

**TRI-CITY YOUTH FOOTBALL ASSOCIATION**  
**CONSTITUTION AND BYLAWS**



## **INDEX**

ARTICLE I - NAME

ARTICLE II - PURPOSE and MISSION

ARTICLE III - GEOGRAPHIC AREA OF THE ASSOCIATION

ARTICLE IV – BOARD OF DIRECTORS

ARTICLE V - STANDING COMMITTEES

ARTICLE VI - REGISTRATION OF PARTICIPANTS

ARTICLE VII - MEETINGS

ARTICLE VIII - FINANCIAL POLICY

ARTICLE IX- RULES AND REGULATIONS

ARTICLE X - AMENDMENTS

ARTICLE XI - REVOCATION AND WITHDRAWAL

ARTICLE XII – INTERPRETATION

ARTICLE XIII – DISSOLUTION

ARTICLE XIV – BACKGROUND CHECKS

## **ARTICLE I - NAME**

This organization shall be known as the Tri-City Youth Football Association (“TCYFA” or the “Association”).

## **ARTICLE II - PURPOSE and MISSION**

- A. The purpose of the Association is to educate youth to participate in and enjoy the sport of football. This organization is formed exclusively for that educational purpose within the meaning of section 501(c)(3) of the Illinois Code.
- B. Tri-City Youth Football’s mission is to provide an opportunity for young people to learn the basic fundamentals of football in an environment which stresses safety, sportsmanship, teamwork and fun. Our hope is that our young athletes will gain skills, and knowledge through our program that transcend football, instilling in them the confidence to be successful not only in athletics, but in all facets of their young life.

## **ARTICLE III - GEOGRAPHIC AREA OF THE ASSOCIATION**

The Tri-City Youth Football Association shall consider accepting as part of its membership any person residing in the general Fox Valley area and all points west.

## **ARTICLE IV – BOARD OF DIRECTORS**

- A. The governance of the Association shall be solely vested in the Board of Directors.
- B. **Director Positions**

The TCYFA Board of Directors will consist of the following Positions: President, Vice President of Operations, Board Secretary, Finance Director, Equipment and Uniform Director, Marketing and Sponsorship Director, Charger Football League Director, Travel Director.

**C. Election and Term**

1. **Board Elections**- The Board of Directors, at the regularly scheduled December meeting, shall elect Directors and Term of Office. The terms for the Directors positions will be offset, with the President, Finance Director, Equipment and Uniforms Director, and Marketing/Sponsor Director being elected in even numbered years and the Vice President Operations, Secretary, CFL Director, and Travel Director being elected in odd number years. Each officer shall hold office until his or her successor has been duly elected. The Board of Directors positions will have a term of two years, at which time, the individual in that position may choose to run for an additional term. No individual can hold the same Director position for longer than three full terms. The Board of Directors at the regularly scheduled January meeting shall elect the Committee Chairs and/or Non-Voting Board members annually.
2. **Nominations**- Tri-City Youth Football Association (TCYFA) will conduct open nominations for eligible Board positions. The Secretary will accept nominations from September 1 through November 30. TCYFA Board of Directors may extend the date, due to scheduling conflicts, with proper notice and acceptance.
3. **Elections**- The Secretary shall distribute written secret ballots to all Board Members (in a closed meeting) and include all nominees for each position that is up for election. The candidate for each office receiving the simple majority of votes cast, shall be declared elected. The completed ballots will be tallied by the Secretary who will then notify all nominees of their status (elected or not elected) and report the full results to the Board of Directors at the regularly scheduled December meeting. In the event of a tie the President will break the tie.
4. **Vacancies**- A vacancy in any office, because of death, resignation, or otherwise, may be filled by the President with the Board's permission, which should not be unreasonably withheld, for the remaining portion of the term.
5. **Removal of Directors or Officers** – Any officer or director may be removed from office upon motion of another board member after consultation with the Board of Directors. Prior to any such motion being brought, reasonable notice to the board member who is the subject of the motion to remove shall be given and he/she will have an opportunity to address the Board at the next regularly scheduled or special board meeting. A two-thirds (2/3) majority vote shall be required to remove any board member or officer.

