

GYFCL

Gloucester Youth Football & Cheerleading League, Inc.
Est. 2011



Gloucester Youth Football & Cheerleading League, Inc. (GYFCL) By-Laws

Article 1 – Offices

Section 1. Principal Office

The principal office of the corporation is located in Gloucester County, in the Commonwealth of Virginia.

Section 2. Other Offices

The corporation may also have offices at such other places, within its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the Board of Directors (BOD) may, from time to time, designate.

Section 3. Change of Address

The designation of the county or state of the corporation's principal office may be changed by amendment of these By-Laws. The BOD may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these By-Laws:

New Address: _____

Dated: _____, 20__

Article 2 - Nonprofit Purposes

Section 1. IRC Section 501(c)(3) Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. Specific Objectives and Purposes

The specific objectives and purposes of this corporation shall be:

- a. To provide the means whereby the youth of Gloucester County, Virginia and adjacent areas may participate in an activity requiring physical and mental competitiveness.
- b. To provide a supervised program of proper instruction and adherence to the by-laws of the Peninsula Youth Football Association (PYFCO) and USA (football) National Youth Sports Coach Association (NYSCA) (cheerleading) Code of Ethics.
- c. To instill in our youth a desire to demonstrate good sportsmanship, to participate as a team member, and to be an active member of their community.

Article 3 - Directors and Organization

Section 1. BOD (Small Board)

The corporation shall have seven directors and collectively they shall be known as the BOD. These directors consist of the following individuals: President, Vice President (one each for red side and white side), Football Coordinator, Cheerleading Coordinator, Treasurer, and Secretary.

Section 2. Governing Board (Large Board)

The Governing Board will consist of the following individuals: BOD, Concession Chairperson, Fund Raising Chairperson, Publicity Chairperson, Team Parent Coordinator, and the Head Coaches for the respective football teams and cheerleader squads. The effective date of the following to assume office shall be when voted on by BOD: Concession Chairperson, Fund Raising Chairperson, Publicity Chairperson, Team Parent Coordinator and the Head Coaches for football and cheerleading.

Section 3. Operating Division

The Operating Division will consist of the positions outlined below. The Governing Board member to whom each is responsible is listed in parentheses. All Operating Division members are selected by the Head Coaches and must be approved by the GYFCL BOD. Head Coaches are to submit names to the GYFCL BOD for approval.

The following personnel are the only ones allowed on the field or sidelines on game day.

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| Assistant Cheerleading Coaches 3 allowed per squad (Head Cheer Coach) | Team Mom or Dad 1 allowed per team or squad (Head Football or Cheer Coach) |
| Assistant Football Coaches 9 allowed per team (includes 2 practice coaches who are not to be on the field on game day) (Head Football Coach) | Water boys 2 per team (Head Football Coach) |

The league president, vice-presidents, or any other BOD members as needed.

*** No other personnel are allowed on field/sideline on game day.**

Section 4. Qualifications

Directors, governing board members, and the operating division members, except water boys, shall be at least 18 years old, will be subject to a background check, and maintain certification with USA or NYSCA. Each director will have sufficient knowledge of their position to be able to competently carry out their duties as described further below.

Exception: With approval from the BOD and under direct supervision by an approved board member, a student doing their senior board project or helping with practice only may be under 18 years of age.

Section 5. Powers

Subject to the provisions of the laws of Virginia, and any limitations in the articles of incorporation and these By-Laws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the BOD.

Section 6. Duties

It shall be the duty of the BOD to:

- a. Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation, or by these By-Laws.

- b. Appoint and remove, and, except as otherwise provided in these By-Laws, prescribe the duties of all officers and agents of the corporation.
- c. Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly.
- d. Meet at such times and places as required by these By-Laws.
- e. Register their contact information with the secretary of the corporation, and notices of meetings may be by mail, email, text or phone call at such addresses or phone numbers and shall be valid notices thereof.
- f. Prepare the annual budget.
- g. Approve league expenditures totaling \$1000.00 or less.
- h. Mandate censure of any individual filling a GYFCL position.
- i. Only the BOD may relieve any Head Coach of their position for that calendar year.
- j. Approve or deny all Operating Division members selected by the Head Coaches.
- k. Abide by the By-Laws of GYFCL and PYFCO.

It shall be the duty of the Governing Board to:

- a. Decide all financial concerns greater than \$1000.00. Any assets needing to be purchased over \$2500 will require 2 quotes before approval.
- b. Abide by the By-Laws of GYFCL & PYFCO.

It shall be the duty of the Operating Division to:

- a. Support the GYFCL BOD and the GYFCL Governing Board members to meet the objectives of the GYFCL.
- b. Abide by the By-Laws of GYFCL & PYFCO.

Section 7. Term of Office

Each director shall hold office until he/she resigns either orally or in writing to the BOD, or is removed for cause as determined by an investigation by the BOD, and until his or her successor is elected and qualifies. All positions, except the Board of Director positions, shall end as of December 15th of the current year or after the last official GYFCL function. Prior to April 1st all BOD positions will be voted on by descending order, All BOD members will vote excluding the President unless there is a tie. Voting will be done by secret ballot unless candidate is running unopposed.

Section 8. Compensation

Directors and Board Members shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties. Any payments to reimburse or advance expenses to directors shall be approved in advance in accordance with this corporation's conflict of interest policy, as set forth in Article 7 of these By-Laws.

