

BLUE STAR YOUTH FOOTBALL & CHEERLEADING ASSOCIATION, INC.
CONSTITUTION AND BY LAWS

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CONSTITUTION

ARTICLE I - TITLE

- A. The organization shall be known as the “Blue Star Youth Football & Cheerleading Association, Inc.”, hereinafter referred to as the “Association”.
- B. If this Association should dissolve, any funds remaining will be donated. 75% will be donated to Washington Henry Elementary School and 25% to the Hanover Parks and Recreation Department.

ARTICLE II - OBJECTIVES

- A. The objectives of the Association shall be to implant firmly in the minds of the youth of our community respect for authority, good sportsmanship, honesty, loyalty, courage and reverence through a program of organized football and cheerleading.
- B. The objectives will be achieved by providing supervised competitive football games. All officers, coaches and committee members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and that the molding of future men and women is of prime importance.

ARTICLE III - BOARD OF DIRECTORS AND THEIR DUTIES

- A. The Board of Directors, hereinafter referred to as the “Board”, shall be the governing body of the Association and shall approve, establish, and administer all policies of the Association. League affiliations will be determined by the Board.
- B. The government of the Association shall be under the direction of the Board. The Board shall be comprised of the following:

Elected Officers, voting position:

- President
- Vice President
- Secretary
- Treasurer

Elected Directors, voting position: (one for each league and/or set of teams) League Representative for:

- Athletic Director
- Cheering Director
- Ways and Means Director

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- Team Director (one for each team)

Appointed Board Members, non-voting position:

- Web Director
- Alternate League Representative one for each league
- Assistant Athletic Director
- Assistant Cheering Director

Any other appointed assistants as specifically provided for in the remainder of this document.

1. The voting positions of the Board shall be elected by majority vote of Association and take office January 1 of the next calendar year.
2. The Board shall serve for a term of one year. The President, Vice President, Secretary and Treasurer if re-elected, may serve for only two consecutive one-year terms.
3. All four (4) Elected Officer positions must be filled each year; not all Elected Director positions need to be filled, based on active requirements of the Association for that time.
4. Upon the resignation or termination of any Board member, the President shall submit the name of the successor to the Board for approval.
5. Board Members are expected to make every effort possible to attend all Board Meetings in order to ensure the Quorum requirements as outlined elsewhere so that proper Association business may be conducted. Therefore, herein the Board Members must attend a minimum of 60% of all Board Meetings. If a Board Member misses two regularly scheduled Board meetings without notifying the President or Secretary, or does not meet the above minimum attendance, he/she may be dismissed as a Board Member. If a Board Member cannot attend a meeting due to other concurrent Association obligations, then the Board Member will be issued an excused exception from the attendance policy for that particular meeting.
6. A Board Member can be removed from office by a 2/3rds secret ballot or hand vote of the Board and/or a 2/3rds majority vote of at least 50% of the total Members at a membership meeting. This procedure would also apply at a regularly scheduled Board meeting open to the public.
7. No person shall hold more than one voting position office in the Association concurrently. No coaches may hold a voting position on the Board.

