

**TCR YOUTH
FOOTBALL
AND
CHEERLEADING**

**BY-LAWS
2009**

ARTICLE I: ASSOCIATION

Section 1: Name

The name of this organization shall be the Trophy Club Roanoke Football Association, Inc. (TCRFA) (hereinafter referred to as the "Association").

Section 2: Organizational Status

This Association shall be a non-profit organization with tax exempt status.

ARTICLE II: PURPOSE AND OBJECTIVES

Section 1: Purpose

The association is organized exclusively for charitable, educational, religious or scientific purposes within The Meaning of Section 501(c) (3) of the Internal Revenue Code

Section 2: Objective and Mission

The objectives shall be to promote the ideals of good sportsmanship, personal integrity and team cooperation through participation and instruction in the game of football. An additional important objective is the involvement of the player's family in the Association.

Section 3: Process

This objective shall be reached by providing supervised competition with primary emphasis on the development of good citizens and the encouragement of good sportsmanship, and secondary emphasis upon winning of games.

ARTICLE III: MEMBERSHIP

Section 1: Membership

Parents or guardians (limited to two persons for each family unit) of each child playing TCR Youth Football, shall be eligible to be a voting member, provided:

- A. The team represented has been authorized by the Board.
- B. The TCR Youth Football registration form, which includes a pledge to abide by the Bylaws and rules herein, certifies the age of the child, identifies voting members, and includes other information as set out herein or by the Board, has been completed and signed by a parent or guardian.

Section 2: Votes

Each qualified designated member shall have one (1) vote regardless of the number of children he/she has participating in the Association and must be present at a membership meeting to cast it. Proxy votes will not be allowed by the General Membership.

Section 3: Participation

All members of the Association parents, guardians, Board members and coaches recognize that they are role models for the youth participating in the TCR Youth Football Association and in this recognition pledge to conduct themselves in a mature and adult manner. If, in the opinion of the majority of the Board of Directors, any particular member, whether they be parent, guardian, Board member or coach, is conducting themselves in a manner which is not conducive to the stated objectives of the Association (refer to Article II, Section 2), he/she will lose his/her membership in the Association. This will be accomplished without affecting the child's participation in the TCR Youth Football Association .

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Section 4: Withdrawal of Membership

The withdrawal of all children of a family from the TCR Youth Football and Cheerleading Association will constitute automatic resignation of membership. Exceptions require approval by the Board.

Section 5: Revocation of Membership

Any member of the Association may have his/her membership revoked by the Executive Board for conduct that is not consistent with the stated objectives of the Association, for violating any of the applicable “codes of conduct”, for violating the by-laws of either the Association or the parent organization. The board will not restrict a child’s participation in the Association because of revocation of a parent’s membership.

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ARTICLE IV: GOVERNING BODY

Section 1: Executive Board

The Executive Board shall be the governing body of the TCR Youth Football Association and shall transact all business and enforce all rules for the Association. It shall have the power to settle all disputes and protests. All decisions of the Board are final.

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A. At no time, will one household have more than one voting member on the TCRA elected board.

Section 2: Executive Board Positions

The Executive Board shall consist of elected officials as follows:

A. President

The President shall be elected at large and be the chief executive officer charged with the overall administrative functions of the Association. He shall appoint committees as set out herein and as he deems necessary, assign duties to directors and members as required, and take prudent and reasonable action in circumstances not covered within the Bylaws. All appointments are subject to confirmation by the Board.

1. Upon election, the President may serve a maximum of three (3) consecutive 12-month terms in the same office.
2. The President will be authorized to sign on bank drafts.
3. The President will also maintain a positive working relationship with the Northwest Pee Wee Football Association to coordinate field and stadium usage, fees, scheduling and other ancillary issues pertaining to football operations. If desired, the President can appoint another member for this duty with majority board approval
4. The President shall also represent the Associations interest with North Central Texas Football. As a representative and spokesperson the President will seek board approval on recommendations expressed by either the Board as a whole or recommendations by an appointed rules committee.
5. The outgoing President shall assist the newly elected President for a period of time until all transition work is complete.
6. The President shall only vote to break a tie.

