

ARGYLE YOUTH FOOTBALL ASSOCIATION



2021 BY-LAWS

Dated: June 2021

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

ARTICLE I: NAME

- Section 1: The name of this organization shall be the Argyle Youth Football Association or AYFA.
- Section 2: This shall be a non-profit organization and shall conduct itself in the manner necessary to qualify for tax-exempt status as a charitable organization under the terms of Section 501(c)(3) of the Internal Revenue Code or any subsequent statute.

ARTICLE II: OBJECTIVES

- Section 1: The primary objective shall be to promote the ideals of good sportsmanship, personal integrity and team cooperation through participation and instruction in the game of football.
- Section 2: These objectives shall be reached by providing supervised competition with primary emphasis on the development of good citizens, the encouragement of good sportsmanship and a secondary emphasis on winning games.

ARTICLE III: GOVERNING BOARD

- Section 1: The Board of Directors shall be the governing body of the Argyle Youth Football Association and shall transact all business and enforce all rules for the Association. It shall have the power to settle all disputes and protests. All decisions of the Board are final. All positions within the Argyle Youth Football Association are voluntary and non-compensated.
- Section 2: The Board shall consist of elected officials as follows:

A. President

The President shall be the chief executive officer charged with the overall administrative functions of the Association. He shall appoint committees as set out herein and as he deems necessary, assign duties to directors and members as required, and take prudent and reasonable action in circumstances not covered within the Bylaws. He shall serve as one of the Argyle Youth Football Association representatives to the North Texas Football League (NTFL) and/or appoint other Association member(s) to serve as required. All appointments are subject to confirmation by the Board. The President will serve on the Coach Interview Committee and the Executive Committee or may appoint a representative to serve on his behalf. The President shall attend Board Meetings of the NTFL League on behalf of the AYFA Board. He/she will report to the NTFL the concerns and/or issues of the AYFA Board and vote on behalf of our association.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

The President may serve a maximum of four (4) consecutive 12-month terms in the same office beginning in January following the Annual Board Meeting.

The President shall assign duties to Board members as deemed necessary.

B. Vice President

The Vice President shall succeed to the powers of President in his absence. The VP may appoint Assistants as necessary. The VP shall serve on the Coach Interview Committee and the Executive Committee.

C. AYSA Representative

The AYFA Representative will assist with league information and ideas/suggestions and help to serve the AYFA board with community and school district interaction as needed. The AYFA Representative shall serve on the Coach Interview Committee and the Executive Committee.

D. Secretary

The Secretary shall record the minutes of all meetings, attend to all correspondence, and insure that all voting members receive a copy of these bylaws. The Secretary will keep player information and provide consolidated lists and player registration forms to the coaches. The Secretary is responsible for keeping all league forms. The Secretary shall serve as Parliamentarian, serve on the Coach Interview Committee and the Executive Committee of AYFA.

E. Treasurer

The Treasurer shall have the responsibility of managing all funds, disbursing all bills, and maintaining accurate and current records of the Association finances. At the end of each year, the Treasurer shall present a financial report for auditing by the Board of Directors. At each called Board meeting, the Treasurer shall present a financial report. The treasurer will serve on the Coach Interview Committee and on the Executive Committee of AYFA.

F. Director of Coaching

The Director of Coaching (DC) has the specific responsibility of overseeing the Coaches and development of coaches for the Association. The DC will serve on the Coach Interview Committee and the Executive Committee of AYFA. The DC will receive and handle all coach, parent and player issues for the league. The DC shall serve on the Coach Interview Committee.

G. Director of Communication

The Director of Communication shall keep members aware of upcoming events by weekly communication to all teams and/or keeping website up-to-date.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

H. School District Coordinator

The School District Coordinator is responsible for all school district related activities, including opening, closings, field setup and tear down.

I. Director of Cheerleading and Drill

The Director shall have the responsibility coordinating and developing the cheerleaders and drill/dance team for the Association.

The Director of Cheerleading may appoint Assistants as necessary

J. Director of Fundraising

The Fundraising Director shall have the responsibility of establishing fund raising projects.