Section 9. Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such other place as may be designated from time to time by resolution of the BOD and/or at the discretion of the President. During the Football Season (beginning the first week of practice and ending the last week of playoff games if any) board meetings will take place at the practice field.

Section 10. Regular Meetings

The GYFCL BOD, Governing Board and/or Operating Division will meet as necessary for the orderly conduct of business. All BOD members and Governing Board members must attend at least 75% of meetings. If a member is unable to attend they are to send a representative in his/her place. This representative will have voting privileges at that meeting only. He/she will participate in all discussions of issues and is responsible for sharing information from the meetings with the person that they are representing.

- a. The annual meeting of the BOD will be held each year prior to May 1st to elect officers to vacant positions, to present the annual report, and to conduct business.
- b. Regular meetings of the Governing Board shall be held during the football season on a designated night, at the practice field as needed.
- c. The President may call **MANDATORY** meetings of the BOD, Governing Board, and/or Operating Division. All members of each Board or Division must attend all mandatory meetings.
- d. PYFCO meetings are held on designated Sundays. Anyone interested in attending may do so unless it is a closed session.

Section 11. Special Meetings

Special meetings of the BOD may be called by the President or by any two directors, and held at the principal office or a place designated by the person(s) calling the meeting.

Section 12. Notice of Meetings

Unless otherwise provided by the articles of incorporation, these By-Laws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the BOD:

- a. **Regular Meetings.** No notice need be given of any regular meeting of the BOD. However every attempt will be made to publish notice of regular meetings on the website (www.gyfcl.com).
- b. **Special Meetings.** At least one week prior notice shall be given by the secretary of the corporation to each director of each special meeting of the board. Such notice may be oral or written, may be given personally, by telephone, email or other method, and shall state the place, date, and time of the meeting and the matters proposed to be acted upon at the meeting.
- c. **Waiver of Notice.** Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the articles of incorporation, these By-Laws, or the law of this state, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 13. Quorum for Meetings

A quorum shall consist of 70% of the members of the BOD. Except as otherwise provided under the articles of incorporation, these By-Laws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

Section 14. Majority Action as Board Action

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the BOD, unless the articles of incorporation, these By-Laws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

Section 15. Conduct of Meetings

The President of the corporation shall preside over all meetings of the BOD, or in his/her absence, by the Senior Vice President of the corporation, or in the absence of each of these persons, by a chairperson chosen by a majority of the directors present at the meeting. The secretary of the corporation shall act as secretary of all meetings of the board, provided that, in his/her absence, the presiding officer shall appoint another person to act as secretary of the meeting. Meetings shall be governed by Robert's Rules of Order, insofar as such rules are not inconsistent with or in conflict with the articles of incorporation, these By-Laws, or with provisions of law.

Section 16. Vacancies

Vacancies on the BOD shall exist (1) on the death, resignation, or removal of any director, and (2) whenever the number of authorized directors is increased. In the event that a BOD officer need a leave of absence it can be voted on and granted that said BOD officer can appoint someone to their office until their return. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the office of the attorney general or other appropriate agency of this state. Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of this state. Unless otherwise prohibited by the articles of incorporation, these By-Laws, or provisions of law, vacancies on the board may be filled by approval of the BOD. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the BOD or until his or her death, resignation, or removal from office.

- a. Present GYFCL Board members will have first opportunity at vacant GYFCL Board positions prior to opening the positions to non-members. These positions will remain open for 1 week or until the next GYFCL Board meeting. They become open to non-members after this meeting or 1 week has passed.
- b. Present GYFCL members will not be required to resign their current position prior to applying for a vacant position. If they are voted into a vacant position, their previous position becomes open.
- c. The office of the President will be voted on each year no later than April 1st.
- d. Individuals interested in applying for GYFCL board positions will attend a meeting of the existing GYFCL Board to review the responsibilities of the position interested in and to be interviewed by the Board. The individuals shall be asked to leave the meeting so that the Board may discuss and vote on any nominations.
- e. All approved applicants for board membership shall be subject to a BOD approved background check and required certifications.

Section 17. Non-liability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

Section 18. Indemnification by Corporation of Directors and Officers

The directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

Section 19. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the BOD may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as

such, whether or not the corporation would have the power to indemnify the agent against such liability under the articles of incorporation, these By-Laws, or provisions of law.

Section 20. Duties of President

The President shall be the chief executive officer of GYFCL and shall, subject to the control of the BOD, supervise and control the affairs of the corporation and the activities of the officers. He/she shall perform all duties incident to his/her office and such other duties as may be required by law, by the articles of incorporation, or by these By-Laws, or which may be prescribed from time to time by the BOD. The President shall call and preside at all meetings of the BOD and/or governing board. Except as otherwise expressly provided by law, by the articles of incorporation, or by these By-Laws, he/she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the BOD. The President will have a basic knowledge of football. He/she will serve as an alternate PYFCO representative - known throughout the league as the "Blue Hat". The President is responsible for notifying the PYFCO Commissioner of all game scores, ejections, disciplinary actions and injuries. The President can suspend or censure any individual who violate the Codes of Ethics as contained in these and adopted By-laws, team rules, or parent contracts. The individual will remain suspended or censured until a meeting of the Rules and Ethics Committee is called to determine that person's status in the league. In the absence of the Treasurer, he/she will be responsible for issuing checks for League expenditures in accordance with the rules governing the Treasurer. He/she will assist in the set-up, running, and/or clean up of the concession stand and football field during home games. He/she will support all League activities (i.e. fund raisers, dances, etc.). He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. The President will only vote on league matters in the event of a tie. He/she can cancel practice at their discretion. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 21. Duties of Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the senior Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these By-Laws, or as may be prescribed by the BOD. Each Vice President (VP) will assist the President. The Vice-President will have a basic knowledge of football. In the Vice President's absence, the person functioning as the "Blue Hat" will appoint judges for the awards. He/she will function as a "Blue Hat" as needed. He/she will assist in the set-up, running, and/or clean up of the concession stand and/or football field during home games. He/she will support all League activities (i.e. fund raisers, dances, etc.) He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. At games/functions where the GYFCL President is not present, the Vice President at the location will assume all duties of the President. He/she will notify the President of the scores of the games, any injuries and of any individuals suspended from their positions and the reason for the suspension immediately following each game. It is the responsibility of Vice Presidents to oversee the maintenance of the field. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 22. Duties of Football Coordinator