B. Vice President (Registrations) –

The Vice President shall be elected annually by the voting members at large and shall preside in the absence of the President and shall work with other officers and committee members as necessary. The Vice President will be responsible for duties involved with the registering of any and all persons involved with Trophy Club Roanoke Football Association. He shall keep the master registration list and coordinate with the football director or age level commissioner and Director of Cheerleading on all signup activities. Additionally, the Vice President will assist the Director of Cheerleading for the coordination and planning of the Homecoming Parade. He will be responsible to ensure each team is represented and that each player has the opportunity to participate. The Vice President will also be responsible for the coordination of the playoff event near the end of the regular season.. He shall also procure and distribute trophies at the end of the season. The Vice President shall carry out such duties and assignments as delegated by the President.

1. The VP of may appoint Assistants as necessary.

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C. Director of Cheerleading –

The Director of Cheerleading shall be elected annually by the voting members at large and will be responsible for the coordination of cheerleading activities. This shall include coordination of registration and enrollments, cheerleader camps and programs and uniform sizing and procurement through a reputable vendor. The Director of Cheerleading must obtain board approval for expenditures over \$500.00. The Director of Cheerleading may enlist the services of volunteers to assist with cheerleading operations. The Director of Cheerleading shall be in charge of the coordination of the Homecoming Parade and will involve the Vice President and the Director of Football as needed.

D. Secretary –

The Secretary shall be elected annually by the voting members at large and shall attend and record minutes of all TCRFA meetings and general membership meetings. Minutes of all meetings shall be issued to all board members and approved by the board at the start of the following meeting. The Secretary shall also keep and maintain the Articles of Organization. The Secretary shall also be responsible for communications to the members, coaches, players, cheerleaders and keep current email lists of all players and cheerleaders. Email lists must be kept confidential. The secretary will also be responsible for conducting all coach, assistant coach and volunteer background checks as required by this Association. As directed by the President, and approved by the board, the Secretary shall perform other duties as assigned.

1. The Secretary shall be responsible for coordinating picture schedules.

E. Treasurer –

The Treasurer shall be elected annually by the voting members at large and shall have custody of all TCRFA financial records. The Treasurer shall keep updated books on accounts, bank statements and financial recordings. The Treasurer shall be responsible for keeping the Association in good standing with the IRS and other state or local agencies as a not for profit organization by preparing and filing all necessary accounting forms and documents by the required deadlines.

1. An accounting of the financial standing of TCRFA will be presented at each meeting of the Association.
2. The Treasurer shall supervise all finances and pay all approved purchases or expenses.
3. The Treasurer shall also provide an operating budget at the beginning of each calendar year. At the end of the Treasurer's term of office or upon resignation or termination by the Board, all accounts of monies in possession, along with books, receipts and all other relevant material belonging to TCRFA shall be turned over to the President.
4. Upon election or appointment of a new Treasurer and review by the Board, a determination will be made as to the accuracy of financial reports. The board will seek an independent auditor for review if necessary.
5. The Treasurer shall carry out such duties and assignments delegated by the President.
6. The Treasurer may serve a maximum of three (3) consecutive 12-month terms in the same office.

F. Parliamentarian –

The Parliamentarian shall be elected annually by the voting members at large and shall be the authority on Robert Rules of Order and all TCRFA Bylaws and rules. The Parliamentarian shall interpret and enforce the playing rules as stated by TCRFA and the North Central Texas Football Association (NCT). He shall work with the Director of Football to address and resolve conflicts. The Parliamentarian shall also chair the Grievance Board to address formal complaint issues filed against

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the Association and/or its members. In addition, the Parliamentarian can assemble a rules committee which can include coaches and other board members to review rule changes and additions. Any proposed recommendations shall be approved by the board. He shall also manage the annual board election process which will include a committee assembled to tabulate votes. The Parliamentarian shall carry out such duties and assignments as delegated by the President.

G. Director of Fundraising-

The Fundraiser shall be elected annually by the voting members at large and shall have the responsibility of establishing fund raising projects. The Director of Fundraising shall also be responsible for all season ticket sales. He shall also be responsible for any and all signage, banners, advertisements required by the Associations sponsors. He shall also distribute any recognition or appreciation plaques to the Associations sponsors.

H. Director of Gameday Operations –

The Gameday Operations Director shall be elected annually by the voting members at large and shall be responsible for all operations associated with gameday. This includes managing concession sales and inventory. The Gameday Operations Director may seek out and appoint volunteer coordinators as needed to facilitate the operations of events. The volunteer coordinator can assist with team volunteers to handle front gate admission collection, coordination of field maintenance volunteers, scorekeeper and announcer. In addition an alternate site coordinator may be necessary to handle operations on multiple playing field.

