



**GLENWOOD HILLS**  
***FOOTBALL & CHEERLEADING***  
**YOUTH ASSOCIATION**  
**BY-LAWS**

*By-laws updated & adopted December 11, 2008*

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## **ARTICLE I - NAME**

### **1.1 NAME**

This organization shall be known as the Glenwood Hills Football & Cheerleading Youth Association, hereinafter referred to as the GHF&C Youth Association.

### **1.2 ADDRESS**

The business address of the GHF&C Youth Association shall be Post Office Box PO Box 371200, Decatur, Georgia 30037-1200.

## **ARTICLE II – PURPOSE & MISSION**

### **2.1 PURPOSE**

The purpose of the GHF&C Youth Association shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage and reverence, that they may be finer, stronger and happier children and will grow to be good, clean, healthy adult citizens.

The coaches/managers shall bear in mind that the attainment of exceptional athletic skill or the winning of the game shall be secondary to the molding of future adult citizens.

### **2.2 MISSION**

Provide a safe and competitive environment for promoting Youth Football & Cheerleading activities.

## **ARTICLE III – POLICY**

### **3.1 STUDIES**

Realizing this program should not interfere with a youth participant's studies, the following is a policy of the program: Parents with participants who receive a deficiency report, should report such deficiency to the coach, manager or instructor who shall suspend the child from practice and games until the parent advises the coach, manager or instructor that the deficiency has been corrected.

### **3.2 ACADEMIC ACHIEVEMENT**

An academic all-star team shall be selected and recognized at (during) each playing season. These teams will be comprised of those students demonstrating exceptional academic achievement.

### **3.3 BASIC POLICY**

The GHF&C Youth Association shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise, product or candidate.

### **3.4 COMMITMENT**

The GHF&C Youth Association may cooperate with other organizations and agencies active in community sports or activities, such as athletic and civic associations, or parks and recreation departments to promote its objectives; however, no representative of this association will make any commitment that will bind GHF&C Youth Association, without approval of the Board of Directors.

### **3.5 AWARDS**

No member of this association shall grant any award or recognition in the name GHF&C Youth Association to any outside company, without the approval of Board of Directors.

### **3.6 TROPHIES**

Any awards or trophies won on behalf of GHF&C Youth Association must be maintained at the GHF&C Youth Association facility. If any coaches would like, they can duplicate the trophy for their personal use at their expense.

## **ARTICLE IV – MEMBERSHIP**

### **4.1 ELIGIBILITY**

Any adult person certified by the Board of Directors and/or upon payment of the specified fee shall be eligible for membership in the GHF&C Youth Association.

### **4.2 AUTOMATIC MEMBERSHIP**

All officers, directors, duly appointed coaches/managers, parents or guardians of participants and all members of the Auxiliary are automatically members of the GHF&C Youth Association.

### **4.3 TERMS**

Membership shall become effective with registration each year and shall continue in effect until the first day of official registration for the following year. Memberships that are certified by the Board of Directors shall become effective at time of certification and continue for one year or one seasonal term, whichever occurs first.

### **4.4 CONDUCT**

Any member whose conduct is considered detrimental to the best interests of the program may, by a two thirds (2/3) vote of the Board of Directors (in session) at any duly constituted meeting be suspended from further participation.

## **ARTICLE V – MANAGEMENT**

### **5.1 AUTHORITY**

The Management of GHF&C Youth Association shall be vested in the Board of Directors.

### **5.2 RESPONSIBILITY**

The Board of Directors shall have control of the management of the property of the organization. Shall consider for approval policies of the program proposed by the President and shall develop policies as required. Shall consider for approval objectives of the program; shall approve coach/managers and perform other functions as necessary to provide facilities for and controlling the program.

