

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 to a charity or school chosen by a majority Board vote.

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 positions:

- President
- Vice President
- Secretary
- Treasurer

Elected Directors, voting positions:

- League Director
- Athletic Director
- Cheering Director

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Appointed Board Members, non-voting position:

- Team Director (one for each division)
- 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 a majority vote of the Association.
2. Board votes will be conducted in November of each year, and the newly elected Board members will take office effective December 1st, following the votes.
3. The Board shall serve for a term of one year, December 1st – November 30th.
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.
6. A Board Member can be removed from office by a 2/3 secret ballot or hand vote of the Board and/or a 2/3 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 in the Association concurrently. Each Board Member has only 1 vote in any voting matters.
8. With the exception of the removal of an existing Board Member, as outlined above, all other voting matters will only require a majority vote of the Board.
9. All Officers and Directors shall keep a working file of their duties and responsibilities, to be passed on to the incoming President.

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- 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. The President may also write and sign checks, drafts, notes and other orders for the payment of money, when the Treasurer is not available to do so.
- D. The **Vice President** in the absence of the President shall perform the duties of the President. The Vice President, in coordination with the Treasurer, shall be responsible for proposing the total budget for the coming year to the Board for their approval, and help manage all activities regarding the management of the budget. The Board must approve in advance by majority vote all expenses not covered in the current budget. The Vice President will also assist in all other areas needed within the Association.
- E. The **Secretary** shall issue written notice 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, in coordination with the Treasurer, shall coordinate registration efforts and compile registration information for the League and Association as required by each. The Secretary, in coordination with the President, shall maintain content on the Association's website and all social media accounts. The Secretary shall make sure "Use of Facility" forms are completed on time for use of fields and request use of the facility for registration dates. 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 write and 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 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 Director** will ensure that the Association remains compliant with all rules and requirements set forth by the League(s). They must attend all respective League meetings as required to represent the Association. They shall be the liaison between the League(s) and the Association. The League Director will have complete authority of all aspects of play on game days, and oversee the duties performed by the Team Directors.

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- H. The **Athletic Director** shall serve as the liaison between the football coaches and the Board, coordinating the efforts of all teams.
1. The Athletic Director shall serve as Chairperson of the Football Coaches Selection Committee, whose members are subject to approval of the Board.
 2. The Athletic Director shall also be responsible for coordinating with the League Director 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. It shall be the Athletic Director's responsibility to see that each football squad's attire is consistent throughout the Association.
 4. The Athletic Director shall be responsible for ordering, storing, distributing, and collecting all equipment. The Athletic Director shall secure the Board's approval on any non-budgeted equipment.
 5. The Athletic Director 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 President and Vice President in January.
- I. The **Cheering Director** 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 shall serve as Chairperson of the Cheering Coaches Selection Committee, whose members are subject to approval of the Board.
 2. All cheering practices other than regularly scheduled, including Saturday, must be approved by the Cheering Director.
 3. The Cheering Director shall be responsible for ordering, storing, distributing, and collecting uniforms. The Cheering Director shall secure the Board's approval for any non-budgeted uniforms. The Cheering Director shall submit a proposed budget to the President and Vice President in January.

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- J. **Team Directors** shall be responsible for attending the Board meetings, and rendering all possible assistance to the football and cheer coaches, parents, cheerleaders, and football players in their own respective teams/divisions.
1. They shall be present and assist with the registration of cheerleaders and football players.
 2. They shall be present and conduct check-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 League Director 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, in the event certified clock and scoreboard operators are not included in the approved budget. S/He shall also be required to find the Announcer (and a spotter) for home games, chain crews for away games, and any other volunteers (First Aid) needed to conduct game play.
- K. 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. The Assistant Athletic Director in the absence of the Athletic Director shall perform the duties of the Athletic Director.
- 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 cheering coaches. Duties are as assigned by the Cheering Director. The Assistant Cheering Director shall be a non-voting appointed member of the Board. The Assistant Cheering Director in the absence of the Cheering Director shall perform the duties of the Cheering Director.