I. Director of Football – The Director of Football shall be elected annually by the voting members at large and shall have the responsibility of overseeing the coaches and development of coaches for this Association. The Football Director shall assist the Vice President in checking age, weight and boundary eligibility of all football players. He shall be responsible for collecting applications from new and returning coaches and will work with the Secretary on processing background checks on coaches and assistant coaches. The Director shall also be responsible for providing a forum or other type of mechanism to collect post season surveys in an effort to provide feedback for improvements. In addition, the Director of Football shall provide annual coaching clinics for all coaches both new and returning to teach and review coaching techniques and the conduct this Association will expect of coaches. He shall also assist the Vice President with player registrations and will organize and conduct player drafts in accordance with the Bylaws of this Association. The Director of Football shall also work with the various local towns and schools to secure practice facilities for the teams and will allocate practice times and schedules for the TCRFA teams. In the event of conflicts between players/coaches/parents the Director of Football will attempt to resolve such issues. If the conflict involves the Director of Football, the Parliamentarian will handle the matter through a formal process.

J. Director of Sports and Information – The Director of Sports and Information shall be elected annually by the voting members at large and will have the responsibility of communicating Association news and updates with the various media outlets. This includes local newspapers, local cable channel outlets, and town marquees. The Director of Sports and Information shall also be responsible for maintaining the content published on the TCRFA website and shall also collect and distribute game score information to the NCT scheduler within a 24 hour period.

K. Director of Equipment – The Director of Equipment shall be elected annually by the voting members at large and is responsible for all football equipment and uniform inventories including all necessary hardware for repair. He shall locate sources for purchasing equipment at reasonable prices. He shall inspect and inventory all equipment immediately after post season play concludes and provide an inventory report to all Board members along with a list of needed items. He shall prepare a budget for football safety equipment and upon approval from the Board of Directors, make the necessary purchases early enough to receive shipment by the start of the season. He is responsible for arranging the site for equipment distribution. He shall coordinate the equipment distribution with the Director of

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Football and Coaches. The Director of Equipment is responsible for the coordination of all returned equipment at the end of the season. He shall inspect all returned equipment and remove substandard equipment to a holding area for further action. He will secure all equipment in a designated storage unit and or building. The Director of Equipment is responsible for making sure that each team has a first aid kit at the beginning of each season. He shall maintain consumable items mouth pieces-chain straps-hardware-etc. All expenditures greater than \$500.00 must be approved by the Board.

L. Director of Sports Media and Information - The Director of Sports Media and Information shall be elected annually by the voting members at large and is responsible for updating the official TCRA web site

M. Field Director - The Field Director shall be elected annually by the voting members at large and is responsible for obtaining practice space for the Football season.

Section 2a: Rights and Responsibilities of Board Members

All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article XIII Section 4, Section 2.

All Board Members have the following rights guaranteed under parliamentary law:

- a. To be treated fairly and equitably.
- b. To receive notice of meetings, attend meetings, make and second motions when needed. Vote on motions.
- c. Nominate people for office. Be nominated for office. Elect people for office.
- d. Know the meaning of the questions or subjects being debated.
- e. To speak on or debate an issue in turn.
- f. Object when rules are being violated.
- g. Appeal the decision of the chair.
- h. Have access to minutes of all meetings.
- i. Receive a treasurer's report once a month.
- j. Get a copy of the TCRA constitution and bylaws.
- k. **Not have to suffer personal abuse and attack from any other member(s).**
- l. Any other rights guaranteed under parliamentary law.

All Board Members have the following responsibilities and obligations as well.

- a. Attend meetings, be on time, and stay until the end of the meeting.
- b. Be ready to talk knowledgeable and intelligently on a topic.
- c. Be open-minded and attentive.
- d. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
- e. Follow the rules of debate and obey the rules of the association.
- f. **Attack issues, not people! Respect the rights of others.**
- g. Abide by the final decision of the quorum vote.
- h. Bring in or recommend new members.
- i. Participate in committees as requested or needed. Respect the chair's opinion and rulings of the committee.
- j. Promote the association's growth and influence. Enhance the Association's reputation.

Section 3: Voting

For the 2007 season the voting members will include the President, Director of Football, Parliamentarian, Secretary, and the Director of Cheerleading. Proxy votes will be accepted only if submitted in writing. Voting members will be reviewed and voted on yearly by the board.

