

By-Laws of the Fairfield Youth Athletic Association

Article I. Name

Section 1.1 Name of this organization shall be the Fairfield Youth Athletic Association (Herein after referred to as FYAA)

Article II. Mission

Section 2.1 Mission of FYAA is to provide youth athletes enrolled in kindergarten through sixth grades and residing in the Fairfield City School District, the opportunity to participate in the organized sport of football. FYAA is dedicated to providing instruction in the rules and skills required while instilling the concepts of respect, self-discipline, teamwork, sportsmanship, to develop young athletes for the next level.

Article III. Organization

Section 3.1 FYAA shall operate as a non-profit (type 501(c) (3)) organization, governed by these by-laws.

Section 3.2 FYAA participates as a member of the Greater Miami Youth Football Conference (GMYFC) in accordance with its General Rules.

Article IV. Membership

Section 4.1 Adult membership (coaches, board members, assistants, parents, etc.) shall be open to any adult 18 years of age or older, residing in the Fairfield City School District, willing to offer their time and talents to enhance the visions and goals of FYAA.

Section 4.2 Youth membership (participants, coaching assistants, etc.) shall be open to any youth, meeting FYAA eligibility guidelines and requirements.

Article V. Dues / Fees

Section 5.1 No membership dues required.

Section 5.2 Participation (Football fees are due by the first day of conditioning)

- a) Fees are used to help offset costs involved with the operation of the association, i.e. facilities costs, insurance, uniforms, equipment, etc.
- b) Participation fees will be established at the beginning of each season.

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Article VI. Executive Board Officers

Section 6.1 FYAA shall be directed by an elected four (4) member executive board.

- a) President (1)
Vice President (1)
Treasurer (1)
Trustee of Football Operations (1)
- b) The FYAA Executive Board reserves the right, and may at its discretion, increase or decrease the number of officers as needed to meet the needs of the association.
- c) The Executive Board shall be administratively responsible for all official business of FYAA.
- d) The Executive Board shall draft and implement rules, regulations and guidelines, as it deems necessary for the efficient operations in the best interest of the association.

Section 6.2 The President Shall:

- a) Be the Chief Executive Officer
- b) Be the official representative at meetings of other organizations, throughout the community, where FYAA representation is desirable.
- c) By virtue of the office, be Chairperson of the Board and preside over all Executive and General Board Meetings of FYAA.
- d) Appoint and provide leadership for all committees (temporary or permanent) responsible for programs and activities.
- e) Be administratively responsible for the FYAA Annual Report
- f) Oversee the preparation and filing of all reports and certificates as required by law.
- g) Provide overall guidance, direction and support for all association members.

Section 6.03 The Vice President Shall:

- a) Participate at regular and special FYAA Executive and General Board Meetings.
- b) Work in conjunction with the President to be administratively responsible for the operation of the organization.

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- c) Provide guidance for the creation and operation of committees.
- d) Carry out the duties of the President in his or her absence and succeed the office of Presidency in the event the President is unable to exercise the office.
- e) Perform other functions as assigned.

Section 6.04 The Treasurer Shall:

- a) Participate at regular and special FYAA Executive and General Board Meetings.
- b) Have care and custody of all monies belonging to FYAA and be responsible for maintaining such funds in an approved financial institution.
- c) Maintain all financial records of FYAA.
- d) Prepare an annual audit for FYAA that will be attached to the FYAA Annual Report.
- e) Perform other functions as assigned.

Section 6.05 Trustee of Football Operations Shall

- a) Participate at regular and special FYAA Executive and General Board Meetings.
- b) Responsible for Monitoring and Maintaining Practice and Game Day Operations and Procedures.
- c) Perform other functions as assigned.

Article VII. General Board of Directors

Section 7.01 FYAA General Board is comprised of six (6) Directors.

- a) Director of Concessions (2)
Director of Equipment (1)
Director of Field Operations (2)
Director of At Large (1)

Section 7.02 The Director of Concessions Red (1) and White (1) Shall:

- a) Participate at Regular and Special General Board Meetings of FYAA
- b) Coordinate all concession activities.
- c) Perform other functions as assigned.