### **5.3 FUNDS**

Funds of the association shall be deposited in a bank in the name of the Glenwood Hills Football & Cheerleading Youth Association and shall be withdrawn from the account at the direction of the

Board of Directors and/or GHF&C Youth Association by-laws. There shall be one (1) operational account. At the end of each season, funds allotted for next year's start-up will remain in the association checking account. Any additional funds will be used for bills, maintenance, utilities or any other association expense approved by the Board of Directors. These funds are to be used in accordance with the annual budgets of the Football and Cheerleading programs. The only officers' names on GHF&C Youth Association checking accounts shall be the **Secretary, Treasurer and Financial Secretary**.

#### **5.4 FUNDS DISTRIBUTION**

Expenses of the organization cannot be distributed or paid to anyone without the proper approval and completion of the 3-part Check Request form (white original-Financial Secretary, Yellow-Treasurer, and Pink-Auxiliary President).

#### **5.5 FUNDS INCOME**

Income of the organization shall be reported on the 3-part Income Verification form and approved by two association members with at least one being a member of the Board of Directors (white original-Financial Secretary, Yellow-Treasurer, and Pink-Auxiliary President).

#### **5.6 APPROVAL OF DISTRIBUTION OF FUNDS**

Expenses of the organization can only be paid if approved by either the President or Auxiliary President. Any Board member desiring an expense to be paid must complete the check request form. If an expense is related to equipment or uniforms, ONLY the Purchasing Agent can approve the expense. Any other expenditure not included in the program budget that exceeds \$300.00 must get board approval before funds can be disbursed.

#### **5.7 ASSISTANCE**

Duly appointed Committee Chairs may be required from time to time to assist the members of the Board of Directors.

### **ARTICLE VI – RULES AND REGULATIONS**

#### **6.1 GENERAL**

The GHF&C Youth Association Park's Rules and Regulations of the Glenwood Hills Football & Cheerleading Youth Association shall be amended, waived or adopted by the Board of Directors with approval by two-thirds (2/3) vote of the Board of Directors.

#### **6.2 FOOTBALL and CHEERLEADING**

Rules of associated affiliation of Football and Cheerleading programs.

#### **6.3 LIGHTS**

Park lights shall be available three nights a week for Baseball and Softball practice until Daylight Saving Time BEGINS. Park lights shall be available three nights a week for Football and Cheerleading practice until Daylight Saving Time ENDS. In either case, the lights will not be used more than two hours per night.

## **ARTICLE VII – BOARD OF DIRECTORS**

### **7.1 ESTABLISHMENT**

A Board of Director shall be established as provided in other provisions of the Constitution.

### **7.2 PURPOSE**

The government and the management of the GHF&C Youth Association shall be vested in the Board of Directors.

### **7.3 QUALIFICATION**

A member of GHF&C Youth Association Board of Directors cannot be a part of another Football and Cheerleading Youth Association. When a player and its family join another association they are a part of that association and are bound by their rules and regulations. This amendment will require exclusivity to GHF&C Youth Association, in order to promote allegiance and teamwork to the association.

### **7.4 MEMBERS OF THE EXECUTIVE COUNCIL**

The GHF&C Youth Association Executive Council, hereinafter referred to as the Board of Directors, shall consist of nine (9) officers with voting power.

- ❑ President
- ❑ Treasurer
- ❑ Financial Secretary
- ❑ Secretary
- ❑ Auxiliary President
- ❑ Director of Football
- ❑ Director of Cheerleading
- ❑ Purchasing Agent
- ❑ Director of Public Relations

The immediate past President will automatically become an advisory non-voting member.

### **7.5 SELECTION**

The Members of the Board of Directors shall be elected through election; appointment of ex officio as prescribed in the other provisions of these by-laws and Constitution. Those elections will occur per Article XII.

### **7.6 BOND AGAINST DISHONEST ACTS**

The Board of Directors is responsible for paying for the insurance, which will bond each officer against dishonest acts. This insurance must be paid by newly elected/appointed officers within the first month of office. The Outgoing President is responsible for turning over all keys, bank records, and other GHF&C Youth Association sensitive material, to the Incoming President when bonding insurance is effective.

### **7.7 VACANCIES**

Vacancies on the Board of Directors shall be filled by majority vote of the Board of Directors: such appointees shall serve for the duration of the term of the individual being replaced.

