



Bylaws (updated 12.2023)
Grapevine Colleyville Youth Football Association
GCYFA

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ARTICLE I Association

Section 1 Name

The name of the organization shall be Grapevine-Colleyville Youth Football Association (GCYFA).

Section 2 Organization Status

The organization shall be organized as a non-profit, non-taxable organization, as defined by the Internal Revenue Service code.

Section 3 Purposes and Objectives

The purpose of the organization shall be to provide football and cheerleading opportunities to the youth of the area. It shall be our objective to promote the ideals of good sportsmanship, personal integrity, and team cooperation through football and cheerleading. The purpose of winning shall be secondary to the promotion of the ideals above.

Section 4 Participation in Parent Organization

GCYFA may participate as a member in the North Texas Football League (NTFL), or in any other league as determined by the Board. As such, GCYFA agrees to abide by all bylaws and restrictions of the NTFL or any other league in which the GCYFA may join.

ARTICLE II Participation

Section 1 Player Participation

Football player participation shall be limited to those who:

- 1) Live within the city limits of Grapevine or Colleyville;
- 2) Live within the school district boundaries of GCISD;
- 3) Attend GCISD schools; or
- 4) Live within the boundaries set by the league in which the GCYFA participates.

ARTICLE III Governing Body

Section 1 Board of Directors

GCYFA shall be governed by a Board of Directors ("Board"). All Board members must adhere, at minimum, to the "Coaches Code of Ethics". The Board shall consist of the following positions:

President

- Shall oversee all Association activities.

- Shall preside over all Association meetings, assign duties to Board members and general Board members as necessary, appoint committees, break any tie votes and countersign any orders and checks when necessary.
- Shall be given the authority to take prudent and reasonable action in circumstances not covered with these By-Laws and the By-Laws of the parent organization.
- Shall be the NTFL rep and appoint one sitting member to be the second representative

Vice President

- Shall succeed to the powers of President in the President's absence.
- Shall be responsible for the organization and management of the player registration and/or their designee

Director of Coaching

- Shall coordinate football coaching activities, including grass drills, draft and camp.
- Shall conduct grading of coaches in the Association.
- Shall coordinate football coaching certification programs.
- Shall identify coaching clinics and administer the Association's football coaching development program.
- Shall educate football coaches on all responsibilities and codes of ethics.

Treasurer

- Shall manage all Association money, maintain necessary bank accounts, record and pay all bills and maintain accurate and current records of the Association's finances.
- Shall retain all purchase orders, invoices and receipts for purchases.
- Shall collect any dues, fines or other monies due to the Association.
- Shall present at all regularly scheduled meetings, a current Association financial report to the Board. This report will be presented in writing.
- Shall present annually, a financial report for auditing by the Board.
- Shall submit all required tax filings to the proper governmental agencies.

Director of Cheerleading

- Shall coordinate and administrate all cheerleading related activities
- Shall develop the cheerleading program for the Association
- Shall be responsible for fitting of cheerleading uniforms for participants
- Shall order cheerleading uniforms and other cheer related supplies for the Association
- Shall communicate to the cheerleading parents and participants
- Shall coordinate an annual cheerleading camp
- Shall identify and select coaches for the cheerleading program
- Shall assign duties to Assistant Cheerleading Director and other cheer program volunteers as necessary
- Shall coordinate all cheerleading coaching activities and program
- Shall conduct coach's background checks

Secretary

- Shall record the minutes of all meetings and distribute those minutes to Board members
- Shall attend to all Association correspondence

Director of Fund Raising

- Shall direct fund raising activities

Director of Equipment

- Shall manage the equipment for the organization, including equipment distribution and collection

Publicity

- Be responsible for advertising registration and other activities in local news media

Field Director

- Be responsible for the maintenance and upkeep of the fields
- Coordinate concessions
- Be responsible for coordinating scoreboard keepers at all game fields

Parliamentarian

- Ensure that all meetings are held by The Roberts Rules of Order Revised

Director of Flag Division

- Be responsible for scheduling and coordinating flag activities
- Monitor Flag Division equipment

Member at Large

- Assist in executing the goals of GCYFA as prescribed by the Board

Section 2 Term

A Board member's term will be for one year, beginning December 16 and ending December 15 the following year. There is no limit on terms served.