Section 4: Vacancies

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Any Director or Officer, may resign his/her office by written resignation to the Board. Any Director who is absent from three Board meetings, having been notified 72 hours prior to each meeting, unless excused by the Board shall have his/her office declared vacant. Any Director or officer, who willfully neglects his/her duties to the detriment of the Association may be brought to a hearing by the Board, and a vote of six of the remaining nine members is required to take any action. Any vacancy of the Board shall be filled by presidential appointment with ratification of the majority of the remaining Directors.

Section 5: Election of Officers

- A. Each year during the month of November or December, a meeting will be called of the association membership for the purpose of electing officers for the following year.
- B. The current Parliamentarian and Secretary will serve as the nominating committee for the purpose of organizing the election, communicating to the membership the time and place for the election, accepting nominations for filling the board positions and creating pre-printed ballots.
- C. The membership will be notified via email and the association web site four weeks prior to the scheduled election.
- D. All nominations for the board positions must be received via email or in writing two weeks prior to the election. New floor nominations the day of the election will not be accepted.
- E. Nominee names will be posted on the association web site no later than one week prior to the election.
- F. All nominees are required to attend the election and be prepared to present their qualifications to the membership.
- G. A preprinted ballot will be distributed to all voting members. The candidate receiving the larger number of votes for each position shall be declared the winner. Margins of less than five votes shall require a recount. The Parliamentarian and Secretary will conduct the recount.
- H. There shall be no proxy votes.
- I. Only members who are present at the meeting are allowed to vote and may only receive one ballot.

Section 6: Term

- A. All board members shall be elected for a one-year term.
- B. The term will begin on December 1 and end on November 30 of each calendar year.

Section 8: Board Meetings

The Board shall hold meetings when called by the President or when requested by three Directors, or by written request from at least five voting members. Meeting minutes will be documented and posted on the association website no later than 5 days after the meeting has occurred.

Section 9: Quorum

A quorum shall consist of 50% of the Directors.

Section 10: Procedures

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are applicable in which they are not inconsistent with the by-laws of the association, the parent organization, nor any special rules of order the association may adapt.

ARTICLE V: COMMITTEES

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Section 2: Nominating Committee

The Nominating Committee shall be composed of four members who are not directors, one to be named Chairman, who shall select from the membership two nominees for each at-large Board position in order to nominate same at the election meeting. The membership shall be notified by the committee that nominees are being considered and how to contact each Committee person. The proposed nominees shall be polled for willingness and time to serve. The final list of nominees shall be delivered to the Board one week before scheduled elections.

ARTICLE VI: COACHES

Section 1: Board Responsibilities

The Board recognizes that coaches are vital to the existence of the Association, however, coaching in the Association is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in the Association will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Because of the importance coaching positions, the Board has an obligation to the membership and the participants to screen carefully individuals applying for positions as coaches.

Section 2: Coaching Candidates

Any individual may apply to become a coach in the Association. In order to be considered for any coaching position (head or assistant) in the Association, an individual must provide the following:

- A. Completed and signed Association coaching application form.
- B. Signed release to allow the Association to conduct any and all back-ground checks as deemed necessary by the Board.
- C. Provide proof of completed coaching certification course required by the Association.
- D. Signed coaching ethics statement.

Section 3: Background Checks

All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the President, Vice President and Director of Football and will be kept confidential, except where a report to legal authorities is deemed necessary. The President, Vice President and Executive of Football Ordinance will only indicate a status of acceptable or unacceptable when reporting the results to the Board for coaching selections.

Section 4: Coaching Selections

The Board will make all coaching selections at its discretion and will approve selections by a Board vote. The board will take into consideration the following items when making selections:

- A. Previous coaching experience with the Association.
- B. Prior coaching experience in related activity (football or cheerleading).
- C. Football or cheerleading background/experience.
- D. Coaching certifications.
- E. References.
- F. Back-ground check results.
- G. Conduct in the Association.

The Board will not approve a selection of a coach without having information required by candidates as outlined in Article VII Section 2 of these By-Laws.

Section 5: Coaching Responsibilities

- A. All head coaches will be appointed by the Board and will be notified of their selections by the Director of Football.