If the President position is vacated either temporarily or permanently, the Director of Football will assume the position until the general election or the board appoints another President.

## **7.8. TERM OF OFFICE**

The term of office for all Board of Directors members shall be two (2) calendar years (January 1<sup>st</sup> through December 31<sup>st</sup>).

## **7.9 DUTIES**

The Board of Directors is responsible for the government and management of the program and shall have certain other specific duties covered in Article VIII of these by-laws.

## **7.10 REGULAR MEETING**

Within ten (10) days of the Annual Membership Meeting, the President shall call the first regular meeting of the Board of Directors. At this meeting, the Board of Directors shall approve a schedule of regular meetings for the remainder of the year. A minimum of ten (10) regular meetings of the Board of Directors must be held each year; no limit is placed on the maximum number of regular meetings, which may be scheduled. Once approved, any changes in the schedule of regular meeting shall not be made without the approval of at least two-thirds (2/3) of the members of the Board of Directors.

## **7.11 SPECIAL MEETINGS**

The President must call special Meetings of the Board of Directors, when such meetings are requested by at least four (4) other members of the Board. The President may call other special meetings of the Board of Directors. All members of the Board of Directors must be notified of any special meetings of the Board of Directors at least ten (10) days prior to the date of such meetings.

## **7.12 EMERGENCY MEETINGS**

When in the opinion of the President, an unusual situation occurs which requires immediate attention or action by the Board of Directors. A good faith effort shall be made to contact all Board Members. Decisions of a majority of the members present shall be binding. At least one-half (1/2) of the Board of Directors must be present to constitute a quorum.

## **7.13 MEETING ATTENDANCE**

Boards of Directors members are required to attend board meetings and participate in day-to-day activities throughout the year. A board member will be brought before the Board of Directors for removal, if they missed three or more meetings and do not participate in day-to-day activities.

## **7.14 QUORUM**

A majority of the Board of Directors shall constitute a quorum provided a good faith effort has been made to contact all present members.

## **7.15 VOTING**

A vote shall be taken on all matters requiring action or other approval of the Board of Directors. Each member of the Board of Directors shall be entitled to one (1) vote. Proxy votes are not acceptable. Except as may be otherwise specified in the constitution and these by-laws, a majority

vote of the Board Members present at the meeting at which the vote is taken shall be required for passage or approval of any matters which require a vote of the Board of Directors.

## **ARTICLE VIII – SPECIFIC DUTIES OF OFFICERS AND DIRECTORS**

### **8.1. PRESIDENT**

The President shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The President has overall responsibility in all Football/Cheerleading operations to ensure that all children are treated fairly and equally as prescribed by the by-laws and the Board of Directors; shall be responsible to the Board of Directors for the functioning of the programs; shall carry out the policy described by the GHF&C Youth Association and the Board of Directors; shall direct the activities of the Treasurer, Financial Secretary, Secretary, Auxiliary President, Director of Football, Director of Cheerleading, Purchasing Agent, Director of Public Relations and or any other members that the President appoints to any position or auxiliary position on the board; shall preside over board meetings; shall attend county/state meetings pertaining to the association; in the absence the President, a ranking board member must attend; shall submit all paperwork to field work orders, facility use agreements, etc to the county; shall submit all required registration, county and state forms to the proper authority; shall be responsible for updating and submitting the State of Georgia Corporation Annual Registration of new officers before April 1<sup>st</sup> of the current year.

The President shall work in conjunction with the Directors (Football and Cheerleading) and the Auxiliary President in preparing a budget for the season to be presented to the board for approval; shall get board approval for added expenditures not included in the budget; shall select dates and times for registration hours and must be present at registration to answer questions; shall coordinate all fund raisers, etc with the Auxiliary President.

The President shall ensure that all major purchases are handled by the purchasing agent (equipment, uniforms and any items in excess of \$500.00; shall submit all check requests to the Treasurer for disbursement of funds; shall work in conjunction with the Directors of Football and Cheerleading concerning field usage, lights, umpires, personnel, etc.

