

Bismarck Youth Football League

Bylaws

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Mission Statement

The mission of the Bismarck Youth Football League is to provide and promote the youth with safe and supervised growth of football development throughout Bismarck and the surrounding area. The development of sportsmanship, teamwork, honesty, respect, fair play and physical fitness are the Bismarck Youth Football League values and priorities.

Purpose

The Bismarck Youth Football League shall be a non-profit youth football organization promoting supervised, instructional football for youth in grades third through sixth, age eight through twelve residing within city of Bismarck and surrounding communities.

To provide youth the opportunity to learn, participate, and establish friendships in the great game of football under proper supervision and safety precautions while nurturing moral, emotional and academic growth.

Provide qualified coaches who promote coaching the whole child in four key areas: Physical, Mental, Technical, and Tactical.

Name

This organization is known as the Bismarck Youth Football League (BYFL).

Non-Profit Status

The BYFL is a 501(c)(3) non-profit organization.

Location

The location of the BYFL shall be coincidental with the established limits of the city of Bismarck and the surrounding area. The mailing address is determined by the Board of Directors during the calendar year.

Dedication of Assets

The organization's assets are irrevocably dedicated to public benefit or charitable purposes. No part of the net earnings, properties, or assets of the organization, on dissolution or otherwise, shall inure to the benefit of any liquidation or dissolution, all properties and assets remaining after payment, or provision for payment of all debts and liabilities of the organization shall be distributed to a nonprofit fund, foundation or organization that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code Section 501(c)(3).

Membership

Membership shall be comprised solely of the Trustees, which shall include current Head Coaches and/or Executive Members in good standing who have been offered continued participation by such Executive Board.

Members must comply with BYFL By-laws to maintain their membership rights. Failure to comply with these standards or those individuals deemed 'not in good standing' by Executive Member evaluation

shall forfeit their rights for a minimum of two (2) years including a possible permanent ban on active coaching participation depending on the reasons for dismissal.

Trustees

All coaches who have served in the BYFL for minimum of one year and are currently a head coach shall be considered a trustee of the league. The Executive Members of the Board of Directors are considered members of Trustees.

Board of Directors

Purpose

The purpose of the Board of Directors is to plan, organize and conduct the BYFL program subject to the guidelines and limitations outlined in the bylaws.

Members

The BYFL Board of Directors shall consist of no more than fourteen representatives above the age of 21 residing in Bismarck or the surrounding area. The Board of Directors shall consist of five Executive Members and six Members-at-Large. The Board of Directors Executive Members consist of: President, Vice President/Director of Coaching, Holly Commissioner, Schumacher Commissioner, and Equipment Manager. Members of the Board not designated as Executive Members shall be Members-at-Large. Members-at-Large consist of: Treasurer, Sponsorship Director, Administrative Assistant, Holly Operations Manager, Schumacher Operations Manager, Media Manager, and Past President. Executive Members are voting members. Members-at-Large are non-voting members.

A person holding a board position shall be permitted to coach a team if it does not interfere with the responsibilities of the board position held.

Executive Member Roles

President

The President is an Executive Member.

The President shall oversee all league activities and delegate responsibilities to ensure quality assurance and quality control. The President will act as the league representative in community affairs.

The President will coordinate board meetings. The President assumes responsibility for league expenditures and holds discretionary spending authority for league functions with full transparency with the Board of Directors.

In season duties include but not limited to

- Managing website, registrations, and league email correspondence.

- Coordinating league duties that are not otherwise delegated.

- Facilitating communication amongst league personnel and operations.

- If possible, present and participate in all league activities.

Offseason duties include but not limited to

- Coordination of league functions such as equipment purchases and maintenance, facility management, communications and events scheduling. If possible, attendance at all league activities.

The President is elected by the membership as defined in the bylaws and serves a two-year term.

Vice President/Director of Coaching

The Vice President is an Executive Member.

In the absence of the President, this role will assume the role of President.

Vice President, or his delegate, will manage league website, registration, and league communications.