**D. Board Position Descriptions**

1. **President** - President will preside at all meetings of the Board and Committees and shall, in general, lead, supervise and control all business and affairs of the Association. **(Voting position).**

**Some examples of specific duties of the President**

- Delegate job responsibilities to Board members and assign committees.
- Provide and maintain a Franchise calendar with key dates.
- Maintain and update Tri-City's Constitution and Bylaws.
- Maintain orderly historical records.
- Oversee other Board positions.
- Participate in Coaches Selection Committee.
- Prepare annual coaches meeting.
- Responsible (along with Secretary and Registrar) for required background checks for Board members, coaches and team parents

2. **Vice President of Operations** - In the absence of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President. **(Voting position).**

**Some examples of specific duties of the Vice President**

- Contact all franchises to solicit their participation in our annual preseason bowl games.
- Coordinate scheduling of at least one preseason game for all teams.
- Work with the Park Districts and other entities to secure field use and care.
- Negotiate costs for special events (pictures, trophies, field maintenance etc.) with assistance from others.
- Coordinate concessions.
- Mentor head team mom.
- Create the yearly fiscal budget for field operation and development.
- Receive, record, and address all complaints from parents concerning organization policies and procedures.
- Receive and record all complaints related to coaches and present recommendations to the Board.
- Inform all parents about the purpose and function of the Head Team Parent position and how to report their concerns or questions.
- Secure area fields for playoffs.
- Determine practice locations and game schedules.
- Secure referee commitments for games.

Direct Reports- Will oversee and direct all activities associated with the following positions: Facilities/Maintenance, Concessionaire, and Head Team Parent.

3. **Finance Director** - Finance Director shall have charge and custody of, and be responsible for, all funds and securities of the Association. He/She shall deposit all funds received in the name of the Association in such banks and/or depositories as selected in accordance with the Bylaws. The Finance Director must issue at the monthly Board of Directors meeting, a financial statement reflecting receipts, expenditures and balance at the end of the previous calendar month. **(Voting position).**

**Some examples of specific duties of the Finance Director**

- Prepare yearly overall master operating budget for the January Board meeting.
- Insure that all invoices are verified and paid (within specified terms) on a timely basis.
- Establish record keeping and refund procedures for registration.
- Presence is required at registration day and equipment pickup to receive and account for funds.
- Ensure Tax requirements and audit requirements are met.
- Maintain 501(c)(3) status.
- Perform reserve studies.
- Recommend registration fees.
- Establish refund schedules.
- Establish amounts allocated to scholarships.
- Coordinate Referees.

Direct Reports- Will oversee and direct all financial matters associated with the following positions: Football Registrar and Bookkeeper.

4. **Board Secretary** - Responsible for Association record keeping, recording minutes of monthly meetings along with minutes from any special meetings as set by the Board of Directors. **(Voting Position)**

**Some examples of specific duties of the Secretary**

- Prepare and present the monthly Board meeting minutes.
- Assist the President with Bylaw amendments.
- Assist President in maintaining historical records for the Association.
- Responsible for all insurance matters (coverage, claims, forms, etc.).
- Responsible (along with President and Registrar) for required background checks for Board members, coaches and team parents.
- Assist with planning, and organizing the certification program for coaches and team parents.
- Coordinate, manage and track the coach's certification, code of conduct and program surveys.
- File contracts, business forms and Board of Health permit(s) as necessary.
- Collect mail.

5. **Marketing and Sponsorship Director** - The Marketing and Sponsorship Director shall develop a marketing plan to promote the TCYFA to the community, solicit sponsors, and develop sponsorship criteria to generate funds for the Association. **(Voting position)**

**Some examples of specific duties of the Marketing and Sponsorship Director**

- Arrange for any special activities that will promote Tri-City Football to the surrounding communities.
- Website oversight.
- Printing and advertisement.
- Organize and work with the sponsor committee in soliciting contributions from sponsors.
- Organize a fundraising committee to assist in promoting and developing a strong fundraising program for TCYFA.
- Sportswear oversight.

**Direct Reports-** Web Site Manager, Community Liaison

6. **Charger Football League Director** – The Charger Football League Director will be responsible for the day-to-day operations of the Association's in-house programs and CFL structure. **(Voting Position)**

**Some examples of specific duties of the Charger Football League Director**

- Oversee conditioning at all weight levels
- Collect and maintain CFL rosters for trophies orders; coordinate with Registrar.
- Serve as Chairman for Weight and Rules Committee
- Coordinate end-of-year coaches' meeting
- Coordinate end-of-year evaluations

Direct reports: Commissioners at each level of our in-house program.