Section 3 Procedures

The rules of the most recent edition of Robert's Rules of Order will be observed for anything that is not specifically outlined in the bylaws. Minutes are to be kept of all official Board meetings.

Section 4 Board Meetings

Board meetings will be held on a regular basis and are to be called by the President and/or the Vice President. A Quorum will consist of at least two-thirds of the Board members currently serving, one of whom must be one of the President or the Vice President. Meetings may be called into "closed session" at any time by the President. During a closed session, only Board members may remain present. All information discussed in Board meetings is to remain confidential.

Section 5 Voting Procedures

All of the Board positions, excluding members at large, are eligible to vote and will be afforded one vote. Written proxy votes regarding a specific motion are eligible.

Section 6 Polling

In order to minimize the number of Board meetings, the President and/or the Vice President may poll Board members in order to reach decisions regarding specific questions. The results must be reported to the full Board in writing (e-mail is acceptable). The results must include how each member's vote was cast. The secretary will record the reported results and provide them as part of the minutes at the next Board meeting.

Section 7 Forced Abstention

Any contract or other transaction between the association and any corporation, firm, or individual in which any of the association's Board members has a financial interest with will be considered appropriate and shall be recognized valid, provided that the Board member with interest abstains from voting, if a vote is required regarding the transaction.

Section 8 Votes on Expenditures

All expenditures of greater than \$500 will require a majority vote of the Board for approval. President, Vice president, or the Treasurer may approve expenditures of less than \$500.

Section 9 Changes to Bylaws

The bylaws may be amended by the Board of Directors. Changes will require a quorum of two-thirds of the actively serving members at the meeting. Approval will require two-thirds of the votes cast. Proxy votes are not acceptable for bylaw amendments; voting members must physically be present.

Section 10 Resignation of Directors

Any Board member may resign their position in writing or verbally. Resignations will be effective per the date provided by the resigning Board member. If no date is provided the resignation becomes effective immediately. The acceptance of the resignation shall not be necessary to make it effective.

Section 11 Removal of Directors

Any Board member who is absent from three or more consecutive Board meetings, having been notified 72 hours prior to each meeting, may have their position declared vacant, unless the absences have been excused by the Board.

Any Board member who willingly neglects their position to the detriment of the association or who has conduct unbecoming may be brought to a hearing by the Board and a vote may be called for their removal.

A vote of removal by the Board will require a two-thirds quorum to be physically present at the meeting. Two-thirds of the votes cast are required for the motion to pass. The Board member who is subject to the vote will not be counted as part of the total members or members present and that member may not cast a vote.

Section 12 Vacancies

Any vacancy on the Board can be filled by a President's appointment with ratification by a majority vote. The appointed person shall fill the position for the remaining term.

Section 13 Compensation

All Board members shall be volunteers receiving no compensation for performance of their duties. No Board member shall use their position for personal gain or to obtain benefits that are not available to other Board members.

Section 14 Insurance

The association will maintain a D&O policy with liability limit of \$1M that covers all Board members.

ARTICLE IV Elections

Section 1 Election of Board members

Board member positions for a following year must be made by nomination of two currently sitting, voting Board members. After such nominations are made, the nominees shall be elected by a majority vote of the sitting, voting Board members.

Voting members of the Board are limited to the following positions: President, Vice President, Treasurer, Secretary, Cheerleading Director, Fund Raising Director, Equipment Director, Coaching Director, Field Director, Parliamentarian, Publicity Director, and Flag Division Director.

The President's position shall be filled by a sitting, voting Board member who has served a minimum of one year on the prior Board.

Any exception to the nomination and voting process described above must be approved by a two-thirds vote of the sitting, voting members of the Board.