The President shall have the responsibility of arranging with a reputable firm or other qualified person(s), who are not members of the Board of Directors, for an audit of the association's financial records prior to the annual Membership Meeting.

The President has no bearing on tournament play; the Tournament Director has the responsibility during tournaments hosted by GHF&C Youth Association.

### **8.2 DIRECTOR OF FOOTBALL**

The Director of Football shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Director of Football shall coordinate all activities of the Football program; shall assist in the preparation the annual Football budget that will be presented to Board of Directors for approval; shall draft for the Board of Directors' approval a schedule to include try-outs, team drafts, and team announcements and regular season; shall inform the Board of Directors of required equipment needed; shall seek insurance rates that will assure Football players can participate in Football tournaments throughout the current year; shall attend all county, state or Football Association meetings pertaining to Football and ensure that the rules are properly implemented and maintained in our association; with the Board of Directors approval, shall secure

the services of umpires for each regular season game and ensure all association fees and umpires fees are paid in a timely manner.

The Director of Football shall ascertain the number of teams and acquire team managers for all divisions prior to team announcement night; shall ensure all Football managers and coaches are certified to serve as youth coaches; shall ensure all managers and coaches attend any rules meeting; shall set draft date and over-see each draft for division (exception: 15-18 years old); shall set practice, season and make-up games schedules for all divisions (exception: 15-18 years old) and provide copies to all coaches and Board of Directors; shall coordinate with Auxiliary President in preparing team rosters; shall ensure all Football teams prepare official county roster; shall assign a field person from each team to prepare the Football field for games; shall have overall responsibility for discipline or suspensions during the regular season.

The Director of Football shall insure proper completion of all necessary forms to include Football registration and tournament applications.

The Director of Football shall coordinate the selection for All-Star and Tournament Teams; shall select tournament teams by performance, managers' ability and input from the Board of Directors; shall be responsible for assuring all Football equipment is turn in or accounted for at the end of the Football season.

### **8.3 DIRECTOR OF CHEERLEADING**

The Director of Cheerleading shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Director of Cheerleading shall coordinate all activities of the Cheerleading program; shall assist in the preparation the annual Football budget that will be presented to Board of Directors for approval; shall draft for the Board of Directors' approval a schedule to include try-outs, team drafts, and team announcements and regular season; shall inform the Board of Directors of required equipment needed; shall seek insurance rates that will assure Cheerleading players can participate in Cheerleading tournaments throughout the current year; shall attend all county, state or Cheerleading Association meetings pertaining to Cheerleading and ensure that the rules are properly implemented and maintained in our association; with the Board of Directors approval, shall secure the services of umpires for each regular season game and ensure all association fees and umpires fees are paid in a timely manner.

The Director of Cheerleading shall ascertain the number of teams and acquire team managers for all divisions prior to team announcement night; shall ensure all Cheerleading managers and coaches are certified to serve as youth coaches; shall ensure all managers and coaches attend any rules meeting; shall coordinate with Auxiliary President in preparing team rosters; shall ensure all Cheerleading teams prepare official county roster; shall set practice, season and make-up games schedules for all divisions and provide copies to all coaches and Board of Directors; shall have overall responsibility for discipline or suspensions during the regular season.

The Director of Cheerleading shall organize or distribute any information regarding Cheerleading clinics and tournaments and make available to all coaches, managers and team players; shall assign a field person from each team to prepare the Cheerleading field for games.

The Director of Cheerleading shall determine the team uniforms to be worn by the Cheerleading teams; shall be responsible for assuring all Cheerleading equipment is turned in or accounted for at the end of the Cheerleading season; In addition, submit, for the Board of Directors' approval, any additional rules or regulations deemed necessary for the continuity of the program.

## **8.4 FINANCIAL SECRETARY**

The Financial Secretary shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Financial Secretary shall work closely with the President and the Treasurer to originate, finalize and present the annual report to Board of Directors and then at annual general body meeting.