7. **Equipment and Uniforms Director** - Equipment and Uniforms Director is responsible for all of the football gear and accessories needed to properly outfit TCYFA football. **(Voting position)**

**Some examples of specific duties of the Equipment and Uniforms Director**

- Prepare and present an annual equipment budget at the December board meeting.
- Organize and inventory equipment in the storage area.
- Responsible for all aspects of communicating, organizing and executing equipment handout and return for players and coaches.
- Evaluate equipment condition and determine replacement schedule.
- Provide access to replacement and repair parts for all teams.
- Obtain competitive bids from prospective suppliers when needed and maintain relationships with preferred vendors.
- Establish regular Equipment Room schedule prior to start of football season

8. **Travel Director**- Travel Director will be the TCYFA voice at all travel league representative meetings and functions. **(Voting position).**

**Some examples of specific duties of the Travel Director**

- Attend monthly travel league meetings along with any special meetings pertaining to league matters. Take notes; provide a report to TCYFA Board each month.
- Verify all dues and ensure they are paid in a timely manner.
- Present protests and recommendations on behalf of TCYFA Board of Directors to the league.
- Present any special requests of TCYFA Board of Directors to the league board of directors.
- As necessary, establish and chair any committee(s) relating to the travel program.
- Collect game cards from all head coaches and deliver to league officials.
- Responsible for organizing field setup and scheduling of all game-day Field Marshalls required for each game.
- Responsible for recommendation of the travel coaches.

E. **Supporting Positions/Committees**

1. **Head Team Parent** – Head Team Parent will be the main contact between the team parents and the TCYFA Board. **(Non-Voting Position)**

**Some examples of specific duties of the Head Team Parent**

- Responsible for assisting the planning and communication of the year-end team parties.
- Responsible for annual pre-season team parent meeting.
- Communicate to the team parents their duties.
- Establish an email and address list for all the team parents.
- Communicate all team parent concerns and recommendations to the Board of Directors.
- Communicate information of events to the team parents.
- Responsible for planning, organizing, and supervising homecoming weekend.
- Responsible for Picture Day.

2. **Football Registrar** - Registrar shall be responsible for registering players with the Association's programs. **(Non- Voting position)**

**Some examples of specific duties of the Registrar**

- Supervise registration of football participants.
- Work with the Marketing and Sponsorship Director in providing information to the public in the form of flyers, newspaper advertising, and park district listings about TCYFA programs.
- Responsible for unified registration day and on-going registration as needed to fill available roster slots at each weight level.
- Work with Treasurer on collection and recording of registration fees.
- Responsible (along with President and Secretary) for required background checks for Board members, coaches and team parents
- Maintain all participants' records.
- The Registrar should have a basic knowledge of all aspects of TCYFA, as the Registrar is often the first point of contact for questions concerning the program.
- Provide all completed rosters and copies of birth certificates. Information given to TCYFA Vice President of Operations or his designee at determined date.
- Develop and distribute a flag, tackle and cheer coaches' contact list prior to the start of the season and keep it updated.

3. **Field and Maintenance Manager** - Field and Maintenance Manager shall be responsible for the care and management of the game and practice facilities for use by the football players and cheer squads. **(Non-Voting position)**

**Some examples of specific duties of the Field and Maintenance Manager**

- Recruit and supervise any assistants to set-up game fields (flag and tackle) in preparation for game day.
- Work with Game Day Manager and Safety Manager to ensure fields are properly prepared and maintained. (before and after the games)
- Organize, train, and supervise scorekeepers.
- Maintain practice field equipment. (sleds, dummies, etc.)
- Maintain scoreboard, public address system, and other equipment and facilities needed for comfort and safety of all participants' activities.
- Coordinate to ensure qualified scoreboard operators are available for each home game.
- Responsible for emergency phone access.
- Responsible for use and maintenance of utility vehicle.