K. Members-at-large

There will be members at large positions on the Board. Their positions are to support any and all activities as directed by the Board, filling in when and where needed. They are especially important to support game day management at our home field.

Section 3: Voting

Each Executive Committee Member shall have one vote. The President shall have the ability to veto any motions that he/she deems necessary. In the case of a veto a 2/3rd majority vote is required to overrule. Proxy votes will be accepted only if submitted in writing.

Section 4: Vacancies

Any Board Member may resign his/her office by written resignation to the Board. Any Board Member who willfully neglects his/her duties to the detriment of the Association may be brought to a hearing by the Board and may be asked to resign his/her position. Any vacancy of the Board shall be filled by presidential appointment with ratification of the majority of the remaining Board Members.

Section 5: Election of Officers – Annual Executive Committee Meeting

Each year during the month of December, an Annual Executive Committee meeting will be called of the Board for the purpose of selecting officers for the following year. The President shall be the previous Vice President if the President's term limit has been reached or if the President has chosen to not return. The Vice President will be selected by the incoming President based on years of experience and dedication to the Argyle Youth Football Association. The President and Vice

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

President with one other prior year board member selected by the President will serve as the Nomination Committee for selection of new board members. The Nomination Committee will be charged with:

- a. Notifying members of the organization that nominations are being accepted for board membership and the positions necessary to be filled;
- b. Establishing the method and providing notice to the members of a reasonable period of time that board nominations will be accepted;
- c. Provide a reasonable information form to the nominees and a reasonable amount of time for the nominee to return the completed form to the committee;
- d. Provide a list of all Nominees with completed forms to the Executive Committee.

The Executive Committee will review all nominees and select new board members by majority vote of the Executive Committee. It is presumed that the Nomination and Selection process will be completed within 14 days of the Annual Executive Committee Meeting.

Section 6: Board Meetings

The Board shall hold meetings when called by the President or when requested by three Board Members.

Section 7: Quorum

A quorum shall consist of 50% of the Executive Board.

ARTICLE IV: COMMITTEES

Section 1: Registration

The Registration Committee shall be chaired by the Secretary who shall appoint the needed registrars. The Committee shall carry out the registration and keep records for the seasons.

Registration forms approved by the Board shall be used and shall:

- a. Indicate birth date;
- b. Indicate grade for fall season;
- c. Indicate proof of residency and school attendance;
- d. Include other items required by the Board.
- e. During registration consent for medical treatment will be obtained from each player.
- f. Include all NTFL required forms.

Section 2: Additional Committees with be formed at the direction of the President as required.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

ARTICLE V: COACHES

Section 1: The Board of Directors recognizes that the coaches are the nucleus of the Association. Without the dedication of the individuals that agree to serve as youth coaches, there can be no program. The Board further recognizes that individuals aspiring to coach in the Association will have the opportunity to mold the impressions of the young players' attitudes toward coaches and even the sport itself. Because of the importance of the position of head coach and assistant coach, the Board of Directors also recognizes that it has an obligation to the association and the players to screen carefully individuals applying for positions as coaches. In order to meet this obligation, the AYFA Board shall evaluate every coach each season to determine if they will be selected to participate. The coaches will be evaluated in the following areas:

- a. Dedication by the coach to the ideals of the AYFA and NTFL
- b. Football/Cheer Knowledge and Experience
- c. Past behavior as a coach
- d. A clean criminal background check
- e. USA Football Certification

The Coach Interview Committee is made up of the President, the Director of Coaching and any board members as selected by the President. The committee will interview individuals applying for positions of coaching and make recommendations to the Board of Directors for final approval by Executive Committee vote.

Section 2: All head coaches are responsible for seeing that their assistant coaches, players and players' parents conduct themselves in such a way as to attain the objective and purpose of this organization and the NTFL. This includes having the appropriate code of conduct documents signed and stored as required by the NTFL.