The Football Coordinator (FC) shall have a basic knowledge of football. He/she will function as a "Blue Hat" as needed. He/she will be the player agent and in that respect will settle player allocation disputes. He/she will inventory, maintain, and issue football equipment and supplies.

The Football Coordinator will submit estimates for football equipment/uniform purchase or maintenance to the GYFCL Board for approval. The Football Coordinator will order all football equipment and supplies approved by the GYFCL Board. He/she will maintain for the respective teams copies of registration forms. He/she will be responsible for requesting or arranging for the use of Gloucester Schools and public facilities. He/she will handle parents' complaints in accordance with chain of command related to football. He/she will support all League activities (i.e. fund raising, dances, etc.) He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. The Football Coordinator will notify the PYFCO Commissioner of game results as directed by the President or in his/her absence. The Football Coordinator is responsible for development of team rules for the football teams in collaboration with the Head Football Coaches and present them to the BOD for approval. The Football Coordinator is responsible for forming all football teams. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 23. Cheerleader Coordinator

The Cheerleader Coordinator (CC) will have a basic knowledge of cheerleading. He/she will be responsible for forming all cheer squads. He/she will settle all cheerleader allocation disputes. He/she will inventory, maintain, and issue cheerleading equipment. He/she will submit estimates for cheerleading equipment/uniforms to the GYFCL Board for approval. The CC will order all cheerleading supplies and materials as approved by the GYFCL Board. He/she will maintain for the respective teams copies of registration forms, liability releases/parental consent forms, team rosters (with cheerleaders' names, phone numbers), and a waiting list for cheerleading participants as necessary. He/she will be responsible for the coordination of Cheerleading awards (certificates, letters, and/or medals). He/she will direct the activities of the Cheerleading Coaches in matters of field/equipment usage. He/she will handle parents' complaints in accordance with chain of command related to cheerleading. He/she will be responsible for Cheerleader Competitions (participation, team composition, etc.) He/she will assist in set-up, running, and/or clean up of the concession stand and football field during home games. He/she will support all league activities (i.e. fund raising, dances, etc.) He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. The Cheerleader Coordinator is responsible for development of team rules for the Cheerleading squads in collaboration with the Head Cheerleading Coaches and present them to the BOD for approval. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 24. Duties of Secretary

The Secretary shall be custodian of the records; certify and keep at the principal office of the corporation the original, or a copy, of these By-Laws as amended or otherwise altered to date. Record the minutes of the GYFCL meetings and convey the directives and decisions of the GYFCL Board to all Board members. Distribute GYFCL meeting minutes to all Board members prior to the next scheduled Board meeting. Notify all Board members regarding time and place of GYFCL Board meetings. Maintain league and association By-laws/rules and a list of GYFCL Board members' names, addresses, and phone numbers, for submission to the PYFCO Commissioner. Record attendance of all GYFCL Board meetings. Maintain a file for any suspension/censure letters issued to GYFCL members. Maintain a file for all GYFCL Rules and Ethics Committee and Game Appeals Committee meeting minutes. Disperse parent packs to FC and CC prior to "meet and greet". Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the By-Laws and the minutes of the proceedings of the directors of the corporation. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation, or by these By-Laws, or which may be assigned to him or her from time to time by

the BOD. Assist in set-up, running, and/or clean-up of the concession stand and football field during home games. Support all League activities (i.e. fund raising, dances, etc.) Attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 25. Duties of Treasurer

The Treasurer shall maintain a fiscal accountability for all funds collected and expenses incurred in accordance with the operating budget. Deposit all funds in the name of the corporation in such bank as selected by the BOD. Receive and give receipt for monies due and payable to GYFCL from any source. Disburse funds as directed by the BOD. He/she cannot issue any check over \$1000.00 without GYFCL Board approval. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore. Render to the President and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation. Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. He/she will furnish a quarterly and end of season statement of accounts to the GYFCL Board. Assist in set-up, running, and/or clean up of the concession stand and football field during home games. Support all League activities (i.e. fund raising, dances, etc.) Attend at least 75% of the GYFCL Board meetings or send a representative in his/her place. Be available at all major function, i.e. registration, game days, fundraisers etc. to collect and deposit into the bank funds or make suitable arrangements for funds to be deposited. Supply change fund as needed for concessions, registration and fundraising. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. Be responsible for ensuring taxes are being done by CPA. In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these By-Laws, or which may be assigned to him or her from time to time by the BOD. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 26. Duties of Head Coach - Cheerleading