- Prepare and submit budget for the January Board meeting.
4. **Board Member At-Large** – The Board Member At-Large will be appointed by the President after consultation with the Board of Directors. The Board Member At-Large will assist with special projects and/or other initiatives of the Board, support other Board members’ duties during peak operational periods, and have other responsibilities as assigned by the President or his designee. **(Non-Voting Position)**
5. **Web Site Manager (Web Master)** – The Web Site Manager will be responsible for development, maintenance, and upkeep of the TCYFA web site and all interface with local newspapers for advertising and Publicity of TCYFA. **(Non-Voting position)**

**Some examples of specific duties of the Web Master**

- Publish, duplicate, and distribute the “Goalpost” each week during the season. (August-November) as required.
- Solicit information from each Board member to include in the publication.
- Collect coaches’ game stories, edit and forward to newspaper for publication.
- Organize and collect team and individual pictures required for publication.

6. **Flag Commissioner** - The Flag Commissioner will be responsible for organizing and operating the Flag Football program and Pre-Season Bowl. (Non-voting position)

**Some examples of specific duties of the Flag Commissioner**

- Develop ideas and plans to support and improve the Flag program.
- Provide leadership for the Flag coaching group.
- Work with Director of Equipment and Field Manager to provide proper equipment and field facilities for the Flag program.
- Organize, train, and supervise referees for Flag games.

7. **Grade 1<sup>st</sup>/2<sup>nd</sup> Commissioner** – G1/2 Commissioner will be responsible for organizing and operating the G1/2 level football program and Pre-Season Bowl. (Non-voting position)

**Some examples of specific duties of the G1/2 Commissioner**

- Develop ideas and plans to support and improve the in-house program.
- Provide leadership for the G1/2 coaching group.
- Organize and facilitate conditioning camp and player drafts.

8. **Grade 3<sup>rd</sup>/4<sup>th</sup> Commissioner** – G3/4 Commissioner will be responsible for organizing and operating the G3/4 level football program and Pre-Season Bowl. (Non-voting position)

**Some examples of specific duties of the G3/4 Commissioner**

- Develop ideas and plans to support and improve the in-house program.
- Provide leadership for the G3/4 coaching group.
- Organize and facilitate conditioning camp and player drafts.

9. **Grade 5<sup>th</sup>/6<sup>th</sup> Commissioner** - G5/6 Commissioner will be responsible for organizing and operating the G5/6 level football program and Pre-Season Bowl. (Non-voting position)

**Some examples of specific duties of the G5/6 Commissioner**

- Develop ideas and plans to support and improve the in-house program.
  - Provide leadership for the G5/6 coaching group.
  - Organize and facilitate conditioning camp and player drafts.
1. **Grade 7<sup>th</sup>/8<sup>th</sup> Commissioner** - G7/8 Commissioner will be responsible for organizing and operating the G7/8 level football program and Pre-Season Bowl. (Non-voting position)

**Some examples of specific duties of the G7/8 Commissioner**

- Develop ideas and plans to support and improve the in-house program.
- Provide leadership for the G5/6 coaching group.
- Organize and facilitate conditioning camp and player drafts.

- F. **Reporting requirements** - All non-voting positions must submit reports at specific (appropriate) times during the year to provide updates and status on their specialized areas of operation. These reports will also be updates on specific topics and related activities that are reported during peak operational periods during the year.

## **ARTICLE V - STANDING COMMITTEES**

- A. After election, the President shall determine the need for activating standing committees and will appoint standing committee members as needed and consistent with these Bylaws, pending approval of the Board of Directors. Said committees shall elect their own chairpersons. In addition to those set forth below, the President may appoint any other committee as the need arises.
- B. **Standing Committees:**
1. **Registration Day-** Responsible for all aspects of advertising, organizing, and completing the registration process.
  2. **Coaches Selection** - Responsible for locating, recommending, communicating to and training head coaches.
  3. **Charger Football League Development** – Develop a coaches’ curriculum, playing rules, weight and playing structure.
  4. **Advisory** - Develop an open and ongoing discussion with past board members.
  5. **Special Events** – Develop a committee to plan and prepare events.
  6. **Legal** – Discuss and address legal concerns that may affect the organization.