Vice President/Director of Coaching responsibilities include but not limited to Assisting in marketing the league, website management, and assisting the President to ensure league timelines are practical and successful.

Vice President/Director of Coaching is responsible for coordinating the coach's meetings, camps, recruitment and fulfillment of coaching staffs and training materials.

Vice President/Director of Coaching facilitates and is responsible for the player and league development framework model and supporting documentation such as league coaching handbooks, rules and guidelines.

In season duties include but not limited to

- Communication with coaching staff.

- If possible, present and participate in all league activities.

Offseason duties include but not limited to

- Website configuration and maintenance.

- If possible, attendance at all league activities.

The Vice President/Director of Coaching is elected by the membership defined in the bylaws and serves a two-year term.

Holly Commissioner

The Holly Commissioner is an Executive Member.

The Holly Commissioner assists in league operations, specifically in the Holly Division.

The Holly Commissioner is responsible for Holly Division team building, enforcing rules, and quality control.

In season duties include but not limited to

- The Holly Commissioner, or their delegate, will run gameday operations.

- If possible, present and participate in all league activities.

Offseason duties include but not limited to

- If possible, attendance at all league activities.

The Holly Commissioner is elected by the membership defined in the bylaws and serves a two-year term.

Schumacher Commissioner

The Schumacher Commissioner is an Executive Member.

The Schumacher Commissioner assists in league operations, specifically the Schumacher Division.

The Schumacher Commissioner is responsible for Schumacher Division team building, enforcing rules, and quality control.

In season duties include but not limited to

- The Schumacher Commissioner, or their delegate, will run gameday operations.

- If possible, present and participate in all league activities.

Offseason duties include but not limited to

- If possible, attendance at all league activities.

The Schumacher Commissioner is elected by the membership defined in the bylaws and serves a two-year term.

Equipment Manager

The Equipment Manager is an Executive Member.

Responsible for inventory, assignment and returning of all team gear, player gear, practice gear, uniforms, and gameday equipment.

Prepares annual equipment recommendations and provides purchasing recommendations to the Board of Directors.

Records and tracks all league inventory during the calendar year.

Manages the equipment storage and fulfills equipment requests before, during, and after season.

In season duties include but not limited to

- If possible, present and participate in all league activities.

The Equipment Manager is elected by the membership defined in the bylaws and serves a two-year term.

Member-at-Large Roles

Treasurer

The Treasurer is a Member-at-Large.

The Treasurer is responsible for and point of contact for the bookkeeping of the league.

The Treasurer is responsible for providing financial reports to Members upon request.

The Treasurer is responsible for working with 3rd party financial institutes and providing necessary Federal and State financial and tax information including insurance obligations for league operations, facilities and equipment.

In season duties include but not limited to

- Funding and transactions for gameday operations.

- If possible, present at all league activities.

Offseason duties include but not limited to

- Financial reporting to Executive Members

- Working with 3rd party financial institutions for any required tax, payroll, or insurance obligations.

The Treasurer is elected by the membership as defined in the bylaws and serves a two-year term.

Sponsorship Director

The Sponsorship Director is a Member-at-Large.

The Sponsorship Director is responsible for obtaining sources of funding for the league set forth by the Executive Members.

Coordinates fulfilling sponsorship obligations including but not limited to league advertising, banners, programs, signages, promotional events, and communication with current and potential sponsors.

Offseason duties include but not limited to

- Management, communication, and fulfilling requests with sponsors.

- If possible, present at all league activities.

The Sponsorship Director is elected by the membership defined in the bylaws and serves a two-year term.

Administrative Assistant

Administrative Assistant is a Member-at-Large.

Assists in coordinating and facilitating board meetings.

Takes meeting minutes and prepares them for league publication if necessary.

Assists with player enrollment and registration, player and team placements.

Available to assist and coordinate with external operations such as Clinics, Camps, Picnics and Banquets, Equipment distribution and return.

Assists with monitoring league emails and communication, internal and external.

