interest Policy

1. If the governing Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE XII: RECORDS OF PROCEEDINGS Section 1: Minutes

The minutes of the governing Board and all committees with Board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Boards or Committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE XIII: COMPENSATION Section 1: Compensation

1. A voting member of the governing Board who receives compensation, directly or indirectly, from the Organization for services precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing Board or any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE XIV: ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing Board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and

4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which
accomplish one or more of its tax-exempt purposes.

ARTICLE XV: PERIODIC REVIEWS

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE XVI: USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article 15, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing Board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XVII: PARENT ORGANIZATION

The Organization for football and cheerleading activities, recognizes the North Texas Football League (NTFL) as its parent organization and will participate as a member association in the NTFL. The President of BYFO will represent the Organization in the parent organizations meetings and elections.

Section 1: Rules

The Organization agrees to participate in the NTFL and will adhere to the By-Laws, codes of conduct and rules of the NTFL. Therefore, the By-Laws, codes of conduct and rules of the NTFL are hereby incorporated by reference and will be the governing documents of all participants and members of the Organization.

Section 2: Disassociation

Any decision, by the Organization, to resign from participation in the NTFL shall require a three-fourths (3/4ths) majority vote by the Executive Board and requires at least 9 Board members present, including the President, at the time of the vote. The Advisory Board will have final approval of the vote and holds the power of veto. If disassociation vote is approved, all assets including remaining funds will be given or donated to the NISD Byron Nelson Booster Club.

ARTICLE XVIII: CONDUCT STATEMENT

The Organization recognizes that the conduct of its members reflects on the entire organization and has significant impact on the attitudes and experiences of the children participating in the programs. Therefore, if any Board member, coach or other Organization member is guilty of misconduct such as abusive language, fighting, intoxication or other unbecoming behavior which proves to be a detriment to the Organization or its objectives at games, game sites, practice sessions, practice locations, or organization/Organization meetings, disciplinary action may be taken up to and including the revocation of membership. The Executive Board is required to review the membership of individual(s) guilty of this type of behavior. The revocation of membership in the Organization will not result in a participant losing his/her team membership.