7. Long-range planning committee - Responsibilities include long-range planning, playing field acquisitions, and all other issues relating to the future of TCYFA.
8. Pictures and Award – Responsible for coordinating the awards required for the pre-season tackle and flag bowl games, including cheer. This will be in cooperation with the Board of Directors and CFL Director. Budgets will need to be presented to the Board of Directors for both the pre-season bowl and post-season trophies in advance of commitments for each. Pictures and post-season coaches' plaques and trophies will need to be coordinated with the Head Team Parent.
9. Bylaws – This committee periodically reviews TCYFA Bylaws and recommends changes to the Board of Directors.
10. Uniforms – This committee will review style changes to TCYFA uniforms and make recommendations to the Board of Directors.
11. Advisory - This committee will review player, coach and parent concerns and misconduct.
  - a. The committee will maintain records of their investigations, interviews and supporting documents during their review and turn it over to the Board Secretary for storage.
  - b. The committee will not have any power to enforce, but will make recommendations to the board on the incidents they review.
  - c. The committee should be made up of 3 people for a term of one year starting on March 1<sup>st</sup> of each year as appointed by the President and approved by majority vote of the board. One person on the committee should be a former board member and no more than one member may have a player in the league.

## **ARTICLE VI - REGISTRATION OF PARTICIPANTS**

- A. The registration fees for all flag and tackle participants will be set at the Board of Directors discretion based on the needs of the program on an annual basis. The Registrar will have on file for each participant the following:
  - Medical/Liability release form.
  - Application.
  - Copy of Birth Certificate (upon request)
  - Copy of Check or Credit Card used for payment
  - Equipment pickup/return information and Equipment deposit

## **ARTICLE VII - MEETINGS**

- A. Robert's Rules of Order shall govern the proceedings of all meetings, except where the same conflict with the Constitution and Bylaws of the TCYFA. The President shall have a copy of Robert's Rules at each scheduled meeting.

- B. **Voting**- All voting members shall be entitled to vote on the business of the TCYFA. A simple majority vote of the voting members present is required to carry any motion/resolution except as otherwise specifically noted herein.
- C. **Establishing a Meeting**- A meeting may only be “Brought to order” after a Quorum has been established. A Quorum will be considered established when a majority of the voting members of the Board of Directors is present.
- D. **Regular Meetings**- A regular meeting of the Board of Directors shall be held on the second Monday of every month at 7:00 p.m. unless otherwise directed by the Board of Directors. Meetings will generally be open to the public. The Board may close all or part of any meeting in its sole discretion. Anyone attending the meeting and wishing to address the Board on legitimate matters affecting the organization or the program will be given an opportunity to do.
- E. **Special meetings**- Written notice (including email notice) of a special meeting stating the location, day and hour, and purpose shall be sent to each Board Member at least 72 hours prior to the time of said meeting. Meetings may be declared a closed session at the discretion of the President or by a majority of the Board of Directors.
- F. **Annual Meetings**- An annual meeting of the Board of Directors shall be held during the month of December for the purpose of electing and installing Officers/Directors, and for the transaction of such business as may come before the Board of Directors.
- G. **Attendance at all TCYFA Board Meetings**- All TCYFA Board Members are expected to attend all scheduled meetings. If any Board Member fails to attend at least nine of the regularly scheduled monthly meetings or is deemed by the Board as non-participatory, that individual will be put on probation and voting privileges will be restricted until the Board votes to reinstate that member. The member may be asked to resign his/her position if his/her duties are not fulfilled as described in Article IV.
- H. **Committee Meetings**- All members of the TCYFA Board of Directors will be eligible for group or committee work. All voting members can work within formed committees. Additionally, the President shall act as a consultant for all TCYFA groups/committees.

## ARTICLE VIII - FINANCIAL POLICY

- A. The TCYFA Board of Directors shall decide all matters pertaining to the finances of the Association taking in account any consultant’s recommendations. It shall be the permanent policy to place all incomes in an Association Treasury.
- B. No expenditure over \$250 shall be made without approval of the Board of Directors.