There will be one Head Coach allowed per squad fielded. The Head Coach has the responsibility of selecting: Assistant Coaches (three allowed) and Team Parent (one allowed). The Head Coach must submit the names of these individuals to the GYFCL BOD for approval. He/she will hand out parent packs and ensure they are returned to team Parent the first week of practice. The Head Coach is responsible for explaining expectations to the individuals selected to assist him/her. He/she will conduct practice sessions, promote good sportsmanship among the squad members, maintain discipline, give equal consideration to all squad participants, and ensures that each squad member participates in every game within the GYFCL cheerleading team rules. The Head Coach is to read, understand and ensure compliance with the By-laws of the GYFCL and the PYFCO. The Head Coach must attend at least 90% of his/her team's practices and games. Any Head Coach who cannot meet this requirement will be asked to resign from his/her position. All Head Coaches will sign and comply with the Coaches Code of Ethics. All Head Coaches will be NYSCA certified. The Head Coach will be held responsible for the administrative duties associated with the position (i.e. team rosters, daily attendance records). The Head Coach is responsible for working with the Cheerleading Coordinator regarding the returning of all cheerleading equipment/supplies issued to his/her team. He/she will assist in set-up, running, and/or clean up of the concession stand and football field during home games to include any cash handling responsibilities (i.e. running cash register, if needed). He/she will support all league activities (i.e. fund raising, dances, etc.) He/she will provide required information regarding his/her team's game performance to the Publicity Chairperson by 5p.m. on Sunday following

game day. He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. The position will begin when elected by GYFCL BOD. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 27. Duties of Head Coach - Football

There will be one head coach allowed per team fielded. The Head Coach has the responsibility to select: Assistant Coaches (nine allowed including two practice only coaches) and Team Parent (one allowed) for approval of the BOD. The Head Coach must submit the names of these individuals to the GYFCL BOD for approval. The Head Coach is responsible for the actions of and will explain any and all expectations to the individuals selected to assist him/her. The head coach must attend mandatory training sessions and shall incorporate that training into their GYFCL football plan. He/she will hand out parent packs and ensure they are returned to the Team Parent the first week of practice. The Head Coach is responsible for conducting practice sessions, promoting good sportsmanship among his/her team members, establishing a good training program, maintaining discipline, giving equal consideration to all athletes to play in all games, and ensures that each player participates in every game within the GYFCL and PYFCO football team rules. The Head Coach will ensure that his / her team adheres to a limit of 30 minutes of full-contact (to include scrimmaging) at practice per practice day. The Head Coach is to read, understand and ensure compliance with the By-laws of the GYFCL and the PYFCO. The Head Coach must attend 90% of his/her team's practices and games. The Head Coach is responsible for submitting a weekly play sheet (count of plays per player). Any Head Coach who cannot meet this requirement will be asked to resign from his/her position. All Head Coaches will sign and comply with the Coaches Code of Ethics. All Head Coaches will be USA football certified. The Head Coach will function as a "Blue Hat" as needed. The Head Coach will be held responsible for the administrative duties associated with the position (i.e. team rosters, daily attendance records). The Head Coach is responsible for working with the Football Coordinator regarding the returning of all football equipment/supplies issued to his/her team. He/she will assist in set-up, running, and/or clean up of the concession stand and football field during home games. He/she will support all league activities (i.e. fund raising, dances, etc.) He/she will provide required information regarding his/her team's game performance to the Publicity Chairperson by 5p.m. on Sunday following game day. There will be a designated procedure to submit the completed game information. He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. The position will begin when elected by GYFCL BOD. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 28. Duties of Fund Raising Chairperson

The Fund Raising Chairperson will initiate programs to raise funds for the purchase of equipment, association fees, etc. The Fund Raising Chairperson will maintain accountability of fund raising activities. He/she will maintain a record/log that indicates to whom fund-raising supplies were issued and the moneys and/or supplies returned from listed individuals. Only GYFCL BOD members may collect fund-raising money. No fundraising will be done without the recommendation of the Fund Raising Chairperson and the GYFCL BOD approval. No verbal or written requests for funds shall be submitted to businesses, organizations, etc. without review and approval by the GYFCL BOD. He/she will assist with and coordinate the set-up, running, and clean up of the concession stand during home games. He/she will support all league activities (i.e. fund raising, dances, etc.) He/she will attend at least 75 % of the GYFCL Board meetings or will send a representative in his/her place. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 29. Duties of Concessions Chairperson

The Concessions Chairperson will be responsible for providing saleable items necessary for the operation of any concession benefiting the GYFCL, including the refreshments and coordinate concessions prices with the treasurer. He/she will maintain a record of accounts for the Treasurer. He/she may have two Assistants as approved by the BOD, (all assistants must be approved by the GYFCL BOD). He/she will create a schedule of concession workers. He/she will supervise and assist with concession stand set-up, running, and clean up. He/she will ensure consistent operation of the concession stand. All moneys collected will be counted by two GYFCL Board members and signed for at the end of each day of operation by both members. Moneys collected in the concession stand will be given to a BOD member unless otherwise instructed. He/she may have two assistants, one from the Red side and one from the White side (non-voting position). He/she will support all league activities (i.e. fund raising, dances, etc.) He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 30. Duties of Publicity/Sponsorship Chairperson

