

**BALLSTON SPA COMMUNITY YOUTH FOOTBALL, INC.
BY-LAWS**

Adopted by majority membership vote on November 4, 2025

**ARTICLE I
NAME OF ORGANIZATION**

- I. This organization shall be known as BALLSTON SPA COMMUNITY YOUTH FOOTBALL, INC., a non-profit organization under the laws of the State of New York, dedicated to serving the youth of the Village of Ballston Spa and the surrounding local areas.
- II. The name BALLSTON SPA COMMUNITY YOUTH FOOTBALL, INC. shall be the sole property of this organization and shall not be used without prior approval of the Executive Board.
- III. This organization intends to operate as a 501(3)(C) Charitable Organization as designated under the Internal Revenue Code, and shall maintain a non-commercial, and non-partisan status. This organization shall be open to any adult or child without regard to gender, race, ethnicity, national origin, sexual orientation or identity, disability, education or any other bias.
- IV. Ballston Spa Community Youth Football Inc. will also operate under the alias of BSCYF.

**ARTICLE II
ORGANIZATION OBJECTIVES**

- I. The objective of BALLSTON SPA COMMUNITY YOUTH FOOTBALL, INC. (“BSCYF”) is to build and maintain a highly visible program fostering and developing personal skills and football abilities of all children enrolled in grades Pre-K through 6th grade, as of August 1 of the football season. BSCYF shall create a positive, safe and fun football opportunity where children can learn the game of football and important social principles.
- II. BSCYF shall provide to the best of its ability a safe and well-organized program with an experienced Board of Directors and coaches.
- III. BSCYF shall make every effort to ensure all children in grades Pre-K through 6th grade, as of August 1 of the football season, with the desire to participate in the organization are allowed to play, regardless of skill level, gender, race, ethnicity, national origin, sexual orientation or identity, disability, education or any other bias. Such children participating in the organization shall be identified herein as “child participant.”
- IV. In accordance with section 501(c)(3) of the Federal Internal Revenue Code, Ballston Spa Community Youth Football Inc. shall operate exclusively as a non-profit educational organization providing a supervised program of competitive football. Past, present and planned activities will focus on practices, games and team activities for the benefit of a community football program.

ARTICLE III MEMBERSHIP

- I. The membership of BSCYF shall be comprised of individuals in good standing identified as the primary representative parent/guardian for each child participant enrolled in the current football season. After January 1 membership excludes any prior-year players who are no longer eligible to play for BSCYF due to exceeding 6th grade limitations by August 1 of the then current year. There shall be only one class of membership.
- II. A Member in good standing is defined as, a member who has met all required obligations to BSCYF during the season, including financial obligations, proper legal paperwork/documentation, family volunteer hour requirements, return of all equipment in acceptable shape from prior seasons, and any other such obligations deemed necessary by the Board of Directors to successfully support the BSCYF organization in a fair and equal manner. BSCYF shall notify each parent/guardian of a potential child participant of all requirements for member good standing status prior to the child's enrollment as a child participant.
- III. Only Members in Good Standing are eligible for appointed or elected positions within the BSCYF organization. This includes but may not be limited to Board of Directors, coaches, adult staff, volunteers, and any other position designated by the Board of Directors.
- IV. All members of the Board, adult staff, volunteers, or any other position involved with the BSCYF must be approved and/or ratified by the Executive Board of the Ballston Spa Community Youth Football Inc.
- V. An Annual Meeting of the Membership shall take place within 60 days of the end of calendar year in Ballston Spa, New York, with such Membership being able to attend the Annual Meeting in-person and/or via electronic means.