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Section 7.03 The Director of Equipment Shall:

- a) Participate at Regular and Special General Board Meetings of FYAA
- b) Responsible for distributing and maintaining football equipment.
- c) Perform other functions as assigned.

Section 7.04 The Director's of Field Operations Red (1) and White (1) Shall:

- a) Participate at Regular and Special General Board Meetings of FYAA
- b) Responsible for maintaining the fields and preparing it for game day.
- c) Perform other functions as assigned.

Section 7.05 The At-Large Director Shall:

- a) Participate at Regular and Special General Board Meetings of FYAA
- b) Perform other functions as assigned.

Article VIII Terms / Nominations and Election of Officers

Section 8.01 No term limitations have been established for the FYAA Executive Board.

Section 8.02 Officers shall serve as long as they are active, adhere to FYAA by-laws and general rules, and demonstrate desire and commitment to the visions and goals of FYAA.

Section 8.03 Officers may be removed from the Board when sufficient grounds of violations of FYAA by-laws, constitution and/or undesirable conduct are evident. The Executive Board shall review allegations and due process may administer sanctions in the form of written reprimands, probation or removal.

Section 8.04 Any officer being removed must be done so with a $\frac{3}{4}$ majority vote of the Executive Board.

Section 8.05 Board vacancies shall be filled by the following procedure.

- a) Vacancies in the office of President shall be filled by the Vice President after whom the Board would appoint or elect an interim Vice President.
- b) All other Executive Board positions shall be filled by nominations from two standing officers and elected (approved) by a majority vote taken from the Board.

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Section 8.06 No officer or representative of FYAA shall for any reason, be entitled to receive any salary or compensation.

Article IX. Meetings

Section 9.01 Monthly, Executive Board meetings shall be held each month, meeting locations and times may vary.

Section 9.02 Any officer may call a special meeting of the FYAA Executive Board.

Section 9.03 Monthly and special meetings shall be closed to the public and general membership unless otherwise announced.

Section 9.04 At least five (5) of the seven (8) officers must be present and the President or approved delegate must preside to constitute an official FYAA meeting.

Article X. Attendance

Section 10.01 Executive Board members shall make every attempt to attend all regular and special meetings.

- a) If a member is unable to attend, a call should be placed to either the President or Vice President to report the absence.
- b) Unexcused is defined as: No call and no show for a regular or special meeting.
- c) Members will be granted 2 unexcused absences, thereafter board review will take place and possible disciplinary action shall occur.

Article XI. Voting

Section 11.01 Voting shall only occur at official FYAA Executive Board meetings unless directed by the FYAA President for a General Board Vote.

Section 11.02 Majorities ($\frac{3}{4}$) vote must be reached to approve or disapprove an issue.

Section 11.03 Voting shall be conducted via show of hands.

Section 11.04 In the event of a tie vote, the President shall decide the presented issue.

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Article XII. Financial

Section 12.01 All financial transactions of FYAA shall be under the direction of the Treasurer.

Section 12.02 All monies collected (participant fees, game day monies, etc.) shall be counted by a minimum of two (2) officers.

Section 12.03 Bank deposits shall be made into the FYAA General Account as expeditiously as possible by the Treasurer.

Section 12.04 All expenditures shall be approved by a majority (3/4) vote of the Executive Board and bills will be paid out in a timely manner.

Article XIII. Amendments

Section 13.01 Amendments to these by-laws shall be voted on at an official monthly or special meeting of the Executive Board as deemed necessary.

Section 13.02 A majority vote (3/4) shall be required approval / disapproval of an amendment to these by-laws.

Article XIV. Dissolution

Section 14.01 FYAA may be dissolved in the following manner.

- a) A resolution to dissolve FYAA shall be acted upon at an official meeting of the Executive Board with all officers present.
- b) The resolution shall set forth the reasons for the dissolution.
- c) A majority vote of the officers is required to approve the dissolution.
- d) Upon approval of the resolution to dissolve, the officers will carry out the dissolution of FYAA in accordance with applicable laws and these by-laws.
- e) In the event of dissolution, all outstanding debts will be paid and the Executive Board and General Membership will donate all remaining assets of FYAA to a charitable/non-profit organization as per a vote if applicable.

Approved 4/21/2013