He/she will be responsible for publication of advertisements for registration and for advertisement of vacant Board positions. It will be the responsibility of the Publicity/Sponsorship Chairperson to report the outcomes of the games to the Gazette Journal and the Glo-Quips. He/she will be responsible upkeep of the league website and social media. Information will be provided to the Publicity/Sponsorship Chairperson by the Head Coaches regarding their respective teams. All information will be reviewed by the Publicity Chairperson. The publicity chairperson will contact individuals, organizations, etc. for financial support of the program. He/she will be responsible for initiating requests for financial assistance from appropriate civic clubs and organizations. He/she will be responsible for handing out sponsorship plaques at the end of the season. The Publicity/Sponsorship Chairperson will support all league activities (i.e. fund raising, dances, etc.) He/she will attend at least 75% of the GYFCL Board meetings or will send a representative in his/her place. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 31. Duties of Team Parent Coordinator

The Team Parent Coordinator will be responsible for coordinating meetings with Football and Cheerleading Team Parents at least weekly to disseminate any league information to the teams. He/she will communicate with BOD weekly prior to team parent meetings. He/she will involve other GYFCL members in these meetings as necessary. He/she will collect all parent packs and turn them over to the Secretary. He/she will disseminate concession stand schedules to the respective Team Parents, collect and turn over to concessions chairperson the provided schedule of practice concession workers one week prior to the start of practices. He/she will disseminate concession stand schedules to the respective Team Parents, collect and turn over to concessions chairperson the provided schedule of game day concession workers one week after the release of game schedule. He/she will assist in set-up, running, and clean up of the concession stand and/or football field during home games. He/she will be responsible for providing directions/maps to all away games and weigh-in locations. He/she will support all league activities (i.e. fund raising, dances, etc.) He/she will attend at least 75 % of the GYFCL Board meetings or will send a representative in his/her place. If he/she has a participating child(ren) he/she will only have to pay the cost of \$25 for registration per child.

Section 32. Duties of Present Emeritus

The position will be by appointment from the BOD and is an honorary position that holds no rights or voting privileges. The “President Emeritus” may perform any and all duties within the league as requested by the BOD. The position will be renewed or changed annually with all other BOD positions.

Section 33. Duties of Assistant Coaches (Football and Cheer)

The Assistant Coaches are directly responsible to the Head Coach for methods of training, safety, plans introduced, and all activities relating to team/squad needs. All Assistant Coaches and individuals who assist with coaching during the games or practices must be USA(football) or NYSCA(cheer) certified prior to any interactions with participants. Assistant Coaches must be at least 18 years of age unless given waiver by BOD for special circumstances (i.e. senior board). All Assistant Coaches must be approved by the GYFCL BOD and they can be released by the Head Coach or BOD at any time with or without cause.

Section 34. Duties of Team Parents

A Team Parent is a guardian of an active player/cheerleader who will maintain a call list for his/her respective team/squad and will be responsible for notifying his/her respective team regarding cancellation of practices or games, team pictures, and other such activities as deemed necessary by the Head Coach. He/she will secure volunteers to operate the line marker and down markers during their respective home games. These volunteers will be known as the “Chain Gang”. He/she is responsible for also securing concession stand coverage for their respective team/squad. He/She is responsible for securing an announcer for the games. He/she will attend weekly meetings with the Team Parent Coordinator and disseminate league information to his/her respective team/squad. Any Team Parent is required to be USA(football) or NYSCA(cheer) certified. Team Parents must be at least 18 years of age. All Team Parents must be approved by the GYFCL BOD. He/she will ensure that volunteers report to the concessions stand to work at their designated time. Team Parent may not collect or solicit money for any reason. The Team Parent is responsible for players who are on the bench or sidelines during game day. The Team Parent is responsible for clean up of the sideline area during and after their respective game.

Section 35. Duties of Blue Hats

All blue hats must be voted on and approved by the BOD and must be USA certified. Blue Hats must wear their provided blue hat/visor. Each team will be represented by an adult identified as a “Blue Hat”. All individuals serving as Blue Hats are acting as representatives of the PYFCO Board. While serving as a PYFCO Blue Hat all other duties are suspended until Blue Hat duties are complete. Chain of command will be followed. Blue Hats will identify themselves to the officials and each other prior to the start of each game. He/she, once designated as the Blue Hat for that game must serve from the start of the game to the finish of said game. Blue Hats will be knowledgeable of the rules and the intent of the rules. They are responsible to assist the White Hats whenever required. Blue Hats will be in sight of the officiating crew and remain on the sidelines to ensure Association objectives are met. This includes preserving the safety of all participants including the officiating crew. **Note: Coaches cannot serve as Blue Hats during a game in which they are coaching.**

Section 36. Restrictions

- a. All members of the BOD, Governing Board, and the Operating Division are subject to censure. When censure proceedings are required, a Rules and Ethics Committee will be

- appointed in accordance with GYFCL By-laws to review the related incident and will make a decision regarding censure of the individual(s) involved
- b. Designated members of the BOD and the Governing Board must complete and receive annual certification requirements of the USA/NYSCA accreditation course. All members of the BOD, Governing Board, and Operating Division must be at least 18 years of age effective July 31st of each calendar year unless given a waiver by the BOD for special circumstances (i.e. senior board).
 - c. Operating division members may only hold one operating division position.