ARTICLE IV VOTING BY MEMBERSHIP

- I. All elections to the Board of Directors and for any and all bylaw adoption, amendment or appeals shall be voted upon by the Members in good standing of BSCYF. Each Member in good standing shall be entitled to one vote.
- II. **A quorum will be required for all votes taken by the Membership.** A quorum shall be defined as a majority of the Members in good standing.
- III. A Member in good standing may designate a proxy to vote on the Member's behalf, with notice of such proxy provided to the Secretary and/or President of the Board of Directors prior to any vote taken.
- IV. Notice of the Annual Meeting and any votes to be taken during the Annual Meeting shall be delivered via first class mail and/or electronic mail to each Member in good standing not less than ten (10) days nor more than sixty (60) days before the date of the meeting. Such notice shall state the place, date, and hour of the meeting, and the means of the electronic communication, if any, by which members may participate. Such notice shall not be deemed to have been given to a Member electronically if BSCYF is unable to

deliver two consecutive notices to the Member by electronic communication or otherwise becomes aware that notice cannot be delivered to the Member by electronic communication.

- V. Special Meetings of the Membership may be called by the Board of Directors. Such meetings may be convened by the Members entitled to cast ten percent of the total number of votes entitled to be cast at each meeting, who may, in writing, demand the call of a special meeting specifying the date and month thereof, which shall not be less than two (2) weeks nor more than three (3) months from the date of such written demand. The Secretary upon receiving the written demand shall promptly give notice of such meeting, which shall be held in Ballston Spa, New York, with Members attending in-person and/or by electronic means. Notice of Special Meetings shall state the purpose of the meeting, the place, date, and hour of the meeting, and the means of the electronic communication, if any, by which members may participate.
- VI. The Board of Directors shall implement reasonable measures to verify that each person participating electronically in a meeting of the Membership is a member or a proxy of a member; provide each member with a reasonable opportunity to participate in the meeting, including an opportunity to propose, object to, and vote upon a specific action to be taken by the members; and to see, read or hear the proceedings of the meeting substantially concurrently with those proceedings; and record and maintain a record of any votes or other actions taken by electronic communications at the meeting.

ARTICLE V BOARD OF DIRECTORS

- I. BSCYF shall be managed by a Board of Directors, which shall be comprised of not less than three (3) directors. Regular meetings of the Board of Directors shall be called by the President upon notice to all Directors in the same manner as the notice provisions for membership meetings.
- II. A Member in good standing over the age of eighteen (18) is eligible to be a director of the Board of Directors
- III. A director shall serve a term of one (1) year on the Board of Directors commencing on January 1 and ending the following December 31. Appointment to the Board of Directors shall be voted upon by the Membership during the Annual Meeting.
- IV. Each director shall hold office until the expiration of the term for which the director is elected, and until the director's successor has been elected or appointed and qualified. Vacancies among directors elected for any reason, may be filled by vote of a majority of the directors then in office.
- V. Each director shall discharge the duties of their position in good faith.
- VI. Directors shall be required to attend all Board of Director Meetings. If any director is absent for three (3) consecutive board meetings, with no good cause shown, that director may be removed for cause by a vote of the Board of Directors provided there is a quorum or not less than a majority present at the meetings of directors at which such action is taken.
- VII. Each director shall have one vote in all motions presented to the BSCYF Board of Directors in connection with management of the organization. All motions shall be

carried in a meeting in which a quorum of at least one-third of the directors are present and a majority of the directors vote in support of the pending motion.

- VIII. In the event that a director may be absent during a vote, the director may appoint a proxy. Notice of the appointment of a proxy shall be given to the Secretary and/or President of the Board prior to the vote.
- IX. All records of motions and votes shall be recorded in writing and maintained by BSCYF, with such records maintained in paper and/or electronically stored.
- X. All Board Directors, coaches, and staff shall be subject to a background check to be conducted by a Board of Director approved agency only. No person with a criminal record that may be deemed a hazard to the youth of BSCYF will be eligible for a coaching position.