The Financial Secretary, upon approval of Football/Cheerleading budget, shall track expenditures with the purchasing agent; shall work closely with Treasurer and Auxiliary President to ensure that all documents are completed accurately before funds are disbursed, receipts for disbursements are received and maintained accurately in financial records; shall serve as co-signor, along with the Secretary and Treasurer for association checks and fund distributions; shall maintain a ledger of all revenue collected and monthly reconciliation of disbursements of receipts; shall maintain all financial records (Income statement, bank reconciliation, check/cash register income verification & check request forms); shall store all financial information, etc. systematically to provide quick asset of all information; shall serve as co-signor, along with the Secretary and Treasurer for association checks and fund distributions.

The Financial Secretary is responsible for submitting all financial records to the accountant to maintain tax-exempt status. The Financial Secretary shall also serve as Parliamentarian.

## **8.5 PURCHASING AGENT**

The Purchasing Agent shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Purchasing Agent shall be responsible for the purchasing of *all*, Football and Cheerleading equipment and uniforms, which includes preparation of bid request and solicitation of bids; shall annually send letters to all authorized vendors stating GHF&C Youth Association will not be responsible for unauthorized purchases; shall approve all expenses relating to equipment and uniforms; shall monitor Football/Cheerleading programs budget to be assure programs does not overspend; shall keep a watchful eye for unauthorized purchases to be assure the association will not incur outstanding debts; shall recommend and procure all awards that are to be given in the name of the program. In addition, shall accomplish other duties as specifically assigned by the President. Shall include minority vendor's participation when possible.

The Purchasing Agent shall oversee end of season return and inventory of all Football and Cheerleading equipment; shall provide a complete inventory to the Board of Directors at the end of each season.

## **8.6 TREASURER**

The Treasurer shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Treasurer shall collect and disburse all funds of the organization; shall write checks or disburse association funds for expenses only if properly approved on 3-part check request form; shall write check or disburse funds for Football/Cheerleading equipment and uniforms only if approved by the purchasing agent; shall assist with registration and concession stand including verifying income, completing income verification form and making bank deposits; shall keep accurate records of bank checks and expenditures; shall receive and deposit all funds into the organization's bank accounts; shall work with Financial Secretary to provide incoming expenses in monthly reports; shall assist the Financial Secretary in preparation of the annual financial report for the general body meeting; shall report the financial conditions of the association at board meeting and at such times directed by the President. The Treasurer shall maintain the GHF&C Youth Association P.O. Box Key and shall retrieve and distribute all mail for the association.

## **8.7 AUXILIARY PRESIDENT**

The Auxiliary President shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Auxiliary President shall preside over auxiliary meetings and appoint Auxiliary Board Members; shall submit to the Board of Directors the startup budget for registration.

The Auxiliary President shall coordinate all auxiliary activities including registration; shall schedule registration days, make any necessary changes to player and coaches registration forms, prepare flyers and signs to distribute to schools and businesses; make calendar with dates of registration and opening day; Email or mail out postcards to all Football and Cheerleading participants; order registration forms; purchase supplies for registration; shall notify Dekalb County Park and Recreation for restroom availability.

The Auxiliary President shall prepare parent, coaches and player packages; shall supply President with weekly listing of registration; shall record income verification and check request forms as needed and submit copies to Treasurer of Football/Cheerleading and Financial Secretary of Football/Cheerleading;

The Auxiliary President shall ensure the appointed Auxiliary Board Member Fundraiser Chairperson performs the following duties: determine fundraiser to use and oversee all fundraisers.

The Auxiliary President shall ensure the appointed Auxiliary Board Team Parent Chairperson performs the following duties: secure place for draft and team announcements; coordination of listing of individual teams; hold Team Parent meetings; coordinate picture day.