ARTICLE V Powers of the Board

The Board shall govern the affairs of the GCYFA and has sole decision making authority on behalf of the GCYFA. All matters voting on, unless otherwise stated below, shall be decided by a majority vote of the sitting, voting members of the Board.

Matters requiring a two-thirds majority vote of the Board are: 1) to amend these Bylaws; 2) to leave the NTFL and join another league; and 3) to remove a sitting, voting member of the Board for any reason or no reason at all. In the event a sitting, voting member of the Board is removed under this provision, that person's replacement shall be selected through the process described above in ARTICLE IV Elections, Section 1.

ARTICLE VI Coaching

Section 1 Coaching Candidates

Any individual may apply to become a coach in the association. Head coaches must meet NTFL criteria or the criteria of the league in which the GCYFA is participating. In order to be considered for any coaching position (head coach or assistant) in the association, an individual must provide the following:

- a) Completed and signed association coaching application form
- b) Signed release to allow the association to conduct background checks as deemed necessary
- c) Provide proof of completed coaching certification course required by the association
- d) Signed coaching ethics statement

Section 2 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 Coaching Selection Committee and will be kept confidential.

Section 3 Coaching Selections

The Board will approve a Coaching Selection Committee every year that will consist of the President, Vice President, Directors of Coaching, and two ad-hoc Board members to be approved by the Board. Candidates must receive a majority vote from this committee to be approved as a head coach. Only a status of accepted or not accepted will be reported to the full Board.

Section 4 Coaching Responsibilities

-All head coaches will be appointed by the Board and will be notified of their selections.

- A head coach is given authority to direct the activities of his/her team as long as those activities do not violate any legal codes, the Association's By-Laws, the By-Laws of the parent association or any of the Association's stated codes of conduct.
- Assistant coaches may be identified by head coaches; however, the Board may override any selection.
- Assistant coaches are required to provide information outlined in Article VI, Section 2 of these By-Laws.
- Head coaches will be held responsible for the conduct of all assistant coaches for his/her team and has the authority to remove an assistant coach from his/her position.
- Head coaches are responsible for educating assistant coaches, participants, parents/guardians of all applicable rules, by-laws and codes of conduct.

Section 5 Discipline of Coaches

The voting members of the Board may discipline any head coach or assistant coach for misconduct. Actions deemed as misconduct by the Board are not limited to the code of conduct. Sanctions, suspensions, or loss of ability to participate with GCYFA is at the sole discretion of the voting members of the Board with two-thirds of the votes cast.

ARTICLE VII Practices and Rules of Play

Section 1 Practice Limitations

Practices will be limited to three per week and the length of practice to 2 hours.

Section 2 Outside NTFL Play

Coaches may not schedule or participate in games outside of the NTFL or the league in which the GCYFA is participating.

Section 3 Rules of Play

The rules of play will be dictated by agreement within members of the parent organization.

Section 4 Discipline

The voting members of the Board may discipline any participant for misconduct. Actions deemed as misconduct by the voting members of the Board are not limited to the code of conduct. Sanctions, suspensions, or loss of ability to participate with GCYFA is at the sole discretion of the Board with two-thirds of the votes cast.

ARTICLE VIII Cheerleading

Section 1 Participation

Participation is open. Age requirements are ages 5-13; any younger than 5 needs Board approval.

Section 2 Practices

Cheerleading practices will be limited to maximum of 3 per week.

ARTICLE IX Miscellaneous

Section 1 Registration

The Board shall determine registration dates and registration prices on an annual basis.

All participants must be registered according to the guidelines set forth by the NTFL or the league in which the GCYFA is participating.

Section 2 Medical Conditions.

It is the responsibility of parents and/or legal guardians to make the coaches, game referees, and the Board aware of any known medical conditions of registered participants. A parent letter is required describing any medical conditions and the acknowledgment that the child is participating in the GCYFA.

All participants with known medical conditions that may affect the participant's participation shall furnish to their coach and the Board a written doctor's statement authorizing the child to participate in GCYFA sanctioned events (games, practice sessions, camps, etc.).