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ARTICLE IV • MEETINGS

A. BOARD OF DIRECTORS

1. A meeting of the Board should be held monthly and occur on a regularly scheduled day.
2. Except for an emergency, written notice of all meetings shall be in advance thereof to all members of the Board.
3. 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.
4. 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 and the parents of each football and 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.
- 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. There shall be no more than three (3) Assistant Coaches per team whose roster contains twenty-five (25) or fewer participants. An additional Assistant Coach can be proposed to the Board for approval for every five (5) rostered participants in excess of twenty-five (25). At the discretion of the Athletic Director (s) and Cheering Director (s), an additional Assistant Coach can be proposed to the Board for approval.

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ARTICLE VI • CONSTITUTIONAL AMENDMENTS

- A. It shall take a vote of 2/3rds of the voting members of the Board to override any Article in the Constitution.
- B. 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.

BY LAWS

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 majority vote, shall have the authority to suspend or dismiss any participant whose conduct or behavior is considered detrimental to the Association.
- 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 by the date/deadline set forth by the Board. 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 policies will be clearly communicated each year, via the Association website, Facebook page, email correspondence and/or the registration form.
- F. Full payment of the 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 (1) vote per family.

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- 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 copy of the current Constitution and By Laws will always be posted on the Association website.

ARTICLE VIII • AWARDS & RECOGNITIONS

- A. All players and cheerleaders shall be recognized for their contribution to the team.
 - 1. Each boy and girl will receive one participation medal or trophy at the end of each season.
 - 2. One player and one cheerleader from each age group will be randomly selected, and approved by the Board, to be recognized as Prince and Princess for their respective age group during Homecoming celebrations.
 - 3. A special award and recognition will be given, during Homecoming celebrations, to the player and cheerleader who has the longest tenure at Blue Star, regardless of their age group. This player and cheerleader will be known as "Mr. and Ms. Blue Star". Each player and cheerleader will only be eligible to receive this special award and recognition one time.
- 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.

ARTICLE IX • 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 (2) plays per half, not including kickoff and return team. However, our goal is to maximize each child's participation.
- B. A maximum of three (3) school night practices a week. A school night is defined as any night the children have to attend school the next day.

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- 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.
- 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 X • 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 XI • 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 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 majority 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.
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.

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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 for further consideration. Notice of appeal must be filed with a member of the Board 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 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 a majority 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 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 Board's duty to seek sufficient information to reach a fair and reasonable solution and that decision shall be considered final.

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ARTICLE XII • FINANCIAL POLICY

- A. The Board shall decide on all matters pertaining to the finances of the Association. All income shall be placed in a bank account that is in the name of the Association. The bank account shall maintain a minimum balance of \$500.00. There shall be a minimum of two (2) names on the bank account. The names listed on the Association bank account may be only of those in the Elected Officer positions (i.e. President, Vice President, Treasurer and Secretary).
- B. The financial records of the Association shall be audited annually by the end of January of each year. Participants of this audit shall be two (2) Elected Officers whose names have not been on the bank account, as well as the previous season's President, Vice President and Treasurer. In the event more than two (2) Elected Officers' names have been on the bank account, at least one (1) Elected Director shall participate in the audit. Audit results are available for general membership upon request.
- C. The President shall have the authority to spend up to \$500, 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.
- D. Any items or expenses, purchased by a Board member, with expectation of reimbursement, should be both budgeted for and approved by the Board in advance. A receipt, explanation and any other appropriate documentation of the expense will also be required for reimbursement.
- E. The President shall countersign all checks in excess of \$1,000.00, regardless of whether the expenditure is authorized as a budgeted item.
- F. The Treasurer shall submit a financial report at every regular scheduled Board meeting. The financial report should include, but not be limited to, the current account balance, any pending transactions and any upcoming income/expenditures.
- G. The Board must approve in advance by majority vote all expenses not covered in the current budget.
- H. All corporate sponsors or donors shall be required to complete the "sponsorship letter" before they may be recognized as a sponsor to the organization. Any payments or donations made by a sponsor shall be made directly to the Association, and deposited into the Association bank account, in order to be recognized as a sponsor.