

BYLAWS OF MECHANICSVILLE YOUTH FOOTBALL & CHEER

**THESE BYLAWS GOVERN THE AFFAIRS OF MECHANICSVILLE YOUTH FOOTBALL & CHEER,
(HEREINAFTER MYFC), A NONPROFIT ORGANIZATION.**

ARTICLE 1- FIELDS

PRINCIPLE FIELDS

1.01 The MYFC Organization principal field in Hanover will be located at Pole Green Park Mechanicsville, VA 23111. The Organization may have such other fields, in Hanover or elsewhere, as the Board of directors may determine. The board may change the location of any field if voted on.

ARTICLE 2- BOARD OF DIRECTORS

MANAGEMENT OF THE ORGANIZATION

2.01 There will be 8 Voting Directors on the Board. Directors must be Hanover residents. Each director will service for a term of two (2) years MINIMUM. The director's terms will be staggered so that the terms of three of the directors will begin in even-numbered years; the terms of the other three, in odd-numbered years. President and Treasurer must be in opposite years

NOMINATING DIRECTORS

2.02 At any meeting at which the election of a director is held, a director or parent may nominate a person with the second of any other director or parent. In addition to nominations made at meetings, a email will be sent out that will considers possible nominees and male nominations for each election of directors. The secretary will include the names nominated by that committee, and any report of the organization, with the notice of the meeting at which the election occurs.

ELECTING DIRECTORS

2.03 A person who meets the qualifications for director and who had been duly nominated may be elected as a director. Directors will be elected by the vote of the board of directors of MYFC and any registers member of MYFC. Each director will hold office until the end calendar date of that year.

2.04 The Board will fill any vacancy in the Board and any director position to be filled due to an increase in the number of directors. A vacancy is filled by the affirmative voted of a majority of the remaining directors, or if it is a sole remaining director. A director selected to fill a vacancy will service for the unexpired term of his or her predecessor in office.

ANNUAL MEETINGS

2.05 The Annual Meeting of any Board may be held without notice other than provided in the Bylaws. The annual Board Meeting will be held the first Monday in February in each year.

REGULAR MEETINGS

2.06 The Board may provide for regular meeting by resolution stating the time and place of such meeting. The meeting may be held inside or outside of Hanover. Board should meet at least one time per month. A decision can be made by majority rule to NOT hold a regularly scheduled meeting. This

CANNOT happen 2 consecutive months in a row.

No notice of regular board meetings is required other than a Board resolution stating the time and place of the meetings.

SPECIAL MEETINGS

2.07 Special Board Meetings may be called by, or at the request of, the President or any three (3) directors. A person or persons authorized to call special meetings of the board may fix any place within VA as the place for holding a special meeting. The person or persons calling a special meeting will inform the secretary of the MYFC of the information to be included in the notice of the meeting. The secretary of the MYFC will give notice to the directors, as these Bylaws require.

2.08 Written or printed notice of any special meeting of the Board will be delivered to each director no less than seven (7) days, nor more than thirty (30) days before the date of the meeting. The notice will state the place, day, and time of the meetings; who called it; and the purpose or purposes for which it is called.

DUTIES of DIRECTORS

2.09 Directors will discharge their duties, including any duties as committee members, in good faith, with ordinary care, and in a manner they reasonably believe to be in the organizations best interest. In this context the term "ordinary care" means the care that ordinarily prudent person in similar positions would exercise under similar circumstances. In discharging any duty imposed or power conferred on directors. Directors may, in good faith, rely on information, opinions, reports, or statements, including financial statements and other financial data, concerns the organizations or another person that has been prepared or presented by a variety of persons. A director is not relying in good faith if he/she has knowledge concerning a matter in questions that renders reliance unwarranted.

DELEGATING DUTIES

2.10 Directors may select advisors and delegate duties and responsibilities to them, such as the full power to buy or otherwise acquire equipment, advertising, and other investments on the organizations behalf; and to sell, transfer, or otherwise dispose of the organizations assets and properties at the time and for a consideration that the advisor deems appropriate. The directors have no liability for actions taken or omitted by the advisor if the board acts in good faith and with ordinary care in selecting the advisor. The board may remove or replace the advisor at any time and without any cause whatsoever.