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- B. A head coach is given authority to direct the activities of his/her team as long as those activities do not violate and legal codes, association by-laws or association codes of conduct.
- C. The head coach will identify one individual who will be designated as the officially assistant coach who has the authority to direct the activities of the team in the absence of the head coach. This individual is required to provide information outlined in Article V Section 2 and will be approved by the board.
- D. The head coach may at his/her discretion appoint any number of individuals as assistant coaches but must abide by NCT by-laws as to how many may be on the sideline during a game.
- E. All head coaches will be required to provide a current roster with jersey numbers at every game.
- F. The head coach is responsible for organizing and scheduling practice sessions beginning no earlier than August 1st.
- G. No less than two and no more than four weekly practices may be scheduled prior the first game. No less than one and no more than three may be scheduled after the first game.
- H. Practicing on Wednesday's and Sunday's is discouraged and no player who misses practices scheduled on these days will be penalized. Every attempt should be made to finish practices on Friday in order to attend Northwest High School games.
- I. Head coaches are responsible for educating assistant coaches, players and parent/guardians of all applicable rules, by-laws and codes of conduct.

Section 6: Conduct and Disciplinary Procedures

- A. Any coach of the TCR Football Association will be of good moral character and shall in no way use profane language or alcohol during practices or games they are participating in.
- B. No coach may lie to a child, parent or association board member. Telling a documented lie will force immediate removal of the coach and expulsion from the league.
- C. Head coaches will be held responsible for the conduct of all assistant coaches, parent/guardians and players for his/ her team.
- D. Coaches may never degrade a child personally. Always critique in a positive way.
- E. A coach will not show disrespect to a parent of a participating child, even when a parent has been disrespectful to a coach.
- F. Head coaches will be expected to handle all parent/player issues on their team. Those issues, which cannot be resolved, will be brought to the attention of the Director of Football.
- G. Head coaches who do not provide a current roster with jersey numbers at games will result in their suspension for the next game.
- H. Profanity and arguing with any game official is not allowed. This does not mean that a coach cannot disagree with a call however; it does mean that they cannot act in any way that would bring a penalty or repercussion to the TCR Football Association.
- I. A head coach who is ejected from a game will be suspended for a minimum of one game pending reinstatement by the association.
- J. A player, parent/guardian or assistant coach who is ejected will be suspended for the next game along with the head coach.
- K. Subsequent problems with parents/guardians or assistant coaches may result in their child being suspended for the rest of the season with no refund.
- L. The Official TCRA Code of Conduct will take precedent over all other rules and consequence listed in the TCRA or NCT By-Laws

Section 7: Returning Coaches

- A. Returning coaches have first right of refusal to accept a position contingent upon satisfying requirements listed in Article VII section (1).
- B. No returning coach may be removed without just cause for dismissal.

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Article VII: Miscellaneous

Section 1: Registration

- A. The Board shall defer to the registration committee to determine dates and registration prices on an annual basis.
- B. All participants must be registered according to the guidelines set forth by the registration committee.

Section 2: Age Requirements

- A. The Association will comply with the parent organization's age requirements for football. (NCT)
- B. Cheerleading participants will be 5 – 12 years old on or before August 1 of the current year. Four year olds may participate with Executive Board approval.

Section 3: Scholarships

The Association will provide need based scholarships for participants who cannot afford the registration fees. The President may approve scholarships on a need basis to participants who are not able to afford the cost but will be required to donate time to the Association for volunteerism.

Section 4: Refunds

The Association will provide partial refunds to football participants using the following guidelines:

- A. If the Association has not ordered the participant's uniform and jersey and the weigh-in has not occurred, the participant will be refunded the full registration fee paid, less a \$10.00 administrative fee.
- B. If the Association has not ordered the participant's uniform and jersey and the weigh-in has occurred, the participant will be refunded the full registration fee paid, less the NCT participant fee for that season and a \$10.00 administrative fee.
- C. If the Association has ordered the participant's uniform and jersey and the weigh-in has not occurred, the participant will be refunded the full registration fee paid, less the cost of the uniform, jersey and a \$10.00 administrative fee.
- D. If the association ordered the participant's uniform and jersey and the weigh-in has occurred, the board of directors will determine if a refund is warranted.