ARTICLE VI EXECUTIVE BOARD

- I. The Executive Board will consist of a President, Vice President, Secretary and Treasurer. appointed by a vote of the majority of the Board of Directors.
- II. The term of the Executive Board members shall be a period of one (1) year. Any Executive Board member may serve two (2) consecutive terms in the same position, unless and in the event there is no other qualified candidate to fill the vacancy.
- III. In the event that there is a vacancy in the Executive Board for any reason, the President shall appoint any person to temporarily hold that position for the remainder of the term.
- IV. A director who has been on the BSCYF Board of Directors for at least one year may be nominated for an Executive Board position. In the event no such director is available for an Executive Board position, a Member in good standing may be so nominated.
- V. Any officer elected to the Executive Board may be removed by the Board of Directors with or without cause upon motion of the Board.
- VI. It shall be the duty of the Executive Board to:
 - a. Maintain the organization's Policies & Procedures, Codes of Conduct and any other ratified documents;
 - b. Hold the Board of Directors, Coaches, Volunteers, and Members accountable for achieving the mission of the organization to the best of their abilities.

ARTICLE VII DUTIES OF OFFICE

- I. The Office of President
 - a. The President is the Chief Executive Officer of BSCYF and shall preside over all meetings of the Board of Directors and Executive Board.
 - b. Upon Board approval of any committee or committees, the President shall have the full power to appoint a Chairperson to the committee or committees as required.
 - c. In the event of any head coach resigning or being dismissed by the Board of Directors, the President may make a temporary appointment(s) to the vacant position(s) with Executive Board approval.

- d. If a Board of Director resigns, the President may make a temporary appointment(s) to the vacant position(s) with Executive Board approval. The appointment will be for the remainder of the current term.
- e. It will be the responsibility of the President to set the date, time and location of all Membership meetings and Board of Director meetings.

II. The Office of Vice President

- a. In the event the President cannot fulfill the presidential duties, the Vice President shall fulfill such duties on behalf of the President. In the event of the resignation or dismissal of the President, the Vice President shall be appointed acting President until the current term limit has expired.
- b. The Vice President shall be responsible for all electronic media including but not limited to official BSCYF website, Facebook Page, Twitter Feed and all media outlets.
- c. The Vice President shall perform such duties as herein specifically set forth and such other duties as are customarily incident to the Office of the Vice President or may be assigned by the Executive Board or President.

III. The Office of Treasurer

- a. The Treasurer shall be the chief financial officer of the organization. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the organization.
- b. It shall be the duty of the Treasurer to:
 - i. Deposit all money and other valuables in the name and the credit of the organization, with such depositories as may be designated by the Executive Board. The Treasurer shall disburse the funds to the organization as may be ordered by the Executive Board or Board of Directors.
 - ii. Render in writing an account of all transactions and of the financial condition of the organization at scheduled Board Meetings.
 - iii. Prepare an annual budget and financial statement under the direction of the President for submission to the Board of Directors.
 - iv. Have all BSCYF books, accounts, and records in condition for audit at all times and ready to turn over to the successor in the office of the Treasurer.
 - v. Ensure all accounts are properly designated and that there shall be no commingling of personal or non-league assets of BSCYF.
 - vi. Perform such duties as herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Executive Board or Board of Directors.

IV. The Office of Secretary

- a. The Secretary shall keep, or cause to be kept, a book of minutes of all Membership Meetings, Executive Committee meetings, Board of Directors Meetings. The minutes shall state the time, date, and place of the meeting, names of Board of Directors and Membership present and the proceedings that follow.
- b. It shall be the duty of the Secretary to:
 - i. Keep a copy of the by-laws as amended to date.

- ii. Notify all Members and Directors of the date, time, and location of all Meetings.
- iii. Be responsible for all written correspondence to all Members.
- iv. Perform such other duties as may be prescribed by the Board of Directors and Executive Board.
- v. The Secretary shall be responsible for establishing all child participant records (registration forms, emergency forms, birth certificates, and medical records), all designations of the parent/guardian member of each child participant, and ensuring all coaches are in compliance with the rules and regulations of the Board of Directors.

V. Director of Tackle Football

- a. The following shall be the responsibilities of the Director of Tackle Football:
 - i. Supervise the day-to-day activities of the BSCYF Tackle Program and be responsible for activities of all football coaches, to assure a safe and quality football program.
 - ii. Be responsible for the keeping of Tackle football coaches informed of any League or Board activities that may relate to them or their teams.
 - iii. Be the authority to which Tackle coaches, players, and parents may make known any requests or complaints. The Director of Tackle Football shall bring to the Board of Directors any valid requests or complaints for possible action.