The Auxiliary President shall ensure the appointed Auxiliary Board Concession Stand Manager performs the following duties: prepare work orders as needed for maintenance, grounds, concession stand and fields; shall attend Park and Recreation Health Department meeting; shall clean or appoint someone to clean the Football/Cheerleading concession stand which includes cleaning the grease trap and overhead vent, to ensure it will pass the Health Department inspection; shall contact pest control company for treatment; shall contact the Health Department to schedule inspection; shall ensure Health Inspection Results are posted; shall prepare menu with prices and display them; shall decide if dumpster is needed and order additional trash cans from Park and Recreation; shall post upcoming events and information on the bulletin boards outside of concession stand;

## **8.8 SECRETARY**

The Secretary shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year. The Secretary shall be responsible for recording the minutes of all meetings of Board of Directors;

The Secretary shall give notice of all meetings requiring notice and keep a record of all proceedings of all meetings. The Secretary may perform the role of Recording Secretary to the Board for the express purpose of record keeping, inter- and intra-Board communications and planning activities associated with Board meetings. The Secretary shall also perform all other duties ordinarily pertaining to the Office of Secretary as may be prescribed by the President.

The Secretary shall maintain copies of all records and official correspondence of the organization; shall serve as co-signer, along with the Financial Secretary and Treasurer for association checks and fund distributions;

## **8.9 DIRECTOR OF PUBLIC RELATIONS**

The Director of Public Relations shall serve as a voting member of the Board of Directors and must attend all board meetings throughout the year; shall publicize all noteworthy activities of the program.

The Director of Public Relations shall publish events to include registration, fund raising, special events and other functions as directed by the President and/or the Board of Directors. The Director of Public Relations shall be responsible for establishing the date(s) and time(s) for taking team photos and securing the photographer.

The Director of Public Relations shall solicit sponsorship for the GHF&C Youth Association to support the continued improvement of the facility and programs.

## **8.10 PAST PRESIDENT**

The Immediate past President shall serve as non-voting member of the Board of Directors in order to help provide continuity in the program.

The Immediate Past President is responsible for turning over all keys, bank records, and other GHF&C Youth Association sensitive material, to the Incoming President when bonding insurance is effective.

The Immediate past President shall collect all past Board of Director keys by December 31<sup>st</sup> of current year. If keys are not returned or unavailable, a payment must be collected and submitted to the Treasurer to cover the county fee for re-keying.

## **ARTICLE IX – SPECIFIC DUTIES OF AUXILIARY BOARD**

### **9.1 BUILDING AND GROUNDS**

The Manager of Buildings and Grounds shall be responsible for the following specific duties:

- Maintenance of all buildings and grounds utilized by the program
- Preparing and coordinating work requests to be accomplished by the County
- Coordinating of all major improvements relative to buildings and grounds
- Coordinate of Picture Day
- Coordinate all Fundraisers
- Coordinate any other duties as specifically assigned by the Board of Directors

### **9.2 CONCESSIONS**

The Manager of Concessions shall coordinate all concession activities to include inventory, preparation of food, and preparation of concession work schedules for teams. In addition, he/she shall implement guidelines and procedures as necessary to promote efficiency. Managers of Football and Cheerleading concession shall work directly with the Auxiliary President.

### **9.3 EQUIPMENT AND UNIFORMS**

The Directors of Football and Cheerleading shall be responsible for the maintenance, storage, issuing and the return of Football and Cheerleading equipment. The Purchasing Agent shall inventory all equipment at the beginning and end of each program's season.

## **9.3 SPECIAL EVENTS**

The Auxiliary President shall make appointments as necessary in support of the auxiliary programs.

## **ARTICLE X – PARTICIPANTS**

### **10.1 ELIGIBILITY**

Any youth meeting the age and other requirements of the GHF&C Youth Association programs are eligible to participate.

### **10.2 NON-AFFILIATION**

Youth, their parents or guardians need not be affiliated with any organization or group in order for the youth to participate in this program.

### **10.3 FEES**

The Board of Directors shall approve registration fees upon recommendation from the President.

### **10.4 MISCONDUCT**

Any participant whose conduct is considered detrimental to the best interest of the GHF&C Youth Association programs may by a two-thirds (2/3) vote of the Board of Directors, at any duly constituted meeting be suspended from further participation.

