



Magnolia Youth Football Association BY-LAWS

Article I- Name

- Section 1 The name of this organization shall be known as:
Magnolia Youth Football Association (MYFA).
- Section 2 The principal place of business shall be conducted in Magnolia, Montgomery County, Texas.

Article II- Purpose and Objectives

- Section 1 The purpose of MYFA shall be to provide an interest and enthusiasm for the game of football and cheerleading.
- Section 2 The objectives of this organization shall be:
- A) To develop a Christian attitude and build a Christian community.
 - B) To develop a competitive spirit and good sportsmanship; through practice and the fundamental skills of football and cheerleading.
 - C) To develop and maintain a strong and healthy body through wholesome exercise.
- Section 3 This organization shall be self governing, self supporting, and non- commercial, non-sectarian, non- racial, non partisan and non -profit; as in accordance with the laws of Texas and The Internal Revenue Service.

Article III- Meetings and Quorums

- Section 1 There shall be at least three general meetings of the Board each year, at a time and place to be determined by the Executive Board. The Executive Board shall determine additional Board meetings. Special Meetings may be called by the President or shall be called on the request of at least four Board Members in good standing.
- Section 2 A quorum must be present to make binding and legal the transactions of any business. A majority of the number of Board members shall constitute a quorum for the transaction of business, however if at any meeting of the Board there may be less than a quorum present, a majority of those present must adjourn the meeting until a quorum shall be present.
- Section 3 To exercise voting privileges, a member must be present at the meeting, which may or may not be delegated by proxy.

Article IV- Nominations and Elections

- Section 1** Nomination ballots for election consideration of the general board shall be available to general public and distributed to the league two weeks prior to the last game of the regular season (Super bowl). Nomination Ballot acceptance will seize within five days. Voting Ballots will be available to general public and distributed to league one week prior to the last game of the regular season (Super bowl). Voting Ballot acceptance will seize within five days. Ballots will be delivered to and counted by an appointed elected officer by the executive board. Elected board members, for the following year, will be announced at the current seasons Closing Ceremony and will take effect January 1st of the following year.
- Section 2** Nominations for election consideration of the executive board shall be presented to the “current executive and general board” one week prior to the General Board nomination ballots being available. After the presentation to the Board, the President will open the meeting for nominations from the floor, by show of hands or secret ballot as a majority of the Board directs. Elected board members, for the following year, will be announced at the current seasons Closing Ceremony and will take effect January 1st of the following year.
- Section 3** Any elected Executive Board member or General Board member who is absent for two consecutive meetings, with or without notification, could potentially be removed as a Board member without further action, pending a vote by MYFA Board members (Whom are in Good Standing and Present), making available a vacancy to be filled by regular election of an individual who represents MYFA. Any board member who is absent three times, with or without notification to the Executive Board, shall be automatically removed as a board member, without further action, making available a vacancy to be filled by regular election of an individual who represents MYFA. Absences shall be validated by the Secretary who maintains attendance at all Board Meetings.
- Section 4** The Executive Board with majority approval, shall appoint a member to fill any vacancy within the Executive board to serve until the end of the current year December 31st.
- Section 5** An individual may not hold more than one position on the Executive Board at the same time.
- Section 6** Spouses may not serve together on the Executive Board. However a spouse may serve as a board member, while their spouse serves on the Executive Board.

Article V- Term of Office and Duties of Officers

- Section 1** The Executive Board shall consist of President, First Vice President, Second Vice President, Secretary and Treasurer. The Executive Board shall serve a 2 year term.
- Section 2** All officers shall serve a term of one year (January 1st thru December 31st) and until the selection and qualification of his successor; with the exception of the President who shall call to order the Annual Meeting in January.
- Section 3** The duties of the Executive Board are as follows:
 The President shall be chairman of the Executive Board, shall preside at all meetings of the Board and the Executive Board. The President shall enforce the by- laws, preserve order and require all officers and committee members to perform their duties.
- A) President along with the Vice President shall execute all contracts of the association. The President shall have the right to appoint committees not otherwise provided in the by-laws and shall be an ex- officio member of these committees. The President shall not be required to vote at membership meetings unless there is a tie vote. The President shall be an ex- officio of all regular meetings. The President will also serve as the Alliance Liaison for MYFA and is required to attend all Alliance meetings.