VI. Director of Flag Football

- a. The following shall be the responsibilities of the Director of Flag Football:
 - i. Supervise the day-to-day activities of the youth football Flag program and be responsible for activities of all Flag football coaches, to assure a safe and quality football program.
 - ii. Be responsible for the keeping of Flag football coaches informed of any League or Board activities that may relate to them or their teams.
 - iii. Be the authority to which Flag coaches, players, and parents may make known any requests or complaints and shall bring any valid requests or complaints to the Board of Directors for possible action.

VII. Director of Equipment

- a. The following shall be the responsibilities of the Director of Equipment:
 - i. Responsible for the issuing or causing to have issued all football equipment.
 - ii. Ensure that each football team has an equipment manager and all the necessary parts and tools for equipment repair.
 - iii. Notify the Board of all needed replacement equipment, parts and tools for purchase approval.
 - iv. Responsible to provide a report at the end of the season, accounting for all BSCYF equipment. The report shall include what equipment was available at the beginning of the season, what was purchased during the season, and what was turned in at the end of the season. It should provide all missing equipment and the name of the child participant that it was assigned to.

VII. Director of Corporate Sponsorship

- a. The Director of Corporate Sponsorship shall be responsible for all fundraising events and shall have the following duties:
 - i. Fully describe each proposed event or sales campaign to the Board of Directors.
 - ii. Develop and maintain corporate sponsorship programs.
 - iii. Develop and maintain individual sponsorship programs.
 - iv. Organize all collected funds and arrange for deposit through an Executive Board member.
 - v. Coordinate all volunteer efforts required to execute successful campaigns.

IX. Director of Concessions & Merchandise

- a. The Director of Concessions and Merchandise shall be responsible for procurement and shall have the following duties:
 - i. Prepare a break-even budget for planned purchases against anticipated revenue.
 - ii. Manage suppliers/vendors throughout the purchasing process and supply the Treasurer with copies of all receipts.
 - iii. Ensure the concessions area has the minimum necessary supplies and equipment.
 - iv. Organize volunteers for assisting with concessions / merchandise sales and distribution throughout the year, as required to be successful.

X. Director of Girls' Flag Football

- b. The following shall be the responsibilities of the Director of Girls' Flag Football:
 - i. Supervise the day-to-day activities of the girls' youth football Flag program and be responsible for activities of all girls' Flag football coaches, to assure a safe and quality football program.
 - ii. Be responsible for the keeping of girls' Flag football coaches informed of any League or Board activities that may relate to them or their teams.
 - iii. Be the authority to which girls' Flag coaches, players, and parents may make known any requests or complaints and shall bring any valid requests or complaints to the Board of Directors for possible action.

**ARTICLE IX
BOARD ACTIONS**

- I. The Board of Directors shall adopt and oversee the implementation of a conflict of interest policy to ensure that the Directors act in BSCYF's best interest and comply with applicable legal requirements.
- II. Any director may be removed, with or without cause, by two-thirds vote of the Board of Directors at any time.
- III. Any director may resign at any time by giving written notice via first class mail or electronically to the Secretary and/or President. Resignation shall take effect on the date of the receipt of notice or any later time specified by the resigning party. The acceptance of such resignation shall not be necessary to make it effective. All resignations must be in writing/signed or through email.

- IV. A vacancy in any office shall be filled in the manner prescribed in these bylaws.

**ARTICLE X
BOARD MEETINGS**

- I. Board of Director Meetings shall be held Monthly for the purposes of organization, elections, and the transactions of the other business, unless voted by the Board of Directors otherwise. The meetings shall be held at any place within Ballston Spa, New York in-person and/or via electronic communication.
- II. Any action required or permitted to be taken by the Board of Directors to conduct day to day business may be taken without the need of a full Board of Director meeting, if all members of the Board of Directors are contacted by phone and/or email and unanimous consent to such action is obtained. Such consent shall be filed with the minutes of the proceeding Board of Directors meeting.