- C. All checks, drafts, or other orders of payment of money shall be signed by two of the following officers: President/VP of Operations/Finance Director and Board Secretary.
- D. All organization funds shall be deposited to the credit of the Association in such banks or other depositories as the Board of Directors may select.
- E. The Organizational Year for the Association for the purposes of organizational functions, such as the terms of elected Officers, shall begin on the first day of January in each year and end on the thirty-first day of December of that year. For financial purposes and the filing of all regulatory reports with federal, state, and local agencies, the fiscal year shall coincide with the Organizational Year.
- F. Voting and non-voting committee heads and Board members must submit an annual or semi-annual budget based on their responsibilities. All budgets should be submitted for review at the Board's December meeting. All budgets must be approved by the Board of Directors before any purchases can be made or contracts for purchase from a stated supplier can be executed.
- G. **Charitable Scholarship Program**

To assist economically disadvantaged youth and families residing within the Tri-City boundaries, the TCYFA has established a Scholarship Fund. The fund amount available will be based on money available from the prior year fundraising, donations sponsorship, and under-budget expenses. Eligibility for scholarships are documented within the TCYFA Scholarship application form. Prior to any scholarship award the Board of Directors will review each case, however normally the name of the requestor will only be known by the President and Finance Director. To be considered for a scholarship, the applicant must apply in writing to the Finance Director. Eligibility is limited and all applicants will be informed in writing within 45 days after application.

#### **ARTICLE IX - RULES AND REGULATONS**

- A. All head coaches and assistant coaches are to be certified prior to start of the regular season. The Certification governing body will be determined by Board of Directors.
- B. All coaches and team parents are required to have background checks performed.
- C. Football playing rules are governed and documented in the CFL league rules or the travel league that TCYFA is participating in.

#### **ARTICLE X - AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

- A.** The Constitution and Bylaws shall only be amended by a two- thirds (2/3) vote of those present at a properly convened meeting of the Board of Directors. A properly convened meeting is described in Article VII.
- B.** A written copy of the proposed amendment or amendments shall be made available for review at least 14 days prior to the Board meeting where such amendments are being considered for adoption.

## **ARTICLE XI – REVOCATION AND WITHDRAWAL**

The Board, by two-thirds (2/3) vote of the members present, may terminate the participation of any individual for conduct unbecoming a member of the TCYFA. Any member of the Board may withdraw by serving written notice to any other member of the Board, who in turn must give notice to the entire Board within 48 hours.

## **ARTICLE XII - INTERPRETATION**

Interpretation of this Constitution and Bylaws, or any rules or amendments passed hereunder, shall rest with the Board of Directors.

## **ARTICLE XIII – DISSOLUTION**

All assets of the organization will be permanently dedicated to an exempt purpose. Upon dissolution of the organization, all of the assets will be turned over to another exempt organization or to a local government for a public purpose as determined by the Board of Directors and consistent with applicable law.

## **ARTICLE XIV – BACKGROUND CHECKS**

- A.** It is the intent of TCYFA to require background checks for all individuals that fill key positions or are in some way assigned a volunteer position that is deemed sensitive. This will warrant a background check for behavior inappropriate to the mission of the TCYFA: Tri-City Youth Football's mission is to provide an opportunity for young people to learn the basic fundamentals of football in an environment which stresses safety, sportsmanship, teamwork and fun. Our hope is that our young athletes will gain skills, and knowledge through our program that transcend football, instilling in them the confidence to be successful not only in athletics, but in all facets of their young life.
- B.** Each year the Registrar will provide a list of all volunteer positions to the President and Secretary of TCYFA for the purpose of obtaining background checks. Each volunteer will sign a release to authorize a background check prior to TCYFA investigating with the Illinois State Police and other local authorities. After this procedure is completed for the year, the Registrar will inform the Board of Directors and, where applicable, the Travel Director will notify the Travel League the procedure has been completed.

**C. Responsibilities**

1. Registrar: Contact potential volunteers and seek verbal approval to proceed with background check. From this prepare a list of those names to check. Submit list as soon as possible prior to season starting
2. President: Review names, add and delete as necessary. Submit names to TCYFA Board for approval at July (or August) meeting. Obtain final approval by the designated Compliance Officer by August 15th.
3. Unless otherwise designated, the Secretary shall serve as the Compliance Officer for the purposes of background checks. He/she shall send in the list for background verification. Upon receipt of verified information, review for possible actions deemed inappropriate for the position the volunteer holds or may hold in the future. Report findings to the President, with possible presentation to the entire Board of Directors at a later date.