The President may direct a hearing before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such participants' right to participate in the program.

## **ARTICLE XI – MANAGERS, COACHES & TEAM PARENTS**

### **11.1 APPOINTMENT OF MANAGERS AND COACHES**

Managers and Head Coaches names must be submitted annually by the President and submitted to the Board of Directors for final approval.

### **11.2 APPROVAL OF ASSISTANTS**

Subject to final approval by the Board of Directors, each Head Coach or Manager may appoint assistants coaches and team parents.

### **11.3 CERTIFICATIONS**

All Managers, Coaches and Team Parents must be certified by an organization approved by Dekalb County Parks and Recreation before being allowed to serve as youth coaches. The certification process includes a lawful background check provided by Dekalb County Parks and Receptions.

### **11.4 RESPONSIBILITY OF TEAM**

The Manager and Coaches shall be responsible for the behavior and actions of their team on the field.

## **11.5 EXCLUSION FROM COACHING**

Unless granted special permission by the Board of Directors, the President and Directors (Football & Cheerleading) cannot serve as a manager or head coach of a team.

# **ARTICLE XII – ELECTION OF BOARD OF DIRECTORS**

## **12.1 DEFINITION**

The Elected Officers of the Board of Directors shall be:

- ❑ President
- ❑ Director of Football
- ❑ Director of Cheerleading
- ❑ Secretary
- ❑ Treasurer
- ❑ Auxiliary President
- ❑ Financial Secretary
- ❑ Purchasing Agent
- ❑ Director of Public Relations

## **12.2 QUALIFICATIONS**

All Officers must be members of the GHF&C Youth Association. Board of Directors members cannot register with or join another association that offers the same sport activity as the GHF&C Youth Association. When a player/family joins a different association, they become a part of it and are bound by their rules & regulations. This also prevents them from giving GHF&C Youth Association the allegiance, attention, time, etc that are expected from a person in that position.

## **12.3 NOMINATIONS**

Not less than thirty days prior to the end of the current season, the President shall appoint a nominating Committee of not less than five (5), nor more than nine (9) members, in good standing, whose duty it shall be to nominate at least two (2) persons for each elected office. In appointing this Committee, the President shall assure that at least one (1) representative from each playing division shall be appointed to the committee. The recommendations of this committee shall be placed before the membership of the organization at its Annual Meeting. Nominations shall also be accepted from the Floor.

## **12.4 CONFLICT OF INTEREST**

Any spouse, family member or other persons living in the same household shall not be elected or appointed to the office of President, Auxiliary President, Secretary, Treasurer or Financial Secretary simultaneously.

## **12.5 CONSENT**

No nomination shall be valid, or accepted, unless the consent of the person being nominated has been received; nominees must have agreed to serve for the full term of the office.

## **12.6 ELECTION PERIOD**

This association will have one election during the year. The election period shall be held at the end of the current season. Elections of officers will be held in offsetting years. The Elected positions in

the first year will include the following officers: President, Director of Football, Director of Cheerleading, Financial Secretary and Purchasing Agent. The Elected positions in the next year will include the following officers: Auxiliary President; Secretary; Treasurer and Director of Public Relations.

## **12.7 VOTING**

An individual who has not been a member in good standing during the current season will not be eligible to nominate or cast a ballot in the election of officers.

## **12.8 ELECTION**

A majority of the members present and voting at the election meeting shall suffice in the election of officers.

## **12.9 TERM**

All officers shall serve for two (2) calendar years (January 1<sup>st</sup> through December 31<sup>st</sup>).

## **12.10 PAST PRESIDENT**

The Immediate Past President shall be Director ex-officio.

## **12.11 ASSOCIATION REPRESENTATIVE**

The Association Representatives shall be appointed by the President and subject to approval of the Board of Directors.