Administrative Assistant serves a one-year term, appointed by the League President and approved by majority vote of the membership.

Holly Operations Manager

Holly Operations Manager is a Member-at-Large.

Assists Holly Commissioner with gameday operations that include but not limited to field setup/tear down, rule enforcement, and quality control.

Offseason duties include but not limited to

- Facility preparation

- If possible, present at all league activities.

The Holly Operations Manager is elected by the membership defined in the bylaws and serves a two-year term.

Schumacher Operations Manager

Schumacher Operations Manger is a Member-at-Large.

Assists Schumacher Commissioner with gameday operations that include but not limited to field setup/tear down, rule enforcement, and quality control.

Offseason duties include but not limited to

- Facility preparation

- If possible, present at all league activities.

The Schumacher Operations Manager is elected by the membership defined in the bylaws and serves a two-year term.

Media Manager

The Media Manager is a Member-at-Large.

The Media Manager, under the direction and approval of the Board of Directors, participates in social media communications, photography, and marketing of the league.

Offseason duties include but not limited to

- If possible, present at all league activities.

Past President

The Past President is a Member-at-Large.

Serves in an advisory role on the Board of Directors to ensure knowledge and guidance of the BYFL is sustained.

Past President serves as advisory for minimum one calendar year or if agreed upon, on an as needed basis.

Duties

The Executive Members shall have the power to create or undo board positions that are required or not required to successfully operate the BYFL.

Amendments

Any BYFL Trustee at a scheduled meeting may propose amendments to the bylaws. The proposed amendment shall be presented to the Membership for discussion at the meeting. After appropriate discussion, the proposal shall be either tabled for further evaluation and review or provided proper representation of the Executive Members is present (a minimum of seven board members), motioned for a vote on said proposal.

Business of the Day

The Executive Members shall maintain decision making to include but not limited to: Finances, Equipment, Web and Phone Activity, Scheduling, Rosters, Territories, Weigh-ins, Coaching Evaluations, Sponsorships, Field Permits, City and School Board contact, Committees Assignments, Media involvement.

At any time, the Executive Members reserve the right to ask for Trustee participation in the above decision-making processes. This may include open discussion or committee involvement.

Meetings

Membership meetings shall be held as needed and determined by the Executive Members at a place and time designated by the Executive Members. The date of the meeting can be changed by the Executive Members as needed.

The Executive Members shall schedule Trustee meetings as deemed necessary.

The Executive Members and ongoing committees shall meet as necessary to discuss and review BYFL activities and provide reports to the membership.

Finances

The BYFL Treasurer shall have signing authority for all BYFL checks. All checks or cash transactions must be accounted for and communicated to the Executive Members.

The President, Vice President and Treasurer are required signatures for financing loans that may be required for league operations. All three signatures will be required.

A finance report will be presented by the Treasurer for review and discussion at each membership meeting.

The Executive Members shall provide an annual budget for membership approval.

Voting

The Executive Board members are voting members on items of business coming before the board. Members-at-Large are non-voting members on items of business coming before the board.

Election of Members

Elections shall be held at the last meeting of the calendar year, at which nominations may be made from the membership for those individuals in good standing and qualified who would like to join Board of Directors. In the event more than one nomination is made for a Board of Directors vacant position, each candidate will have the opportunity for a short presentation why they believe they are the best candidate for the vacancy. In instances where no qualified candidate has been identified, a special vote of the Membership may be held to nominate a qualified candidate from outside the league.

Each eligible active head coach present shall have one vote. Each member of the Executive Board shall have one vote. In the event an Executive Board Member is also an active head coach, that Member may only cast one vote. However, in that situation, an assistant coach for that team that is present at the meeting may cast a vote on the team's behalf. Trustee or Executive Member or team representative must be present at the meeting to vote; no voting by proxy will be allowed. In the event a nomination occurs for a forthcoming end of term position and the league has two candidates, the incumbent and nomination, the incumbent Executive Member shall preserve the right to cast their vote.