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8. All Officers and Directors shall keep a working file of the duties and responsibilities to be passed on to the incoming President.
- C. The **President** shall preside at all meetings of the Association, and shall perform such duties as are incidental to the office. The President shall also be a League Representative. The President shall be an ex-officio member of all committees except the Nominating Committee.
- D. The **Vice President** in the absence of the President shall perform the duties of the President. The Vice President shall be responsible for proposing the total budget for the coming year to the Board for their approval at the February Board meeting. The Vice President shall perform a Budget Committee consisting of at least the Cheering Directors, Athletic Directors and Ways & Means Directors with him/her as chairperson. The Vice President shall also serve as chairperson of the Constitution and By Laws Study Committee. The Vice President shall have an Auditing Committee, chaired by the Vice President with two additional members with Board approval. An audit shall be performed as detailed in Article X. A spot audit may be performed at the committee's discretion. Each Chairperson of each committee will report to the Vice President; and where the chairperson is the Vice President, the Vice President shall then report to the Board. The Vice President may appoint an Assistant to aid in their duties. It will be the Assistant's responsibility to present and conduct the Vice President's duties in the absence of the Vice President. The assistant must be approved by the Board and shall be a non-voting appointed member of the Board.
- E. The **Secretary** shall issue written notices of all meetings, record the minutes of all meetings, make reports and perform such duties as are incidental to this office and to all respective Leagues. The Secretary shall compile registration information for the League and Association as required by each. The Secretary shall coordinate Registration. The Secretary shall make sure "Use of Facility" forms are completed in January and July for use of fields and request use of the facility for registration dates. The Secretary shall keep the records in a special book. The Secretary shall register the Association with the Virginia State Corporation Commission in September of each year. All records shall be turned over to the succeeding Secretary. The Secretary may appoint an Assistant to aid in their duties. It will be the Assistant's responsibility to be present and conduct the secretarial duties in the absence of the Secretary. The assistant must be approved by the Board and shall be a non-voting appointed member of the Board.
- F. The **Treasurer** shall sign all checks, drafts, notes and other orders for the payment of money. The Treasurer and the Association's Accountant must file all tax returns and other reports timely. The Treasurer shall assist with the preparation of the annual operating budget and maintain the budget throughout the year. A copy of the up-to- date budget shall always be available and presented during monthly board meetings. The Treasurer may appoint an Assistant. The assistant must be approved by the Board and shall be a non-voting appointed member of the Board. It shall be the Assistant Treasurer's

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responsibility to conduct the Treasurer's duties in the absence of the Treasurer. The Treasurer, or his/her assistant, shall ensure that all Association moneys are deposited at least once weekly.

- G. The **League Representative(s)** shall be filled if possible by the immediate Past President. If the immediate Past President declines the position, anyone eligible and in good standing may be elected to serve. The League Representative (s) or their designee must attend all respective League meetings; they are the representative of the Association. Any league business shall be coordinated through the respective League Representative or his/her alternate. The League Representative (s) shall be the liaison between the Leagues and the Association. The League Representative (s) will have complete authority of all aspects of play on game days.
- H. The **Alternate League Representative** will assist the respective League Representative. The Alternate League Representative shall attend all respective League meetings. It shall be the Alternate League Representative's responsibility to conduct the respective League Representative's duties in the absence of the League Representative. The Alternate League Representative shall be a non-voting appointed member of the Board.
- I. The **Athletic Director(s)** shall serve as the liaison between the football coaches and the Board, coordinating the efforts of all teams.
1. The Athletic Director(s) shall serve as Chairperson of the Football Coaches Selection Committee, whose members are subject to approval of the Board.
 2. The Athletic Director(s) shall also be responsible for coordinating with the League Representative the scheduling of pre- or - post season games or scrimmages at the request of the individual coaches. Request for practice changes must go through the Athletic Director.
 3. The Athletic Director(s) shall not be a coach or an assistant coach.
 4. It shall be the Athletic Director(s)' responsibility to see that each football squad's attire is consistent throughout the Association.
 5. The Athletic Director(s) will coordinate with the Cheering Director for the spring registrations, should a Registration Committee not be appointed. If a Registration Committee is appointed, the Athletic Director will assist in any capacity required.
 6. The Athletic Director(s) shall be responsible for ordering, storing, distributing, and collecting equipment. The Athletic Director(s) shall secure the Board's approval on any non-budgeted equipment. The Athletic Director(s) shall submit a proposed budget to the Budget Committee as early as possible.

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7. The Athletic Director(s) shall be responsible for the condition of the playing field area. The Athletic Director(s) shall see that the field is properly lined and set up before each game, and the necessary equipment is in its proper place. The Athletic Director shall submit a proposed budget to the Vice President at the beginning of the year.

- J. An **Assistant Athletic Director** position may be recommended to be filled by the Athletic Director or the Board. The Assistant Athletic Director's name must be submitted to the President and must be approved by the Board. The Assistant Athletic Director may serve as the liaison between the Athletic Director and the football coaches. Duties are as assigned by the Athletic Director. The Assistant Athletic Director shall be a non-voting appointed member of the Board.
 1. The Assistant Athletic Director in the absence of the Athletic Director shall perform the duties of the Athletic Director.