INTERESTED DIRECTORS

2.11 Contracts or transactions between directors, officers, or members who have a financial interest in the matter are not void or voidable solely for the reason. Nor are they void or voidable solely because the director, officer, or member is present at or participates in the meeting that authorizes the contract or transaction, or solely because the interested parties votes are counted for that purpose. However, every director with any personal interest in the transaction must disclose all material facts concerning the transaction including all potential personal benefit and potential conflict of interest, to the other members of the Board or other group authorizing the transaction. The transaction must be approved by

a majority of the uninterested directors or other group with authority to authorize the transaction.

ACTIONS OF BOARD OF DIRECTORS

2.12 The Board will try to act by a general agreement. However, if a general agreement is not available, the vote will then go to the majority rule. If it is a tie then it must wait 30 days to be voted on again.

2.13 A director may not vote by proxy (the authority to represent someone else).

REMOVING DIRECTORS

2.14 The Board may vote to remove a director at any time, only for good cause. Good cause for removal of a director include the unexcused failure to attend three (3) consecutive board meetings. A meeting to consider removing a director may be called and noticed following the procedures provided in these Bylaws for a special meeting of the board of 5 directors. Then notice of the meeting will state that the issues of possibly removing the director will be on the agenda. At the meeting, the director may present evidence of why he/she should not be removed before the meeting. Also, at the meeting, the board will consider possible arrangements for resolving the problems that are in the mutual interest of the organization and the director. A director may be removed by the affirmative vote of seventy-five percent (75%) of the board.

ARTICLE 3 – Board of Directors Positions and Duties

OFFICER POSITIONS

PRESIDENT

3.01 The President is the organizations chief executive. He/She will supervise and control all the organizations business and affairs and will preside at all meetings of the board.

Works along side the Treasurer for financial planning and financial reports.

Works closely with the board to develop and implement rules and plans for the season. The President will perform other duties prescribed by the Board. The President must be on the bank account(s).

The PRESIDENT will be voting position on the board.

VICE PRESIDENT

3.02 When the President is absent, cannot act, or refuses to act, the Vice President will perform the president's duties. When acting in the Presidents place, the Vice President has all the powers of – and is subject to all the restrictions on – the President. Works closely with the board to develop and implement rules and plans for the season.

The Vice President will work closely with Terry Malik (The Hanover Warriors) to arrange and maintain records for the rental of all Spring Equipment.

The Vice President will perform other duties as assigned by the President and/or Board.

The VICE PRESIDENT will be a voting position on the board.

TREASURER

3.03 Have charge and custody of – and be responsible for – all the organizations funds and securities. Receive and give receipts for moneys due and payable to the organization from any source. Deposit all moneys in the organizational name in banks. Write check and disburse funds to discharge the organizations obligations. Maintain the organizations financial books and records. Prepare financial reports at least annually. Perform other duties as assigned by the President or the board. The TREASURER will be a voting position on the board.

SECRETARY

3.04 Give all notices as provided in the Bylaws or as required by law. Maintain records of the board and ensures effective management of organizations record. Also manages minutes of the board meetings. Is sufficiently familiar with legal documents (articles, bylaws, IRS letters, etc). Perform all duties incident to the office of secretary. The SECRETARY will be a voting position on the board.

CHEER DIRECTOR

3.05 Maintain all information regarding cheerleaders. Provide board with up to date cheerleading functions. Perform all duties incident to the league cheerleader coordinator. Should assign coaches, plan homecoming, mediate any disputes between athletes/parents and coaches or between coaches. The CHEER DIRECTOR will be a voting position on the board

3.06 FUNDRAISING DIRECTOR

Plays a leading role in fundraising activities. Help find ways to bring in sponsors. Assist with vendors at events (setup at events, collecting money from each vendor). Find ways to fundraise during season that will meet budget. This individual is capable of choosing a local (preferred) company for sponsorship package completion. Maintain records for spirit wear placed and/or received in from chosen company. The FUNDRAISING DIRECTOR will NOT be a voting position on the board.

3.07 ATHLETIC DIRECTOR

Assign head coaches and assist on finding assistant coached if needed. Also, should help and/or find help on painting the fields before the game. Mediating any disputes between athletes/parents and coaches or between coached. The ATHLETIC DIRECTOR will be a voting position on the board.

3.09 ASSISTANT ATHLETIC DIRECTOR

Assists Athletic Director is any decision making for selecting coaches. Athletic Director ultimately has all decision making rights. Assist in painting fields (if needed) Be present at practices and/or games to handle any disputes between coaches and players/parents. The ASSISTANT ATHLETIC DIRECTOR will NOT be a voting position on the board.

3.08 SOCIAL MEDIA DIRECTOR & WEBMASTER

Keeps up to date with all Social Media Accounts.