The Association will provide partial refunds to cheerleading participants using the following guidelines:

- A. If the Association has not ordered the participant's uniform and the Association has not paid the parent organization the participation fees, the participant will be refunded the full registration fee paid, less a \$10.00 administrative fee.
- B. If the Association has ordered the participant's uniform and the Association has not paid the parent organization the participation fees, the participant will be refunded the full registration fee paid, less the cost of the uniform and a \$10.00 administrative fee.
- C. If the Association has not ordered the participant's uniform and the Association has paid the parent organization the participation fees, the participant will be refunded the full registration fee paid, less the parent organization's participation fee and a \$10.00 administrative fee.
- D. If the Association has ordered the participant's uniform and the Association has paid the parent organization the participation fees, no refund will be given.

Section 5: Team Formation

- A. Team Formation and draft rules will be as observed as dictated by the parent organization (NCT)
- B. All players not currently on a team roster must attend a coach look.

Section 6: Roberts Rules

Roberts Rules of Order Newly Revised shall be the prime entry authority for all matters of procedure not specifically covered by these By-laws

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Section 7: Meeting Agenda

All meetings, whether they be Board of Director meetings, specially called meetings, or regular scheduled meetings, shall be conducted following a previously prepared agenda. The President shall have the responsibility of conducting the meeting according to the prepared agenda.

Section 8: Expenditures

It is expected that all receipts for purchases will be retained, and a monthly ledger entry shall be made to account for all expenditures.

Section 9: Amendments

These Bylaws may be altered, amended, or repealed by the membership of the Association. Such changes to the Bylaws will require that a quorum (1/3) of the voting members are present at a specially called meeting to consider the changes to the Bylaws. Further, such changes would require three-fourths (3/4) affirmative vote on the part of the members present.

- A. Bylaw changes shall be presented and voted on once per year.
- B. All changes must be complete by last meeting of calendar year.
- C. All changes approved by the General Membership will take effect the following April 1.

Section 10: Completion of Term

From time to time, the number of Officers may be increased or decreased, but no decrease shall have the effect of shortening the term of any incoming Officers. Officers in positions eliminated by changes in the Bylaws shall complete the term for which they were elected. Any contract or other transaction between the organization and any of its Officers or any corporation or firm in which any of TCR Youth Football Association Officers is directly or indirectly interested will be considered appropriate and shall be recognized as valid, provided that the Director abstains from voting when the decision regarding the contract is made.

Section 11: Registration

The Registration Committee shall be chaired by the Vice President who shall appoint the needed registrars. The Committee shall carry out the registration and keep records for the seasons.

- A. Registration forms approved by the Board shall be used and shall:
 - 1. Indicate number of season's experience;
 - 2. Indicate birth date;
 - 3. Indicate past season's team;
 - 4. Indicate designated voting members;
 - 5. Include other items required by the Board.
 - 6. During registration, consent for medical treatment will be obtained from each player.

ARTICLE VIII: CHEERLEADERS

Section 1: Registration

See Article VI: Committees, Section 1.

Section 2: Coaches

See Article VII: Coaches

Section 3: Team Selection

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- A. Coaches will be present at assignment of teams to be conducted as:
 - 1. Brother/Sister, Sister/Sister.
 - 2. Coach/Child, Assistant Coach/Child.
 - 3. Cheerleader placement.
- B. See allocation of players to existing teams (see Article VIII, Section 2)
- C. Any mother holding the position of head coach may have her child assigned to her team.

Section 4: Coach Responsibility

All head Coaches are responsible for seeing that their assistant Coaches, Cheerleaders, Cheerleader fans and parents conduct themselves in such a way as to attain the objectives and purposes of the organization.

- A. Coaches: There will not be more than two (2) Cheerleader Coaches per team, one to be Head Coach.
- B. Practices:
 - 1. There will not be more than three (3) practices per week.
 - 2. Practice can be held a football practice field or coach's home.
- C. Games
 - 1. Breaks shall be ten minutes during the first part of the third quarter. Cheerleaders are not allowed to leave the field (except for illness or emergency) and will be escorted as a group upon arriving and leaving the field.
 - 2. Half-Time Activities
 - a. Shall consist of 15 minutes which is shared by opposing team unless arrangements have been made prior to date of game. This time period includes getting on and off field.
 - b. Half-time cheers are limited to two (2) on the visitors' side.
 - c. No child will be singled out for an award or given a title (such as queen) or cheerleader of the week during any half-time or game during the season.
 - 3. Play-offs and Super Bowl Games may only have the cheerleading squad assigned to that team.
- D. Uniforms
 - 1. Will consist of matching skirt, blouse, briefs, and pompoms.
 - 2. Accessories (shoes, hat, sweaters, tights, ribbons, shoe strings) can be added by individual cheerleader (but must keep TCRFA colors).