- B) First Vice President is responsible for coordinating Referee's, Coaches Operations, Uniforms/Trophies, Player Agents, and Field Maintenance. The First Vice President shall review Coaches applications, setup coaching interviews and preside over coaches meetings. The First Vice President shall also attend Alliance meetings if the President is unable to attend. The first vice President in the absence of the President to preside over meetings. In the event the President cannot fulfill his duties, the First Vice President shall assume the position of the President. The First Vice President shall, with the President, execute all contracts of the association.
- C) Second Vice President is Responsible for Webmaster, Fundraising/ Advertising, Event Coordinator, Team Mom, Cheer and Concession Operations, and their chapter selection. In the event the President and First Vice President cannot perform their duties, the Second Vice President shall assume the position of President.

The Second Vice President shall be an ex- officio member of all regular and special committees. The Second Vice President shall, with the President and First Vice President, execute all contracts of the association.

- D) Secretary shall keep a true record of all the meetings of the organization, including those of the Executive Board and shall furnish copies of the minutes to the President prior to the next meeting. The secretary shall also write the correspondence deemed necessary by the President and the Executive Board relating to the organization. The Secretary shall be responsible for collecting and filing annual reports of the work of the Board and committee coordinators. The Secretary shall also be responsible for filing and maintaining all coach, player, cheer, and organizational records. The secretary shall notify all Board members of all Executive meetings.
- E) Treasurer shall collect monies due and shall have custody of all funds of the organization. The Treasurer shall deposit it in the name and credit the organization with such depository as maybe designated by the Executive Board. The Treasurer shall make a written financial report with a balance sheet to the organization at every regular meeting. With notice the Treasure's books shall at all times be open to the inspection and audit of the Executive Board or any committee appointed for this purpose. The Treasurer shall close all books at the end of the season and deliver them to his or her successor all funds and records in her keeping. The Treasurer shall keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget as authorized.

The Duties of the Board are as follows:

- A) Field Maintenance/Equipment Manager shall be responsible for maintaining the general up keep of the grounds also to-include scheduling of field set-up and break down, watering of fields, cleanliness of restrooms and team practice assignments; As well as maintaining inventory of MYFA equipment, (kicking tees, footballs, blocking pads, blocking dummies; and all donated equipment. The Grounds/Equipment Manager shall report to the Board a list of field equipment and supplies needed for the season. It should also include a work schedule for cleaning and marking of the fields. Progress shall be reported at each meeting. At the end of the season a final report is to be made on the condition of the equipment and fields, and should include a list of

remaining supplies. The Heads Ground/Equipment Manager shall have one assistant that will report directly to him/her.