- K. The **Cheering Director(s)** shall serve as liaison between the cheering coaches and the Board. It shall be the Cheering Director(s)' responsibility to see that each cheering squad's attire is consistent throughout the Association.
 1. The Cheering Director(s) shall serve as Chairperson of the Cheering Coaches Selection Committee, whose members are subject to approval of the Board.
 2. The Cheering Director(s) shall not be a coach or an assistant coach.
 3. All cheering practices other than regularly scheduled, including Saturday, must be approved by the Cheering Director(s).
 4. The Cheering Director(s) will coordinate with the Athletic Director the spring registrations, should a Registration Committee not be appointed. If a Registration Committee is appointed, the Cheering Director will assist in any capacity required.
 5. The Cheering Director(s) shall be responsible for ordering, storing, distributing, and collecting uniforms. The Cheering Director(s) shall secure the Board's approval on any non-budgeted uniforms. The Cheering Director(s) shall submit a proposed budget to the Budget Committee as early as possible.

- L. An **Assistant Cheering Director** position may be recommended to be filled by the Cheering Director or the Board. The Assistant Cheering Director's name must be submitted to the President and must be approved by the Board. The Assistant Cheering Director may serve as the liaison between the Cheering Director and the

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cheering coaches. Duties are as assigned by the Cheering Director. The Assistant Cheering Director shall be a non-voting appointed member of the Board.

1. The Assistant Cheering Director in the absence of the Cheering Director shall perform the duties of the Cheering Director.
2. The Assistant Cheering Director shall not be a coach or an assistant coach.

M. **Team Directors** shall be responsible for attending the Board meetings, and rendering all possible assistance to the coaches, parents, cheerleaders, and football players in their own respective teams.

1. They shall be present and assist with the registration of cheerleaders and football players.
2. They shall be present at the weigh-in prior to their respective team's games.
3. They shall resolve any problems or disputes arising in their respective teams, and report any discipline problems requiring Board action.
4. Additional non-voting Assistant Team Directors may be appointed at the discretion of the President with approval by the Board. These Directors will have the same responsibilities as a Team Director.
5. Team Directors shall be trained and certified clock and scoreboard operators. He/she shall also be required to find spotters for the Announcer, chain crews, and any other volunteers to be trained to run the scoreboard and clock.

N. The **Web Director** shall be responsible for the development and maintenance of the Association's website. The Web Director will assist with the posting of news articles, League information, registration information, team information and general news and information concerning the Association. No postings will be added to the website without prior approval of the President or the Director for whom the data is being posted.

O. The **Ways and Means Director(s)** shall be responsible to assist in raising additional non-registration generated operating funds by organizing and conducting fundraisers and with the selling of apparel and gear. Fundraising proposals need to be submitted in writing to the Board.

ARTICLE IV - MEETINGS

A. BOARD OF DIRECTORS

1. A meeting of the Board will be held monthly, and occur on a regularly scheduled

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day. This day is to be designated by the President, or upon written request of at least three members of the Board. All dates of regularly scheduled Board meetings shall be posted on the website and/or in the newsletters. All regularly scheduled meetings of the Board will be open to the membership. If a member or group wishes to address the Board, each member (or group) must submit their request and planned agenda of discussion to the President at least 3 days prior to a regular scheduled meeting to ensure that proper time in the meeting's agenda can be accommodated for the request.

2. Except for an emergency, written notice of all meetings shall be in advance thereof to all members of the Board.
 3. A majority of the voting members of the Board shall constitute a quorum at any meeting, and a majority vote of those present shall govern, except when otherwise especially provided within this document.
 4. Robert's Rule of Order Revised shall govern the proceedings of all meetings, except where the rules conflict with the Constitution.
 5. Board Members shall direct all motions to the President for proper presentation to the Board. Upon receiving a proposed motion, the President shall present the motion to the Board at that time.
 6. Matters that need to be voted on prior to a regular meeting may be voted on via an e-mail vote. The Secretary shall keep record of all such votes and keep tabulations of the votes cast.
- B. Public meetings may be called by the Board for discussion of all business of interest to the general membership, and for discussion of matters that require action by the Board.