A majority vote of the active Membership present at the meeting shall constitute an election. If there is only one nominee for each position the Administrative Assistant may, by unanimous vote, be instructed to cast the ballot. In the event the Administrative Assistant is not present, the Sponsorship Assistant will cast. In the event the Sponsorship Assistant is not present, then the Equipment Assistant will cast.

There shall not be a limit to the number of times a Board Member may be re-elected to a position.

Resignation or Dismissal

In the event an elected member resigns during his or her tenure, the Executive Members may appoint an active member in good standing or an individual from outside the league in which the Executive Members agree to allow completing such term. In the event the Executive Members cannot agree on an individual, a Special Election for the open position may be conducted at the decision of the Executive Members.

The Executive Members and Trustees have the right to vote by majority to dismiss any Member from the Membership if their intentions or actions are deemed unfit, detrimental or a threat to the BYFL. The Member being dismissed has the opportunity to provide their case of not being dismissed.

Committees

The Executive Board shall determine such special and standing committees necessary to promote the purpose and interest of BYFL when warranted.

When necessary, Committees may solicit help from parents or other interested individuals upon Trustee and Executive Board approval.

Committee tenure shall be as long as deemed necessary by the Executive Board.

General Procedures

The following schedule of events will be set up by the Executive Members prior to the start of each BYFL season, including but not limited to: Equipment distribution and return dates, Registration guidelines, fees and dates, Player, Roster, and Team assignments, BYFL weight requirements procedures and limitations, Regular season game scheduling, scheduling of facilities.

All sponsors must be approved by the Executive Members.

The Executive Members reserve the right to approve all team names and colors to assure consistency.

Suggested rule changes are brought before the Executive Members and Trustees. Any rule change proposal shall be introduced and appropriately discussed.

Rule change proposals and recommendations presented to the Executive Members may be voted on and implemented no later than one month from the first practice each season. The Executive Members reserve the right to impose emergency changes for safety and league integrity. No league rules may be changed after the first game, except for safety reasons. Any proposal warranting a vote shall be tabled for the following months agenda for voting by the Membership present at that meeting.

All in-progress game rule controversies or incidences will be handled by Executive Members present. If no Executive Members are present, any Trustee present will handle the incident with the head game official. The Executive Members have the authority to decide all controversies and incidences relating to violation of game rules that surface after a game and prior to start of the involved teams next game.

Spectators cannot be on the bench or near team huddles while game is in progress. Spectators are to use the designated and appropriate areas for viewing of the games.

Violations

A violation of any league rule shall be referred to the Executive Members for review. Appropriate penalties may be enforced by mutual agreement of said Members which may include limited or permanent suspension, depending on the severity of the violation. The Executive Members may place a coach or coaches on probation, suspension, including release from the membership at any time during the season for violation of these policies after due process and subsequent evaluation.

Failure to maintain proper conduct at meetings, practices, games or other BYFL functions may result in release from the membership by Executive Members decision. This individual shall be deemed not-in-good-standing with the league and be held to the conditions thereof including suspension of meeting attendance and participation for a minimum of two (2) years, or longer.

Any Coach(s) who conducts his/her team activities (i.e. fundraising, practices, coaching philosophy, etc.) in such a way as deemed self-serving and not within the best interests of the BYFL ideals of youth instructional football may be reviewed by the Board of Directors with possible disciplinary action by the Executive Members. This includes release from the membership.

Amendments

These Bylaws may be amended, repealed, or new bylaws adopted, at any Board meeting by a majority vote of a minimum requirement of seven Executive Members present. Bylaw changes can be introduced and acted upon at the same meeting.

Parliamentary Practice

In the absence of rules in this document and bylaws, the proceedings of meetings of the Board of Directors shall be conducted in accordance with Roberts Rules of Order.

APPROVED ON DATE:

PRESIDENT	
VICE PRESIDENT	
TREASURER	
HOLLY COMMISSIONER	
SCHUMACHER COMMISSIONER	