ARTICLE IX: RULES AND REGULATIONS

Section 1: As stated earlier in the Bylaws, the Association recognizes that the conduct of its members reflects not only the individual, but on the entire program, and has significant impact on the attitudes of the children and the youth that we are endeavoring to assist in their development as good citizens and honest adults. Therefore, if any Board member, Coach, or other Association member is guilty of misconduct such as abusive language, fighting, intoxication or other behavior which proves to be a detriment to this organization or its objectives at games, game sites, practice games, or business meetings, disciplinary action will be taken in the form of removal of membership. The Board of Directors is required to remove the membership of individuals guilty of this type of behavior. The removal of membership in the Association of any parent will not result in the player losing his team membership.

Section 2: Any elected officer of this organization who fails to perform the duties of that office will be subject to disciplinary action or removal from office by the Board of Directors.

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- Section 3:** A head coach who habitually fails to conduct practice sessions will be subject to dismissal by the Board of Directors, and the Board will immediately appoint a replacement coach.
- Section 4:** It is the responsibility of a head coach to oversee the actions of his/her assistant coaches, players, and player parents.
- Section 5:** The Board is elected by the general membership and shall have full authority in enforcing the Bylaws and Rules and Regulations of the TCR Youth Football Association.
- Section 6:** The membership of the TCR Youth Football Association recognizes that for the most part, we are an Association of laymen who have joined together in the interest of promoting the ideals of the Association. Therefore, we pledge ourselves to the mutual support of the elected officers and recognize that not all instances can be included within these printed Bylaws, and in expression of confidence of our elected Board, hereby grant them the authority to act on matters as they see appropriate and in the best interest of the players.

Proposed amendments approved by the board on April 21, 2009 for 501C3 exemption to be included in general election in November 2009.

Article X

Section 1

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. 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.

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegate powers, who has a direct or indirect financial interest, is an interested person

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization 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 Article 11, Section 2, 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.

Article XI

1. 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

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members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. 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.

3. Procedures for Addressing the Conflict of Interest

- a. 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.
- b. 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.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization 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.
- d. 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 Organization'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.

4. Violations of the Conflicts of Interest Policy

- a. 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.
- b. 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.

Article XII Records of Proceedings

The minutes 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 board's 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.

Article XIII Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

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Article XIV 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, and
- d. Understands the Organization 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.

Article XV Periodic Reviews

To ensure the Organization 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 Organization'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.

Article XVI Use of Outside Experts

- a. When conducting the periodic reviews as provided for in Article 15, the Organization 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.

Section 3: Disassociation

Any decision, by the Association, to resign from participation in the NCT shall require a three-fourths (3/4ths) majority vote by the Executive Board and requires at least 9 Board members present, including the President, at the time of the vote.

ARTICLE XVII: PARENT ORGANIZATION

Section 1: Governance

The Association for and cheerleading activities, recognizes the North Central Texas (NCT) as its parent organization and will participate as a member association in the NCT. The President of TCRFA will represent the Association in the parent organizations meetings and elections.

Section 2: Rules

The Association agrees to participate in the NCT and will adhere to the By-Laws, codes of conduct and rules of the NCT. Therefore, the By-Laws, codes of conduct and rules of the NCT are hereby incorporated by reference and will be the governing documents of all participants and members of the Association.

Section 3: Disassociation

Any decision, by the Association, to resign from participation in the NCT shall require a three-fourths (3/4ths) majority vote by the Executive Board and requires at least 9 Board members present, including the President, at the time of the vote. If disassociation vote is approved, all assets including remaining funds will be given or donated to the NISD Byron Nelson Booster Club

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ARTICLE XVIII: CONDUCT STATEMENT

Section 1: Statement

The Association recognizes that the conduct of its members reflects on the entire organization and has significant impact on the attitudes and experiences of the children participating in the programs. Therefore, if any Board member, coach or other Association member is guilty of misconduct such as abusive language, fighting, intoxication or other unbecoming behavior which proves to be a detriment to the Association or its objectives at games, game sites, practice sessions, practice locations, or organization/Association meetings, disciplinary action may be taken up to and including the revocation of membership. The Executive Board is required to review the membership of individual(s) guilty of this type of behavior. The revocation of membership in the Association will not result in a participant losing his/her team membership.