Section 3: Football coaches shall conduct all practice sessions within the following limits:

- a. No practice session will be held on Sunday or game day.
- b. For tackle players, there will be no more than three, no less than two, practice sessions per week (weather permitting) after school begins. For flag players, there will be no more than two, no less than one, practice sessions per week (weather permitting) after school begins. Film review is considered a practice.
- c. Practices can be no longer than 2 hrs. and more than one practice in the same day will not be permitted.
- d. Weekday practices may not begin before 5PM.
- e. These times and rules will be enforced by the Board and aligned with all NTFL rules.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

ARTICLE VI: PLAYERS

Section 1: General

- a. All players shall register prior to the beginning of the season. The registration dates shall be determined by the AYFA and aligned within the NTFL requirements. These dates shall be adequately advertised by the organization.
- b. Argyle Youth Football Association is dedicated to the proposition that all players will have the opportunity to participate in the game of football. Therefore, no tryouts will be allowed for the purpose of cutting players or limiting the number of players on a team.
- c. No player can participate in school football and play with the Argyle Youth Football Association.
- d. All players must live or attend school within the school district boundaries that feed into Argyle High School.
- e. Drafting guidelines will be determined by the NTFL.
- f. The game and first day of practice will be determined by the NTFL.

Section 2: Allocation of players to existing teams:

All player allocations will be governed by the NTFL Bylaws.

Section 3: Player's League Season

- a. All players will participate in the combine. Any team that holds early practice sessions will be subject to action at the discretion of Argyle Youth Football Association and/or the NTFL including coaches being banned from participation.

Section 4: Age Requirements

- a. No child shall be under the age of five (5) as of September 1 or over the age of twelve (12) as of September 1st.
- b. Maximum Ages by divisions:
 - Flag: 7 years old by September 1st.
 - 2nd Grade: 8 years old by September 1st.
 - 3rd Grade: 9 years old by September 1st.
 - 4th Grade: 10 years old by September 1st.
 - 5th Grade: 11 years old on or before September 1st.
 - 6th Grade: 12 years old on or before September 1st.
- c. Birth certificates and proof of residency must be presented for registration certification.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

ARTICLE VII: CHEERLEADERS

Section 1: Registration – See Article IV: Committees, Section 1

Section 2: Registration will take place as designated by the AYFA Board.

Section 3: Coaches – See Article V: Coaches, Section 1-2 only

Section 4: Cheerleader Selection

- a. Coaches will be present at assignment of teams to be conducted as:
 - 1. Brothers and Sisters can be automatically placed on the same team
 - 2. Coach and Assistant Coach and their respective children
 - 3. Cheerleader placement within board guidelines
- b. See allocation of players to existing teams.
- c. Any parent holding the position of head coach may have her child assigned to her team or another team.

Section 5: All Head Coaches are responsible for seeing that their assistant Coaches, Cheerleaders, Cheerleader fans and parents conduct themselves in such a way as to attain the objectives and purposes of the AYFA and NTFL.

- a. Coaches: There will not be more than two (2) Cheerleader Coaches per team, one to be Head Coach.
- b. Practices:
 - 1. There will not be more than three (3) practices per week.
 - 2. Practices can be held at a football practice location or other locations as approved by the AYFA Board.
- c. Games:
 - 1. Cheerleaders are not allowed to leave the field during games (except for emergencies or illness) and will be escorted as a group by the coaches upon arriving and leaving the field.
 - 2. All other game guidelines will be governed by the NTFL.
- d. Uniforms:
 - 1. Will consist of matching skirt, blouse, briefs and pompoms.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

2. Accessories (shoes, hat, sweaters, tights, ribbons, shoe strings, etc.) can be added by individual cheerleaders, but must keep Argyle Eagle colors. Colors must consist of Black, Red and White.