Adds posts as needed to announce organizational events.

Posts weekly for games. And additionally for any special events (Pep Rally, Parade, Playoffs and/Championships, etc)

Responds to messages received by said social media accounts, or forwards to appropriate board members as needed.

Handles all aspects of the website.

Adds or takes off any relative information.

This individual is ultimately responsible for checking the email account regularly and corresponding appropriately, as coordinated with the President.

Individual must maintain and continue communication with Hanover County in regards to field availability and scheduling.

This individual maintains the website and communicates with all positions of the board any news from the above responsibilities.

Maintains registration records and rosters for each teach (Football / Cheer).

The SOCIAL MEDIA DIRECTOR / WEBMASTER will be a voting position on the board.

ARTICLE 4 – FISCAL YEAR

The organizations fiscal year will begin on the first day of January and end on the last day in December each year.

ARTICLE 5 – SPECIAL PROCEDURES CONCERNING MEETINGS

MEETING BY TELEPHONE

5.01 The board of directors may hold a meeting by telephone conference call procedures. In all meetings held by telephone, matters must be arranged in such a manner that all persons participating in the meeting can hear each other; the notice of a meeting by telephone conference must state the fact that the meeting will be held by telephone as well as all other matters required to be included in the notice; and a person participating in a conference call meeting constitutes his/her presence at the meeting.

DECISION WITHOUT MEETING

5.02 Any decision required or permitted to be made at a meeting of the board, or any may be made without a meeting. A decision without a meeting may be made if a written consent to the decision is signed by all persons entitled to vote on the matter. Furthermore, in accordance with the articles of incorporation, action may be taken without a meeting when there are signed written consents by the number of members, directors, whose votes would be necessary to take action at a meeting at which all such person are entitles to vote were present and voted. Each written consent must be signed and bear the date of signature of the person signing it. A telegram, telex, cablegram, or similar transmission by a member, director, or committee member, or a photographic, fax, or similar reproduction of a signed

writing will be treated as an original being signed by the member, director, or committee member. Consents must be delivered to MYFC. A consent signed by fewer than all members, directors or committee members is not effective to take the intended action unless the required number of consents are delivered to MYFC within 60 days after the date that the earliest dated consent was delivered. Delivery must be made by hand, or my certified or registered mail, return receipt requested. The delivery may be made to the MYFC registered office, registered agent, principle place of business, transfer agent, registrar, exchange agent, or an officer or agent having custody, of books in which the relevant proceedings are recorded. If the delivery is made to the MYFC principle place of business, the consent must be addressed to the President or principal executive officer. The MYFC will give prompt notice of the action taken to the person who do not sign the consents. If the action taken required documents to be filed with the secretary of the state, the filed documents will indicate that these written consent procedures were followed to authorize that action and filing.

ARTICLE 6 – HEALTH DOCUMENTS

6.01 Extreme Heat Exhaustion

1. All teams shall adhere to the approved practice schedule.
2. If the temperature is 90 degrees or more according to the organizations weather application (NBC12), practice shall be limited to a light workout without helmets and shoulder pads. Normal practice may commence once the temperature is below 90 degrees. Violations are subject to suspension of the Head Coach as determined by the board.
3. Players shall have unlimited access to water during practice. Practices should have predetermined water breaks approximately every 15 minutes. The timing and length of breaks should be dependent on the environmental conditions.

6.02 Heat Acclimation

The first six (6) days shall follow USA Football recommended conditioning

Heat Acclimation Chart

Preseason and Regular season practices shall follow USA Football recommended conditioning: (RCYFL)

Week 1

Day 1 & 2: Helmet, T-Shirt, Shorts, Cleats, Mouthpiece, and Water Bottle. No player to player contact allowed. 90 Minutes.

Day 3 – 6: Helmet, Shoulder Pads, Shorts, Cleats, Mouthpiece, and Water Bottles. No Full Contact Allowed (includes Thud and Live) 120 Minutes

Week 2-4

Full equipment, mouthpiece, and water bottles. Full contact limited to 30 minutes per day and 120 minutes per week. (3 days)

Regular Season

Full equipment, mouthpiece, and water bottle. Full contact limited to 30 minutes per day and 120 minutes per week. (3 days)

6.03 Concussions

1. Follow USA Footballs Concussion Protocol
Found at <https://usafootball.com/programs/heads-up-football/youth/concussion/>
2. An athlete who displays ANY signs of a concussion must be removed from participation. Before the athlete can resume participation (game or practice) he/she must be examined by a licensed physician and released by the physician to resume participation.
3. If a concussion is diagnosed by the physician, the parent of the athlete must provide release to return to football or cheer from the physician and receive approval by the board before resuming participation
4. Disciplinary Actions for Violations of Concussion Procedures:
 - a. Subject to suspension of the Head Coach and/or any parties with knowledge of injury
 - b. Player or Parent are subject to suspension for a minimum of 4 weeks.