ARTICLE V - COACHES

- A. Coaches of all teams in the Association shall be selected annually, and approved by the Board at a duly constituted meeting. Selection of coaches for football and cheering shall be based not only on knowledge of football or cheering but on leadership, character, and sportsmanship.
- B. The Board, by 2/3rds secret ballot, or hand vote shall have the authority to suspend any football or cheering coach whose conduct is considered detrimental to the best interest of the Association. All concerned parties shall be notified of the day and time of the meeting.
- C. At the beginning of the season there will be a mandatory meeting involving each head coach, Team Director, League Representative and the parents of each football and

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cheering participant. The purpose of this meeting is to allow the coaches and parents to become better acquainted, and to give the coaches an opportunity to explain views on coaching and how they plan to handle the teams or squads. A copy of coach's names, Board approved rules and regulations will be distributed to the parents. The head coach will schedule this meeting on the field during the first two weeks of practice.

- D. The Athletic Director(s) and Cheering Director(s) are responsible for presenting proposed names of Assistant Coaches recommended in concert with the Head Coaches, to the Board for its approval.

ARTICLE VI - CONSTITUTIONAL AMENDMENTS

- A. At the March Board meeting, the Constitution and By Laws Study Committee shall submit proposed By Laws amendments.
- B. At the April Board meeting, proposed By Laws Amendments shall be approved by a 2/3rds majority vote of the Board members. The proposed Amendments shall become effective immediately. A summary of the amendments shall be posted on the Association's website for the remainder of the year.
- C. It shall take a vote of 2/3rds of the voting members of the Board to override any Article in the Constitution.
- D. It is the responsibly of the person(s) involved to disclose any conflicts of interest, real or perceived, prior to any discussion or board action taken on any matter. If the conflict is deemed relevant to the discussion, the person(s) will be asked to abstain from voting on that particular issue.

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ARTICLE VII - MEMBERSHIP

- A. Families eligible for membership in The Association are those not affiliated with other youth football associations. Membership shall also include coaches, committee members, or Board members with or without children in the Association.
- B. Any youth meeting the requirements of age and/or weight as set forth in the Constitution of the League shall be eligible to participate in the Association. Membership runs from the first practice of the season until the first practice of the next season.
- C. A coach has the authority to discipline any participant (i.e. sit out any practice or competition) until the Board can meet to resolve the situation. ONLY the Board, by a two-thirds vote, shall have the authority to suspend or dismiss any participant whose conduct or behavior is considered detrimental to the Association.

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- D. The board shall organize football teams as necessary each year depending on the number of players and the requirements of the league.
- E. The membership fee for each family will be determined each year by the Board and must be paid in full to the Treasurer at registration. Membership fees shall be consistent with the basic needs of the Association and such fees shall include the cost of accident insurance on the participant. Any applicable refund policy will be clearly stated on the Registration Form each year.
- F. Payment of membership fee entitles the participants' parents or guardian, or person responsible for the supervision and care of any football player or cheerleader to be eligible for membership, and have a vote in all business brought before the membership. There will only be one vote per family.
- G. Each player, cheerleader, coach, Board Member, and parent must agree to and abide by the Code of Ethics of the League, and The Association's Misconduct Policy. Any player, cheerleader, Coach, Board Member, and parent (s) not abiding by the League Code of Ethics or the Association's Misconduct Policy may be ejected from an event and/or the Association.
- H. The President and the Respective Team Director jointly have the authority to waive any membership fee, when in their discretion, the payment of such fee by the participant or his family may cause undue hardship. The total amount of waivers may not exceed the budgeted scholarship amount without further Board approval.
- I. A printed copy of the current Constitution and By Laws will be available at the practice and game fields and the current version will be posted on the Association website.

ARTICLE VIII - AWARDS

- A. All players and cheerleaders shall be recognized for their contribution to the team.
 - 1. Each boy and girl will receive one participation trophy.
 - 2. A special participation award will be given to any player or cheerleader who has been with Blue Star for five (5) years (does not have to be consecutive). It is to be awarded on their fifth year regardless of the fact that the individual may return the following year. He/she is only eligible to receive a special participation award one time. It is the responsibility of the Midget/Junior Division Directors to compile a list of players or cheerleaders eligible for this award.
 - 3. Any child who serves as a junior coach shall be eligible for a special recognition award after serving as a junior coach for four years. It is the responsibility of the Athletic Director and Cheering Director to compile a list of junior coaches

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eligible for this award.