**ARTICLE XI
RIGHTS OF INSPECTION**

- I. All Members of BSCYF shall have the right to inspect all financial records, and bylaws of the organization upon reasonable demand and at reasonable times.

**ARTICLE XII
INDEMNIFICATION AND INSURANCE**

- I. BSCYF shall, to the fullest extent now or hereafter permitted by law, indemnify its present and former Directors and Officers, as well as each coach or former coach, against all liability, cost, claim and expense actually and personally incurred by or imposed, or threatened to be imposed, upon them in connection with the defense of any action, suit or proceeding, whether civil, criminal, administrative or otherwise in nature, or other matters having to do with their acts and conduct relative to the affairs of BSCYF. Notwithstanding anything to the contrary in these bylaws, no Director, Officer, or Coach shall be indemnified to the extent, if any, it is determined by the Board of Directors or by written opinion of legal counsel designated by the Board of Directors for such purpose, for any act or failure to act, constituting malfeasance, willful misconduct or gross negligence
- II. BSCYF shall, to the fullest extent now or hereafter permitted by law or feasible, maintain insurance, at its expense, to protect itself and those persons entitled to indemnification under Section 1 of this Article against such liability, cost or expense.
- III. BSCYF shall reimburse any Director or Coach for any out of pocket expenses incurred by the Director or Coach in connection with this Article, but only in the event if such expense is submitted to the Board within one (1) year from the date of the expense and only if approved by a majority of the Board of Directors.

ARTICLE XIII COACHES

- I. Head Coaches of each BSCYF team will be appointed by a majority vote of the Executive Board, the Director of Tackle Football and Director of Flag Football. Head Coaches may appoint assistant coaches at the Head Coach's discretion, upon approval of the Director of Tackle or Flag Football.
- II. **Eligibility:** Individuals interested in becoming a head coach or assistant coach with BSCYF are expected to possess the highest moral character. No person with a criminal record, that may be deemed a hazard to the youth of BSCYF, will be eligible for a coaching position.
- III. **Requirements:** Applicants for any coaching position must complete a Volunteer Application to the Executive Board. Applicants for Head Coach may indicate their preference as to which level they would like to coach. All assistant coaches will also be required to fill out an application every year. Each coach will be required to complete any training as outlined by the Board of Directors each year.
- IV. **Responsibilities:** It will be the responsibility of the Head Coaches to assure a SAFE and QUALITY program for their teams and/or squads. Each Head Coach will select the team's coaching staff, keeping in mind the mission of BSCYF.
- V. No coach shall be allowed to commence duties until their appropriate appointment.
- VI. Any coach that fails to meet all League and BSCYF regulations will be dismissed.
- VII. It will be the responsibility of the Head Coaches to see that every effort is made to assure that ALL child participants are given a chance to participate in every game, practice or event sponsored by the League or BSCYF. It is also the responsibility of the Head Coach to make sure that every child participant participates in every practice, provided that the player is not sick, injured, or absent. Chronic absence from practices may be deemed unsafe and lead to the coaches inability to ensure game time for all players.
- VIII. Head coaches are required to communicate schedules and athletic development best practices with their players' parents/guardians throughout the season, such as hosting in-person parent meetings or through electronic communications.
- IX. Head Coaches will be responsible to assure that at least one coach from each team will be present at all BSCYF functions. The coaches will be responsible for implementing any required disciplinary measures needed to control the team members.
- X. If a coach determines that a child participant on their team is a risk; the Head Coach must address this issue with the Director of Football (Tackle or Flag) and the President as soon as it is determined. The President, Head Coach, and the Director of Football (Tackle or Flag) will monitor practices for the next several days to confirm the Head Coach's observations. After the observation period, a meeting must be arranged with the child participant's parents and/or guardians, with an explanation presented in writing at that meeting.
- XI. If a coach is found to be in violation of any of the rules or regulations of these bylaws, that coach will be suspended and have their coaching privileges taken away. The Board of Directors will meet to review the violation and determine what the next course of action will be at its discretion, which may include probation and dismissal or revoke membership.

XI. All coaches will comply and enforce policies set forth by the CDYFL Rulebook and Code of Conduct as well as any other rules, regulations or codes of conduct ratified by the BSCYF.

