

Rosholt Area Youth Football, Inc.

ARTICLE 1 NAME

The name of the organization shall be "Rosholt Area Youth Football, Inc.", also known as RAYF.

ARTICLE 2 OBJECTIVE

The objective of the RAYF shall be to provide a football and cheerleading program for the youth of the community and surrounding communities that do not have such a program.

The objectives will be achieved by providing supervised competitive football games under the rules and regulations of Mid-State Football & Cheerleading Conference and RAYF. The emphasis is on participation, sportsmanship, academics, and the physical and mental development of each participant. Winning of games shall be considered secondary.

ARTICLE 3 GOVERNMENT

- A. The government of the RAYF shall be vested in a Board of Directors, consisting of the President, Vice President, Secretary/Academic Coordinator, Treasurer, Cheerleading Director, Fundraising Coordinator, and Volunteer Coordinator. In the event of a vacancy in the Office of Vice President, Secretary/Academic Coordinator, Treasurer, Cheerleading Director, Fundraising Coordinator or Volunteer Coordinator: the President, at the next regularly scheduled meeting, will select a successor to serve until an election can occur, pending Board approval. In the event of a vacancy in the Office of President: the Vice President shall assume the duties of President and appoint another Vice President until an election can take place. Each Board Member shall have one (1) vote on all voting matters. The President will have the tie breaking vote if need be. There shall be no more than 1 offices held from any one individual.

DUTIES OF BOARD MEMBERS

1. PRESIDENT – The President will run the league meetings, submit rosters to the Mid-State Conference, and be the liaison between RAYF Board and Mid-State Conference. He/She should conduct background checks, recruit members, or anything else that the local league should need. The president will be allowed to coach a local team. (The same will be true for any Board positions)
2. VICE PRESIDENT– Assist the President; VP takes over duties of the President when President is absent from Board meeting. Oversees the

football coaches and acts as liaison between the coaches and the Board of Directors.

3. SECRETARY/ACADEMIC CORRINATOR – Record and distribute Board meeting minutes, record game scores and relay those scores to the Mid-State Secretary. Ensure all participants are academically qualified and provide the Mid-State Conference officials the proper paperwork as evidence of such qualification.
4. TREASURER – Responsible for League financial obligations
5. CHEERLEADING DIRECTOR – The Cheerleading Director will handle all League Cheer matters with the Mid-State Conference. Any decisions which may conflict with the rules and by-laws of the conference must be brought to the Board and if necessary, the entire conference.
6. VOLUNTEER COORDINATOR – The Volunteer Coordinator shall ensure proper staffing levels for all games and extra-curricular functions, where appropriate.
7. FUNDRAISING COORDINATOR - Chair the Fundraising committee: consisting of Raffle Coordinator, Event Coordinator, Sales Coordinator & Photo Coordinator.
8. CONCESSIONS COORDINATOR: Coordinate all activities operating the concessions at ISPWA home games; purchase necessary food and supplies, work with Volunteer Coordinator to staff & clean the concession stand. Reconcile daily funds, submitting proceeds to Treasurer.
9. EQUIPMENT MANAGER: Manage all activities dealing with equipping the football players; inventorying all equipment, fitting and recording each player's equipment during signups, obtaining any new equipment needed each year, distributing the equipment at the beginning of each year, exchanging equipment throughout the year as needed, collecting the equipment at the end of the year and inspecting, washing, and repairing as necessary. This position is a 1 of 9 voting members.
10. FACILITIES MANAGER: Manage all practice facilities operations; including, but not limited to, unlocking/locking storage at each scheduled practice, turning on/shutting off practice field lights, ensuring all litter is cleaned up, watering stand is shut off, field is lined before each week of practice. This position is a 1 of 9 voting members.

B. The terms of office shall be as follows:

1. President, Vice President, Secretary/Academic Coordinator & Treasurer are occupied until resignation or majority vote for removal.
2. Cheerleading Director, Fundraising Coordinator, Volunteer Coordinator, Concessions Coordinator, Equipment Manger and Facilities Manager are appointed and/or reviewed by the board on an annual basis, from interested volunteer applications. These appointments or reviews take

place at the November Board meeting following the conclusion of the season, to be effective January of the following year.

#### ARTICLE 4 MEETINGS

- A. The Board of Directors will meet on a regular basis for the reading of minutes and conducting of any other conference business. Additional meetings may be called by the discretion of any two (2) Board members.
- B. Special meetings may be called by the President or by any 2 Board members in the absence of the President.
- C. Notice of all meetings shall be at least five (5) days in advance thereof to all members.
- D. Meetings that have less than 2/3 of the membership present shall not constitute an official meeting and no voting shall take place.
- E. Attendance of meetings is mandatory for the well being of the League. If scheduling conflicts arise, notify the League Secretary at the earliest possible time.

#### ARTICLE 5 FINANCIAL POLICY

- A. The Board of Directors shall decide all matters pertaining to the finances of the League.
- B. All income shall be placed in a common account. Expenditures are to be directed in a manner to give no individual or team an advantage and shall be approved by the Board of Directors.
- C. Treasurer shall present account balances and activities to Board at each scheduled Board meeting.

#### ARTICLE 6 COACHES

- A. Each football team will consist of one (1) Head Coach and no more than four (4) Assistant Coaches.
- B. Football coaches will report directly to the Vice President/Coaching Commissioner.
- C. Each cheer squad will consist of no more than three (3) cheer coaches.
- D. Cheer coaches will report directly to the Cheer Directors.
- E. Head Coaches and Assistant Coaches will be appointed on an annual basis, at the April Board meeting or as soon thereafter, by majority vote.
- F. Coaches MUST complete Volunteer Application and sign Coaches Code of Conduct prior to April board meeting.

ARTICLE 7 REIMBURSEMENTS

Expenses incurred by officers will be brought before the Board and approved by majority vote.

ARTICLE 8 DISSOLUTION

In the event of dissolution of the League, all physical equipment will be sold and the proceeds and remaining league funds will be divided amongst Board approved community organizations.

ARTICLE 9 AMENDMENTS

A. These by-laws or any sections thereof, may be amended or repealed by a majority vote of verbal ballots of the members meeting the provisions of Article 4 part D, as of the date proposed amendment or amendments provided that written notice of such proposed changes over the signature of the Secretary shall be mailed to each member at least fifteen (15) days prior to the meeting at which such proposed change shall be submitted to vote.

B. The by-laws shall be reviewed every two (2) years by the Board members.

The Board of Directors approved these by-laws on this **18th day, of January 2009.**