4. Only the awards purchased by the Association will be presented at the Awards Meeting.
- B. The Board may authorize special awards for coaches and members who put forth effort on behalf of the Association. All awards or other means of special recognition are subject to the approval of the Board. The type of award shall be determined by a special awards committee, and be presented at the conclusion of the year.

ARTICLE IX - COMMITTEES

- A. At the September Board meeting, the President shall announce the Nominating Committee. The committee shall meet the following criteria:
1. One representative from each team incorporated or anticipated for the upcoming year.
 2. A maximum of two current Board Members: one of who shall be appointed Chairperson by the President. This Committee shall present a complete slate of officers to the Board at the October meeting. After approval by the Board, the slate will be made public two weeks before the general election. The general election shall be held late in the season, but prior to the last regular season game, by ballot. The date of the general election shall be made public a minimum of 2 weeks in advance of the actual election date. Nominations will also be accepted providing the person making the nomination and the nominee are members in good standing, and the nominee has consented to serve if elected.
- B. The President of the Association shall appoint an Awards Committee to select and purchase the type of awards given to the players, cheerleaders and coaches at the conclusion of the year. The committee must submit a proposed budget to the Vice President at the beginning of the year.
- C. The Athletic Director(s) and the Cheering Director(s), or duly appointed board member in the case of a vacancy, shall be responsible for organizing and chairing the Football and Cheering Coaches Selection Committee(s). The committee memberships must be approved by the Board. The function of this committee(s) is to propose recommended names of Head Coaches for the Athletic Director(s) and Cheering Director(s) to present for the Board's approval per Article V.
1. The Coaches selection committee consists of a minimum of five members and should meet the following criteria.

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- a. A minimum of two Blue Star board members, with preference for the President and the Metro or Assistant Metro Representative
 - b. A minimum of three Blue Star current or former members, two must be current or former football or cheering Coaches
 - c. The Chairperson(s) may make substitutions/additions.
2. When a single head coaching position has more than one application or the applicant is new to the organization the coaching selection committee will interview each applicant. All reasonable measures to accommodate schedules will be made. An applicant can waive their right to interview, if they so choose in writing. Waiving their right to interview will not automatically disqualify them from consideration.
 3. Selection criteria will be based not only on Section 5, Article 1 on the Blue Star constitution, which states "Selection of coaches for football and cheering shall be based not only on knowledge of football or cheering but on leadership, character, and sportsmanship." but also on experience for the position.
 4. The chairperson of this committee(s) will not have a vote.
- D. The President shall appoint a Chairperson of the First Aid Committee. It shall be his/her responsibility to see that there is a knowledgeable First Aid member at each game and practice. He/she shall be responsible for the First Aid Kit, and it shall be his/her duty to purchase and maintain the necessary supplies within budget.
- E. At the January Board meeting, the President shall appoint a Constitution and By Laws Study Committee consisting of five persons, one of which is the Vice President. The Vice President shall serve as Chairperson. The committee shall report to the Board at the March Board meeting.
- F. The President may establish any other full or part-time committee or non-voting Assistant Directors as he/she deems necessary for the proper function of the Association.
- G. Selection of the Blue Star Homecoming Court in each sub-association will be determined by a random drawing. The Team Director(s) will obtain approval from each parent/guardian regarding participation in the drawing and provide the eligible names to the Homecoming Committee.

ARTICLE X - FINANCIAL POLICY

- A. The Board shall decide all matters pertaining to the finances of the Association. All income shall be placed in a common Association treasury.

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- B. Any sum spent in excess of \$200.00 (that is not funded in the budget for football and cheerleading) by either the Athletic Director(s), or the Cheering Director(s) shall be approved in advance by a majority vote of the Board. All non-routine operating expenditures less than \$200 must be presented to the Board by the Treasurer at the next regular scheduled meeting.
- C. The financial records of the Association shall be audited by the end of January of each year.
- D. The President shall have the authority to spend up to \$100, with total expenditures not to exceed the budgeted amount without prior Board approval, for any non-routine expenses to include items such as flowers and/or donations to individuals that have lost loved ones, or suffered a catastrophic event such as, but not limited to fire, flood, etc. All such expenditures must be presented to the Board by the Treasurer at the next scheduled meeting.
- E. Each receipt submitted to the Treasurer for payment shall include:
 - 1. Reason for the Expenditure
 - 2. Line Item of the Budget to be debited
 - 3. Signature of Blue Star Member Authorizing Payment
- F. The President, Vice President, or Secretary shall countersign all checks in excess of \$1000.00 regardless of whether the expenditure is authorized as a budgeted item.
- G. The Treasurer shall submit a report at every regular scheduled monthly Board meeting.
- H. The Board must approve in advance by majority vote all expenses not covered in the current budget.