- B) Concession Manager shall be responsible for making reports to the board which shall include the menu, prices, workers, and a schedule of workers and how deliveries will be accepted. The Concession Manager shall also report the Inventory of the concession and any expenditure. All receipts for expenditures will be turned in to the Treasurer within 72 hours.
- Concession Assistant shall aid the concession manager in the successful planning and execution, of the above mentioned job duties and responsibilities. Concession Assistants shall also be available to help before and/or after any and all home games.
- C) Advertising/Fundraising Coordinator shall be responsible for Sponsor relations. Local and surrounding newspaper ads and their pricing (with Board approval). Solicit advertisers, keep full records of advertisers. The Advertising Coordinator shall also put announcements and signage in and around the local area and schools; inform radio stations about fundraising events and Opening Day Festivities. As well as make posters and flyers for league projects and events, as needed. Also aid the Event Coordinator with fundraisers, opening and closing ceremonies and/or any additional events voted on by the Board. The Advertising/Fundraising Coordinator will work with the Event Coordinator to ensure the successful planning and execution of each said event.
- D) Team Mother Coordinator responsibilities shall include coordinating Team Mothers, conducting Team Mother Meetings, providing a complete list of Team Mothers to the Board. Team Mother Coordinator is responsible for keeping Team Mothers informed of league projects such as picture dates and any special events, including raffle(s) or any fundraising updates.
- E) Cheerleader Director shall be responsible for overseeing the Cheerleaders and cheers during the practices and games. Assign squads to teams, schedule practices choreograph Opening Day Festival and Closing Ceremony cheer performance. Also responsible for ordering Cheerleading equipment uniforms and care. The Cheerleader Director shall have one assistant that will report directly to him/her.
- F) Uniform/Trophy and Awards Manager shall collect bids on uniforms and trophies and present to the Board. Special Orders must have Board approval. Coordinate with Team Mother Coordinator and Cheer Director for a correct and complete list of names to give to the trophy company. Maintain status on uniforms and trophies and help hand out to Team Mothers. Unclaimed trophies shall be packed and turned over to the Secretary.
- G) Webmaster is responsible for the set up of the MYFA web page. As well as maintaining and updating web page on an as needed basis, or as determined by the board.
- H) Player/Cheer Agent is responsible for keeping good and sound relations with parent/player on weekly basis. The Player agent will handle parent/player grievances and report to executive board immediately.
- I) Event Coordinator will coordinate all details required to ensure all scheduled event(s) runs smoothly and successfully. Event coordinators can expect to manage a variety of events, including opening and closing ceremonies, fundraisers and/or any other events agreed upon by the MYFA Board. Also, the Event Coordinator will work with the Advertising/Fundraising Coordinator for the successful planning and execution of each said event.
- J) Head Coaches will hold a board position and have voting privileges. Coaches must abide by the Coaches rules as explained/defined in the coaches guidelines set forth in MYFA rules and regulations. Coaches must hold a volunteer position.

Article VI- Rules of Order and Basic Policies

- Section 1 "Roberts Rule of Order-Revised" shall be the authority for the parliamentary proceedings of all meetings, unless they are inconsistent with these by-laws or conflict with special rules of order the Organization adopts, which includes the Lone Star Alliance Rules and Regulations.
- Section 2 All monies collected by MYFA shall be used to benefit the MYFA participants, or the community.
- Section 3 No monies collected by MYFA shall be distributed to its members, officers, administrative staff or other private persons except as reimbursement of expenses incurred or approved by MYFA.
- Section 4 Anyone who collects money at any MYFA event must either be an Executive Board Member or approved by the Board and is in financial good standing with MYFA.
- Section 5 Any and All request for funds, that exceed the agreed upon 2015 monthly budget, (controllable or non-controllable expense) must be presented at a regular Board meeting, unless the request is time sensitive and necessary to maintain the normal operation of MYFA, then an email request to the Executive Board will suffice. This request must be approved by majority vote, with the President only having a vote, in the event of a tie. All requests must contain a detailed and outlined proposal for use of the funds. In the event a request will become a MYFA Board vote, the proposed request must be submitted to the Executive Board for review at least one week prior to the meeting. A majority vote of MYFA Board members is needed to honor the request. Proof of the expenditures must be submitted within 14 days of a purchase to the MYFA Treasurer.
- Section 6 *The accounts of the MYFA may be examined at any time, but shall be examined at the end of the year by the Executive Board.*

Article VII- Amendments

- Section 1 These By- Laws may be amended at any regular Board meeting or special meeting called for that purpose by a majority vote of the members in good standing attendance. A copy of the purposed Amendments shall have been given to the Executive Board at least 30 days prior.

Revised 2/26/18