ARTICLE XV EQUIPMENT

- I. All Equipment issued to a child participant shall remain the property of BSCYF and must be returned intact, to each team's Head Coach no later than one week after the teams' last game or from when the child participant is removed, resigns or leaves a team. The Head Coach may extend the allowed time to turn in equipment if deemed necessary. The Board of Directors shall provide for storage of all equipment.
- II. BSCYF will provide all football teams with all minimum required safety equipment, game pants, and game jersey. Practice Jerseys, Practice Pants, Socks, Shoes, Mouthguard, and Athletic Supporters are to be furnished by the child participant and will remain the property of that child participant. It is strongly suggested that all players wear an athletic supporter with a cup during all practices and games.

ARTICLE XVI AMENDMENTS

- I. Any Member may submit amendments to these bylaws through electronic communications to the Secretary for inclusion in the agenda of the next regularly scheduled Board of Directors or Membership meeting. A majority vote by the Board of Directors will be required to move any proposed bylaw amendment for consideration by the members at a Membership meeting. A majority vote of the Members at a Membership Meeting, at which a quorum is met, shall affirm the amendment revision.

ARTICLE XVII GRIEVANCE PROCEDURES

- I. Any grievances, in order to be considered, shall be submitted in writing, signed by the aggrieved party and submitted to the Secretary and/or President of the Board of Directors. The grievance shall be considered by the Executive Committee within seven (7) days of receipt of the grievance. The Executive Committee shall attempt to resolve the grievance and, if the grievance is not resolved within seven (7) days, a meeting shall be scheduled within an additional seven (7) days between the Board of Directors and the aggrieved party. The aggrieved party shall receive notice of the meeting by written email or telecommunication reply as to the time and place and may be requested to appear. If a request to appear is made, it will be considered mandatory for the grievance to be considered. The aggrieved party's failure to appear at such a meeting shall render the grievance moot. A written report of the Board of Directors decision must be given to the aggrieved no later than seven (7) days after the meeting.

**ARTICLE XVIII
FINANCES AND ACCOUNTING**

- I. The Executive Board shall decide all matters pertaining to the finances of BSCYF and shall place all income in a common league treasury, directing the expenditure of the same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.
- II. The Executive Board shall not permit the contribution of funds or property to individual teams but shall solicit the same for the common treasury of BSCYF thereby to discourage favoritism among teams and to endeavor to equalize the benefits of BSCYF.
- III. The Executive Committee shall not permit the solicitation of funds in the name of BSCYF unless all of the funds raised are placed in the BSCYF treasury.
- IV. The Executive Committee shall not permit the disbursement of BSCYF funds for other than the conduct of BSCYF activities in accordance with the rules and policies as set forth herein.
- V. No director or member of BSCYF shall receive directly, or indirectly, any salary, compensation or emolument from BSCYF for services rendered as a director or member.
- VI. All money received shall be used at the direction of the Executive Board.
- VII. BSCYF shall not enter into any related party transaction unless the transaction is determined by the Board of Directors to be fair, reasonable and in BSCYF's best interest at the time of such determination. Any director that has an interest in a related party transaction shall disclose in good faith to the Board the material facts concerning such interest and shall abstain from voting upon any motion in connection therewith.
- VIII. At the beginning of each season, the Treasurer will submit a budget to the Board of Directors for the season's expenditures. Any additional expenditure during the season will be at the approval of the Executive Committee.
- IX. The Executive Committee shall approve all unbudgeted expenditures in excess of \$100.00.
- X. No loans shall be made by BSCYF to any of its Directors or Members.

**ARTICLE XIX
DISSOLUTION**

- I. BSCYF may be voluntarily dissolved by a two-thirds majority vote at a Membership Meeting where a quorum is present.
- II. Upon dissolution of BSCYF, all outstanding debts and claims shall be satisfied. Any remaining proceeds shall be distributed by the Board of Directors within the meaning of Section 501(c)(3) of the Internal Revenue Code and the New York Not-For-Profit Corporation Law.