ARTICLE VIII: MISCELLANEOUS

- Section 1: Roberts Rules of Order Newly Revised shall be the prime entry authority for all matters of procedure not specifically covered by these Bylaws.
- Section 2: All meetings, whether they are Board meetings, specially called meetings, or regular scheduled meetings, shall be conducted following a previously prepared agenda. Every effort will be made to provide a copy of the agenda to all interested parties 24 hours prior to the proposed meeting, unless otherwise required herein. The President shall have the responsibility of conducting the meeting according to the prepared agenda.
- Section 3: It is expected that all receipts for purchases will be retained, and a monthly ledger entry shall be made to account for all expenditures.
- a. The President may approve any expenditure under \$1000.
 - b. Any request exceeding \$1000 must be brought to the Executive Committee for approval.
 - c. Yearly expenditures for official's fee, field rentals, uniforms and equipment will not require a vote.
- Section 4: These Bylaws may be altered, amended, or repealed by the Board. Such changes to the Bylaws will require that a quorum (1/2) of the voting members are present at a specially called meeting to consider the changes to the Bylaws. Further, such changes would require three-fourths (3/4) affirmative vote on the part of the members present. A proposal to alter, amend, or repeal, or change the bylaws in any way requires not less than seventy-two hours notice to all board members prior to the action being taken. Notice may be given by e-mail, by broadcast e-mail, phone calls or by any other acceptable method of communication. Further:
- a. Bylaw changes shall be presented and voted on as needed.
 - b. The Board has the authority to authorize dissolution of the organization.
 - c. The Board shall appoint the registered agent and provide the name and address of the registered agent pursuant to the laws of the State of Texas.
- Section 5: From time to time, the number of Directors may be increased or decreased, but no decrease shall have the effect of shortening the term of any incoming Director. Directors in positions eliminated by changes in the Bylaws shall complete the term for which they were elected. Any contract or other transaction between the organization and any of its Directors or any corporation or firm in which any of Argyle Youth Football Association Directors is directly or indirectly interested will be considered appropriate and shall be recognized as valid, provided that the Director abstains from voting when the decision regarding the contract is made.

ARGYLE YOUTH FOOTBALL ASSOCIATION
BYLAWS

- Section 6: In order to hold the number of Board meetings to a minimum, the President may conduct a phone or email vote in order to reach decisions regarding specific questions.
- Section 7: The Association may sponsor any player who desires to play in the Argyle Youth Football Association and cannot afford the registration fees. The Board of Directors will review all requests for assistance and may request assistance from The John G. Gomez Memorial Scholarship Fund as administered by Centurion Foundation, Inc.

ARTICLE IX: RULES AND REGULATIONS

- Section 1: As stated earlier in the Bylaws, the Association recognizes that the conduct of its members reflects not only the individual, but on the entire program, and has significant impact on the attitudes of the children and the youth that we are endeavoring to assist in their development as good citizens and honest adults. Therefore, if any Board member, Coach, or other Association member is guilty of misconduct such as abusive language, fighting, intoxication or other behavior which proves to be a detriment to this organization or its objectives at games, game sites, practice games, or business meetings, disciplinary action will be taken in the form of removal of membership or participation. The President will have authority to invoke an immediate 2-week suspension. During that time the Board is required to vote to remove the membership or participation of individuals guilty of this type of behavior. The removal of membership in the Association of any parent will not result in the player losing his team membership.
- Section 2: Any elected officer of this organization who fails to perform the duties of that office will be subject to disciplinary action or removal from office by the President with Board approval.
- Section 3: A head coach who habitually fails to conduct practice sessions will be subject to dismissal by the Board, and the Board will immediately appoint a replacement coach.
- Section 4: All players will play at least the minimum plays (currently 5 per half) as required by the NTFL.
- Section 5: The Board shall have full authority in enforcing the Bylaws and Rules and Regulations of the Argyle Youth Football Association.
- Section 7: The membership of the Argyle Youth Football Association recognizes that for the most part, we are an Association of laymen who have joined together in the interest of promoting the ideals of the Association. Therefore, we pledge ourselves to the mutual support of the officers and recognize that not all instances can be included within these printed Bylaws, and in expression of confidence of our elected Board, hereby grant them the authority to act on matters as they see appropriate and in the best interest of the players, the AYFA community and NTFL community.