# **ARTICLE XIII – GRIEVANCES AND SUGGESTIONS**

## **13.1 SUBMISSION**

All grievances and suggestions from coaches, managers or parents may be directed to any Board of Director member in writing. The Board member shall forward the written grievances and/or suggestions to the GHF&C Youth Association Board of Directors.

## **13.2 HEARING**

In case of a grievance, the Board of Directors will review the grievance/suggestion and meet with the grievance and the head coach or manager within two (2) weeks from the date of the grievance. The Board of Directors shall have authority to give an answer to the grievance.

## **13.3 APPEAL**

Should the grievance wish, he/she can appeal the decision of the Board of Directors at the next regular scheduled meeting of the Board of Directors by stating to the President that he/she wishes to appeal the decision.

# **ARTICLE XIV – MEMBERSHIP MEETING**

## **14.1 ANNUAL MEETING**

An annual meeting of the GHF&C Youth Association shall be held each year as soon after completion of the playing seasons as practicable (playing seasons included all regular and post season games) for the purpose of reporting financial conditions, accomplishments, and for the election of officers.

## **14.2 SPECIAL MEETING**

Special meeting of the GHF&C Youth Association may be called by the President or by request of at least twenty five (25) members in good standing.

## **14.3 NOTICE OF MEETINGS**

Written notices of meeting to the General Membership of the organization shall be by US Postal or Electronic Mailing to each member of the organization at least ten (10) days prior to the meeting. Meeting Notices shall also be posted on the Association Bulletin Boards.

# **ARTICLE XV – ROBERT’S RULES OF ORDER**

## **15.1 RULES OF ORDER**

Robert’s Rules of Order Revised shall govern the proceedings of all meetings of the organization as otherwise provided in these by-laws.

# **ARTICLE XVI - LIMITATIONS AND DISSOLUTION**

## **16.1 LIMITATIONS**

The GHF&C Youth Association is not organized for profit. No part of its income shall accrue to the benefit of private individuals. The GHF&C Youth Association shall not carry on propaganda or otherwise attempt to influence legislation; it shall not participate nor intervene in political campaigns on behalf of any candidate for public office.

Notwithstanding any other provision of these bylaws, The GHF&C Youth Association shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501 (c) 3 of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

## **16.2 DISSOLUTION**

In case of dissolution of the GHF&C Youth Association, all property, funds and records shall be forwarded to Glenwood Hills Football & Cheerleading Youth Association.

# **ARTICLE XVII – AMENDMENTS**

## **17.1 PROPOSALS TO AMEND BYLAWS**

Proposals to amend these bylaws may be initiated by the Board of Directors or any members shown in good standing on the membership roster of the GHF&C Youth Association. All proposals to amend these bylaws shall be submitted in writing to Board of Directors for its approval at the annual meeting.

## **17.2 SUBMISSION TO MEMBERSHIP FOR BALLOT**

If the Board of Directors proposes or approves a proposal for amendment, it shall be submitted in writing to the membership within thirty (30) days after the action of the Board for a vote of the membership by ballot. If two-thirds (2/3) of those voting approve the proposal, it shall become effective as an amendment to these bylaws thirty (30) days after approval.

## **ARTICLE XVIII - ADOPTION AND PUBLICATION**

### **18.1 ADOPTION**

These bylaws and amendments thereto shall be adopted or rejected section by section, and the rejection of any section shall not affect the remaining sections, which may be adopted.

### **18.2 PUBLICATION**

Upon the adoption of these bylaws and any amendments thereto, the Board of Directors shall authorize their publication for distribution to all members of the GHF&C Youth Association.

### **18.3 EFFECTIVE DATE**

These bylaws become effective thirty (30) days after adoption.

## **ARTICLE XIX - REPEALING PRIOR BYLAWS**

All bylaws and amendments thereto, previously adopted by the GHF&C Youth Association, prior to the passage of these bylaws are hereby expressly repealed by the adoption of these bylaws.

*These bylaws were last amended on December 11, 2008.*

**GHF&C Youth Association**

**(CORPORATE SEAL)**

**ATTEST:**

**By:** \_\_\_\_\_