Article 4 - Execution of Instruments, Deposits, and Funds

Section 1. Execution of Instruments

The BOD, except as otherwise provided in these By-Laws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Checks and Notes

Except as otherwise specifically determined by resolution of the BOD, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Treasurer or by the President of the corporation.

Section 3. Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the BOD may select.

Section 4. Gifts

The BOD may accept on behalf of the corporation any contribution, gift, bequest, or devise for the nonprofit purposes of this corporation.

Article 5 - Corporate Records, Reports, and Seal

Section 1. Maintenance of Corporate Records

The corporation shall keep at its principal office:

- a. Minutes of all meetings of directors, committees of the board, and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof.
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

- c. A copy of the corporation's articles of incorporation and By-Laws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

Section 2. Corporate Seal

The BOD may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

Section 3. Directors' Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation, and shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the articles of incorporation, other provisions of these By-Laws, and provisions of law.

Section 4. Periodic Report

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members, if any, of this corporation, to be so prepared and delivered within the time limits set by law.

Article 6 - IRC 501(c)(3) Tax Exemption Provisions

Section 1. Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these By-Laws, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

Section 3. Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

Section 4. Private Foundation Requirements and Restrictions

GYFCL is a public charity. However in any taxable year in which this corporation is a private foundation as described in Section 509(a) of the Internal Revenue Code, the corporation shall:

- a. Distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code.
- b. Not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code.
- c. Not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code.
- d. Not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code.
- e. Not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

Article 7 - Conflict of Interest and Compensation Approval Policies

Section 1. Purpose of Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions

- a. **Interested Person.** Any director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;
 2. A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Conflict of Interest Avoidance Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. The governing board or committee, after exercising due diligence, shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- d. **Violations of the Conflicts of Interest Policy.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Board and Board Committee Proceedings

The minutes of meetings of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation Approval Policies

A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation

matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation. When approving compensation for directors, officers and employees, contractors, and any other compensation contract or arrangement, in addition to complying with the conflict of interest requirements and policies contained in the preceding and following sections of this article as well as the preceding paragraphs of this section of this article, the board or a duly constituted compensation committee of the board shall also comply with the following additional requirements and procedures:

- a. The terms of compensation shall be approved by the board or compensation committee prior to the first payment of compensation.
- b. All members of the board or compensation committee who approve compensation arrangements must not have a conflict of interest with respect to the compensation arrangement as specified in IRS Regulation Section 53.4958-6(c)(iii), which generally requires that each board member or committee member approving a compensation arrangement between this organization and a "disqualified person" (as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations):
 1. Is not the person who is the subject of the compensation arrangement, or a family member of such person.
 2. Is not in an employment relationship subject to the direction or control of the person who is the subject of the compensation arrangement.
 3. Does not receive compensation or other payments subject to approval by the person who is the subject of the compensation arrangement.
 4. Has no material financial interest affected by the compensation arrangement.
 5. Does not approve a transaction providing economic benefits to the person who is the subject of the compensation arrangement, who in turn has approved or will approve a transaction providing benefits to the board or committee member.
- c. The board or compensation committee shall obtain and rely upon appropriate data as to comparability prior to approving the terms of compensation. Appropriate data may include the following:
 1. Compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions. "Similarly situated" organizations are those of a similar size, purpose, and with similar resources.
 2. The availability of similar services in the geographic area of this organization.
 3. Current compensation surveys compiled by independent firms.
 4. Actual written offers from similar institutions competing for the services of the person who is the subject of the compensation arrangement.

As allowed by IRS Regulation 4958-6, if this organization has average annual gross receipts (including contributions) for its three prior tax years of less than \$1 million, the board or compensation committee will have obtained and relied upon appropriate data as to comparability if it obtains and relies upon data on compensation paid by three comparable organizations in the same or similar communities for similar services.
- d. The terms of compensation and the basis for approving them shall be recorded in written minutes of the meeting of the board or compensation committee that approved the compensation. Such documentation shall include:
 1. The terms of the compensation arrangement and the date it was approved.

2. The members of the board or compensation committee who were present during debate on the transaction, those who voted on it, and the votes cast by each board or committee member.
3. The comparability data obtained and relied upon and how the data was obtained.
4. If the board or compensation committee determines that reasonable compensation for a specific position in this organization or for providing services under any other compensation arrangement with this organization is higher or lower than the range of comparability data obtained, the board or committee shall record in the minutes of the meeting the basis for its determination.
5. If the board or committee makes adjustments to comparability data due to geographic area or other specific conditions, these adjustments and the reasons for them shall be recorded in the minutes of the board or committee meeting.
6. Any actions taken with respect to determining if a board or committee member had a conflict of interest with respect to the compensation arrangement, and if so, actions taken to make sure the member with the conflict of interest did not affect or participate in the approval of the transaction (for example, a notation in the records that after a finding of conflict of interest by a member, the member with the conflict of interest was asked to, and did, leave the meeting prior to a discussion of the compensation arrangement and a taking of the votes to approve the arrangement).
7. The minutes of board or committee meetings at which compensation arrangements are approved must be prepared before the later of the date of the next board or committee meeting or 60 days after the final actions of the board or committee are taken with respect to the approval of the compensation arrangements. The minutes must be reviewed and approved by the board and committee as reasonable, accurate, and complete within a reasonable period thereafter, normally prior to or at the next board or committee meeting following final action on the arrangement by the board or committee.