6.04 Inclement Weather

When lightening occurs, all coaches and players must immediately take shelter. No practice or game can continue until there is no lightening or thunder for a consecutive 30 minutes.

ARTICLE 7 – PLAYING TIME

7.01 In each game, each football player shall play a minimum of four (4) plays in addition to kickoff and punt teams.

Minimum playing time is designated by RCYFL.

7.02 Attendance

Football – Miss 1 practice – OK
Miss 2 practices – Sit out ½
Miss 3 practices – Sit out game (entirely)

NOTE

MYFC's attendance policy is ultimately up to each individual coaches discretion.

Concerns of players and/or teams safety should always come first.

Before a decision to bench a player for an entire game is made by a coach, a conversation should be had with AD and/or President

ARTICLE 8 – AMENDING BYLAWS

These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by the board of directors. The notice of any meeting at which these bylaws are altered, amended, or repealed, or at which new bylaws are adopted will include the text of the proposed bylaw provisions as well as the text of any existing provision proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of these provisions.

ARTICLE 9 – MISCELLANEOUS PROVISIONS

LEGAL AUTHORITIES GOVERNING CONSTRUCTIONS OF BYLAWS

9.01 These Bylaws will be construed under Virginia Law. All referenced in these bylaws to statutes, regulation, or other sources of legal authority will refer to the authorities cited, or their successors, as they may be amended from time to time.

9.02 LEGAL CONSTRUCTION

To the greatest extent possible, these bylaws shall be construed to conform to all legal requirements and all requirements for obtaining and maintaining all tax exemptions that may be available to nonprofit corporations. If any bylaw provision is held invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability will not affect any other provision, and the bylaws will be construed as if they had not included the invalid, illegal, or unenforceable provision.

ARTICLE 10 – RULES OF THE ORGANIZATION

10.01 PLAYER/PARTICIPANT CONDUCT

An open, engaging, challenging, atmosphere is most conducive to the education and practical experience for all participants involved.

Therefore, player/participants are expected to do the following:

- cooperate in the creation and maintenance of a healthy playing/learning environment
- conduct themselves in a safe and orderly manner
- respect the rights of others during practice(s) and games regardless of location
- be present and on time for all scheduled activities
- refrain from inappropriate behavior, including disruptive actions such as the use of profanity, obscenity, and/or demeaning remarks
- safeguard the property of the facility with which we play/practice (this includes picking up personal property and trash after each use)
- refrain from cheating
- refrain from bullying teammates

(Bullying – Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.)

- refrain from physical altercations/fighting

(Fighting – exchanging mutual physical contact between two or more players/participants by pushing, shoving, or hitting with or without injury)

10.02 PARENT/GUARDIAN CONDUCT

(See Player/Participation Conduct)

Parents/guardians/family should obey the above bylaws.

While parents/guardians/family attend practices/games, they shall be held to the same standard as players.

Any board member, team rep, and ultimately an official, has the right to remove any unruly person(s) from the sideline for any reason.

10.03 DISCIPLINE

If a player/participant is found guilty of any of the above, they are immediately dismissed from practice or game / time of incident.

Player/Participant is immediately suspended for the remainder of that weeks practice **and up** to 2 games (as seen and voted on my Mechanicsville Board of Directors).

While on suspension, player/participant cannot attend any practices or games.

If a player/participant is suspended on a 2nd offense, they are immediately dismissed from practice or game / time of incident.

The Mechanicsville Board of Directors shall call an Emergency Meeting and vote by majority for players dismissal from organization.

10.04 APPEALS PROCESS

If parent/guardian to player/participant would like to appeal any suspension/dismissal a formal letter must be written to the Board of Directors.

A meeting of the Board of Directors must occur and vote by majority must take place.

Voting by board member, may NOT be done by proxy. All members voting must be present.

Meeting should occur within 24 hours of letter received.

Communication of the boards decision must be received by family within 2 hours after meeting adjournment.

These Bylaws were duly amended and adopted at a meeting of the Board of Directors held on

DATE: _____

TIME: _____

Signed by
President

X _____

(As of 11/6/2020)