ARTICLE XI - PLAYING RULES

The Official Playing Rules and Regulations as established by the constitution and By Laws of the League for each current season shall be binding on the Association.

- A. Each child shall participate in no less than, but not limited to, two plays per half, not including kick-off and return team. However, our goal is to maximize each child's participation.
- B. A maximum of two (2) school night practices a week. A school night is defined as any night the children have to attend school the next day.

- C. There shall be no Sunday practices.
- D. Exceptions must be voted on by the Board. Exceptions defined as one extra school night prior to a football playoff or championship or a cheering competition or championship. The Board has the power to split the teams if they deem it necessary.
- E. If any player or cheerleader leaves the organization, uniforms must be turned in within seven (7) days or pay a uniform replacement fee as stated on the Registration form and the player or cheerleader forfeits the participation trophy.

ARTICLE XII - CONSTITUTION AND BYLAWS STATEMENT

The Constitution and By Laws of the League shall take precedence over anything stated in the Constitution and By Laws of the Association.

ARTICLE XIII - MISCONDUCT POLICY

A. Misconduct Policy and Procedure:

It is the main goal of the Blue Star Youth Football and Cheerleading Association Inc., to provide a strong environment to implant firmly in the minds of the youth of our community respect for authority, good sportsmanship, the understanding of fair play, honesty, loyalty, courage and reverence. A continual commitment to this goal is also a primary expectation for the coaches, parents, cheerleaders and players who participate. While it is understood that, by nature, competition breeds excitement, it should be equally understood that the excitement does not, under any circumstances, justify behavior that is detrimental to children in any way. The Board of Directors considers any deviation from this commitment to be unacceptable and will not hesitate to take the appropriate steps to maintain the integrity of this policy.

With this in mind, any person holding a seat on the Board shall be given the authority to issue a warning and/or removal of any participant or spectator for misconduct during a game or practice. If such requests are made, the Board has further authority to review such matters and issue additional disciplinary actions, with a 2/3rds vote, after appropriate review of the incident(s). These actions may include:

1. To take no further action.
2. To issue a single game suspension.

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3. To issue a multi-game suspension.
4. To suspend the person from club involvement for a specified period of time.
5. To permanently bar the person from club involvement.

B. Misconduct shall be defined as:

1. Inappropriate behavior or language from coaches, parents, cheerleaders and players toward other coaches, parents, cheerleaders and players or to referees or league officials.
2. Harassment of referees.
3. Coach, cheerleader, player or spectator who, through words or actions, attempts to intimidate any participant or through similar words or actions, attempts to incite such behavior.
4. Inappropriate behavior or language around children.
5. It shall also be noted that referees or league officials have the authority to ask any participant or spectator to leave the field due to misconduct.

A warning or suspension may be appealed to the Board of directors for further consideration.

Notice of appeal must be filed with a member within 72 hours after the warning or suspension being issued. Appeals filed after that time will not be considered. After an appeal has been filed, the Board of Directors will recommend whether or not an appeal should be heard. Upon such recommendations, however, a coach, parent, cheerleader or player may be considered for stronger disciplinary action. If it is recommended that an appeal should be heard, the Board shall convene as soon as the participant and the members are available to meet. Every effort shall be made to convene the committee prior to the next regularly scheduled game. Upon review of the information gathered and following a discussion of the intent with the participant, the Board, with 2/3rds vote, may make any of the following determinations:

1. Agree with the original decision.
2. Withdraw the original decision.
3. Reduce the original decision.
4. The Board may also meet due to specific incidents, reports of inappropriate behavior, or an individual's failure to respond to warnings. It is understood that these situations will be primarily subjective and will bring with them different

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points of view. It is also understood that, in many cases, the members of the Board will not have been present when the violation is said to have occurred. It shall be the Boards duty to seek sufficient information to reach a fair and reasonable solution and that decision shall be considered final