Section 6. Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy.
- d. Understands the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Section 7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Article 8 - Eligibility

Section 1. Player Eligibility

- a. The football teams are divided into respective teams according to age and weight guidelines that are set by the Peninsula Youth Football & Cheerleading Organization

All ages by July 31st of current year as follows:

Mini Mites- 5 & 6 years of age

Mites - 7 & 8 years of age

Mighty Mites - 9 & 10 years of age

Midgets - 11 & 12 years of age

Juniors - 13 & 14 years of age

*6, 8, 10, or 12 year old players have the option to sign a waiver to be moved up one division

*14 year olds players are not to exceed 140 lbs.

- b. The cheerleading squads are divided into respective teams according to age guidelines that are set by the Peninsula Youth Football & Cheerleading Organization.

All ages by July 31st of current year as follows:

Mini Mites: 5 & 6 years of age

Mites – 7 & 8 years of age

Mighty Mites - 9 & 10 years of age

Midgets - 11 & 12 years of age

Juniors - 13 & 14 years of age

Article 9 – Registration

Section 1. Registration

The date of registration will be held prior to the end of the school year and will be determined by the GYFCL BOD. A registration fee will be assessed each player and cheerleader. The amount of which will be determined by the GYFCL BOD and is collectible on registration day unless extenuating circumstances exist. Any Head Coach aware of financial hardships for paying league fees will refer the parent to the President, General Manager, or the Cheerleader Coordinator. GYFCL may request supportive documentation of financial hardship. Any child who withdraws from the league by August 15th will have any unspent portion of their registration fee returned to them. Registration fees will not be returned after August 15th unless there are extenuating circumstances. This decision will be made by the GYFCL BOD.

Section 2. Uniforms/Equipment

- a. Uniforms/Equipment provided by GYFCL for the cheerleaders will include: cheerleading uniforms, shoes, crop tops and briefs. Pompom's for use at their game only. The Cheerleader Coordinator will maintain a record of cheerleaders to whom

- uniforms/equipment has been issued and also record who returns their uniforms/equipment.
- b. Uniforms/Equipment provided by GYFCL for the football players will include: helmet, shoulder pads, game jersey with players name and # (assigned by Football Coordinator), game pants, socks, and a mouthpiece. The Football Coordinator will maintain a record of football players to whom uniforms/equipment has been issued and also record who returns uniforms/equipment.
 - c. All cheerleading and football participants are responsible for returning the uniform and equipment issued to them. Any cheerleading or football participant with outstanding uniform/equipment will not have any further uniforms/equipment issued to them until previous supplies have been returned to the league.
 - d. Any cheerleader or football participant with an outstanding registration fee will not be issued any uniform or equipment until said registration fee is paid or waived.
 - e. The current colors approved by the PYFCO **are red, white, and grey**. Changes to the colors cannot be made without the consent of the GYFCL BOD.
 - f. Mini Mites are exempt from all above.

Section 3. Cheerleading Squad Composition

There will be a maximum of 30 cheerleaders on each squad. The Cheerleading Coordinator will designate on which team participants will be placed considering which side (Red or White) they were on the previous season if possible. At registration time the number of cheerleaders on a squad may exceed the maximum number of cheerleaders allowed per squad. The Cheerleader Coordinator will be responsible for maintaining a waiting list. Individuals on the waiting list will be placed on squads based on the order in which they were placed on the waiting list. It is up to the Cheerleading Coordinator discretion to move a player. Once a participant has been placed on Red or White side they WILL remain on that side and only moved with the BOD's approval.

Section 4. Football Team Composition

All teams will consist of no more than 32 players. The Football Coordinator will designate on which teams players will be placed based on which side they played on last season, if possible. It's up to the Football Coordinator's discretion to assign a player to the Red or White side. The Football Coordinator will be responsible for maintaining a waiting list of players. These players will be placed on teams based on the order in which they were placed on the waiting list. Numbers of players on teams within the same division will be kept as even as possible. Once a participant has been placed on Red or White side they WILL remain on that side and only moved due to extreme circumstances and with the BOD's approval.

Section 5. Awards

The following awards are authorized: Most Spirited Cheerleader, Best Cheer Technique (1st and 2nd half), Offensive MVP, Defensive MVP, and Offensive and Defensive Lineman MVP. The players will be chosen by an opposing team's staff member.

Bill Kampman Hall of Fame Award will continue every year. We may elect one person into the Hall of Fame.

Section 6. GYFCL BY-LAWS

- a. The GYFCL By-laws adopt the NYSCA Code of Ethics, USA Football, PYFCO By-laws, and Gloucester County Public Schools Community Use of School Properties regulations.

- b. The GYFCL, for the purpose of planning and orderly operation, will follow the guidelines established within the GYFCL By-laws.
- c. Once GYFCL By-Laws are in effect, they may not be adjusted until the following years “By-Law Meeting” prior to April 1.
- d. The BOD shall set GYFCL By-Laws prior to April 1.

Section 7. Ethics

a. Ethics

1. Any individual who is a GYFCL Board Member or a member of the Operating Division will be given a letter of suspension if he/she should demonstrate any of the following to include social media:
 - a) Unethical conduct (as deemed by the BOD)
 - b) Flagrant poor sportsmanship
 - c) Non-compliance with the By-laws (GYFCL & PYFCO)
 - d) Personal misconduct unbecoming the best interest of GYFCL
 - e) Non-representation at meetings
 - f) Public attacks on Board members or GYFCL as a league
 - g) Non-compliance with the Coaches & Board Members Creed & Agreement

Such suspension may be cause for dismissal from further administrative or coaching responsibilities in the GYFCL for the remainder of that playing season, or longer as recommended by the Rules and Ethics Committee. Censure can be mandated by the Rules and Ethics Committee, the GYFCL Governing Board, and/or the PYFCO. If there is a need for a vote, it will be done by secret ballot. Any individual receiving two letters of suspension within one season will be asked to resign their position. All letters of suspension/censure will be maintained in a file by the GYFCL Secretary.
2. If a Head Coach is ejected from a game, he/she must sit out the following game and the practice week prior to that game. If an assistant coach is ejected from a game the head coach is subject to sit out the following game and/or practice the week prior to that game. He/she can request an appeal to the President if he/she believes that the ejection is unjust. This appeal must be requested within 24 hours of the game in question. The Rules and Ethics Committee will make a decision as to whether or not an appeal should be filed with the PYFCO Commissioner. The appeal to the PYFCO Commissioner must take place within 48 hours of the game in question. The Rules and Ethics Committee will forward their decision to the GYFCL President who will be responsible for notifying the PYFCO Commissioner of the appeal.
3. Any Head Coach or staff member who is ejected from 2 games during one season as a Head Coach/staff member will be suspended and may be asked to resign from their position. He/she can request an appeal to the President. The Rules and Ethics Committee will make a decision as to whether or not the Head Coach/Assistant Coach should be censured and asked to resign. The Rules and Ethics Committee will forward their decision to the Governing Board.
4. If a player is ejected from a game, he/she must sit out the following week of practice and game. He/she can request an appeal to the President within 24 hours of the game in question if he/she feels that the ejection was unjust. The Rules and Ethics Committee will make a decision as to whether or not an appeal should be filed with the PYFCO Commissioner. This appeal must take place within 48 hours of the game in question. The Rules and Ethics Committee will forward its decision to the GYFCL President who will be responsible for notifying the PYFCO Commissioner of the appeal.

5. Unsportsmanlike conduct by players – second violation, the player must sit out two games. If there is a third violation, the player must sit out the remainder of the season. The Rules and Ethics Committee will meet to make a decision regarding whether or not the individual will be censured from the league. The player may be censured from the league by the Rules and Ethics Committee, the Governing Board, and/or PYFCO Officials.
6. If any individual is censured from GYFCL, this decision will be reported to the PYFCO. This will be the GYFCL President's responsibility.
7. Any individual who violates the parent code of ethics may suffer consequence for their actions deemed appropriate by the BOD.
8. Coaches may discipline participants up to sending them home for the day. Anything further must be approved by the BOD.

b. Rules and Ethics Committee

This committee will function to hear and judge disputes arising from suspension actions taken by GYFCL and/or PYFCO within one week of the offense. The committee will hear appeals resulting from game ejections of coaches and players within 24 hours of the offense. The committee will act as an Appellate Judge for the Aggrieved Person(s). The aggrieved person(s) will be allowed to present an accurate account of the incident and any rationale for their actions. The committee will make a decision regarding consequences based on information presented. The Rules and Ethics Committee may censure an individual who has been suspended from their duties as a GYFCL Board member. The committee will be chaired by the President.

NOTE: When the President is being suspended, the Senior VP will chair the Committee. The committee will consist of the President and four Governing Board members not involved in the dispute. The President will vote only in the event of a tie. Minutes will be kept of all Rules and Ethics Committee meetings and will be submitted to the GYFCL Secretary to be filed in the GYFCL records. Any censured individual may appeal the Rules and Ethics Committee decision to the Governing Board if he/she feels the decision is unjust. At the GYFCL Governing Board meeting the aggrieved person(s) will be allowed to present any information explaining the reason for the appeal of the Rules and Ethics Committee decision. The Rules and Ethics Committee will have one spokesperson to present any information explaining the rationale for the committee's decision.

c. Game Appeals Committee

Any individual who served as a "Blue Hat" wishing to protest a game or appeal a protest must notify the GYFCL President immediately. The protest must have been handled in accordance with the guidelines of the PYFCO By-laws. The GYFCL President will call and chair a meeting of the Game Appeals Committee. The committee will decide if GYFCL will follow through with the protest and/or appeal a protest decision. The President will only vote in the event of a tie. The Game Appeals Committee will be composed of the following GYFCL Board members: President, One Vice President, Football Coordinator, One Red Knight Coach not involved in the issue, and One White Knight Coach not involved in the issue. Minutes will be kept of all Game Appeals Committee meetings and will be submitted to the Secretary to be filed in the GYFCL records.

d. Participation in Games

Every eligible football player and cheerleader must participate in every game, unless sitting on the sideline for disciplinary reasons. All football players shall participate in at least 1 series of downs. If that series does not equal 4 downs then additional time must be played to equal four downs per game.

ADOPTION OF BY-LAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing By-Laws, consisting of 22 preceding pages, as the By-Laws of this corporation.

Dated: March 26, 2016

Jesse Cudzilo, President

Michele Ailstock, White Vice President

Rene Hawkey, Red Vice President

Ashley Evans, Treasurer

Amy McLeod, Football Coordinator

Tara Koch, Cheerleading Coordinator

Kimberly Hamilton, Secretary