

By-Laws of the Fairfield Youth Athletic Association

Article I. Name

Section 1.01 The name of this organization shall be the Fairfield Youth Athletic Association (Herein after referred to as FYAA)

Article II. Mission

Section 2.01 The mission of FYAA is to provide youth athletes enrolled in kindergarten through sixth grades and residing in the Fairfield City School District, the opportunity to participate in the organized sport of football. FYAA is dedicated to providing instruction in the rules and skills required while instilling the concepts of respect, self-discipline, teamwork, sportsmanship, to develop young athletes for the next level.

Article III. Organization

Section 3.01 FYAA shall operate as a non-profit (type 501(c) (3)) organization, governed by these by-laws.

Article IV. Membership

Section 4.01 Adult membership (coaches, board members, assistants, parents, etc.) shall be open to any adult 18 years of age or older, residing in the Fairfield City School District, willing to offer their time and talents to enhance the visions and goals of FYAA. All members 18 years or older will be required to pass a league approved background check at their expense. Any failed background checks will be reviewed by the FYAA Executive Board and determination of removal will be voted on with a 100% majority vote.

Section 4.02 Youth membership (participants, coaching assistants, etc.) shall be open to any youth, meeting FYAA eligibility guidelines and requirements.

Article V. Dues / Fees

Section 5.01 Registration Fees

Section 5.02 Participation (Football fees are due by the first day of conditioning)

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

Article VI. Officers & Board Members

Section 6.01 FYAA shall be directed by a 11-member board, 6 executive board members, and 4 non-voting board members.

- a) BOARD POSITIONS
 1. President (Executive Board Member)
 2. Vice President (Executive Board Member)
 3. Treasurer (Executive Board Member)
 4. Secretary (Executive Board Member)
 5. Director of Concessions (Executive Board Member)
 - a. Assistant Director of Concessions (Board Member *Non-Voting*)
 6. League Representative 1 (Executive Board Member)
 - a. Assistant League Representative (Board Member *Non-Voting*)
 7. Director of Equipment (Board Member)
 - a. Assistant Director of Equipment (Board Member *Non-Voting*)
 8. Director of Field Operations (Board Member)
 9. Website & Social Media Coordinator (Board Member)
 10. Director of Fundraising (Board Member)
 11. Team Relations Coordinator (Board Member *Non-Voting*)
- b) The FYAA President reserves the right, and may at his discretion, increase or decrease the number of officers as needed to meet the needs of the association.
- c) The Executive Board shall be administratively responsible for all official business of FYAA.
- d) The Executive Board shall draft and implement rules, regulations, and guidelines, as it deems necessary for the efficient operations in the best interest of the association.

Section 6.01 FYAA Board Responsibilities

- a) Attend board meetings and support the FYAA organization.
- b) Home Game Day – Responsibilities
 - c) Support Director and Field Operations and Director of Concessions as needed or requested.

- d) Arrive 90 minutes prior to the first scheduled game of the day.
- e) Remain onsite and available at the home game field location until 60 minutes after the last game concludes.

Section 6.02 The President Shall:

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

Section 6.03 The Vice President Shall:

- a) The Vice President is an executive board position.
- b) Participate at regular and special meetings of FYAA Executive Board.
- c) Work in conjunction with the President to be administratively responsible for the operation of the organization.
- d) Provide guidance for the creation and operation of committees.
- e) Carry out the duties of the President in his or her absence and succeed the office of Presidency in the event the President is unable to exercise the office.
- f) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- g) Perform other duties as assigned.

Section 6.04 The Treasurer Shall:

- a) The Treasurer is an executive board position.
- b) Participate when requested to attend regular and special meetings of FYAA Executive Board.

- c) Have care and custody of all monies belonging to FYAA and be responsible for maintaining such funds in an approved financial institution.
- d) Maintain all financial records of FYAA.
- e) Prepare an annual report for FYAA to review and submit to a FYAA appointed accountant to file our taxes on behalf of FYAA.
- f) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- g) Perform other duties as assigned.

Section 6.05 The League Representative Shall:

- a) The League Representative is an executive board position.
- b) Participate when requested to attend regular and special meetings.
- c) Be responsible for the conduct of the strict conformity to the policies, principles, Rules, and Regulations of our league as agreed to under the conditions of the by-laws and rules issued by our league.
- d) The League Representative is responsible for representing FYAA and the league in which FYAA participates. This includes, but is not limited to, attending all league meetings to discuss FYAA needs/suggestions, maintaining a clear communication between partnering leagues, and ensuring our league remains consistent with the league's agreements.
- e) Provide a written monthly report to the executive board on all topics discussed at league meetings.
- f) Oversee, Run, Locate and schedule teams for annual Kickoff Classic.
- g) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- h) Perform other duties as assigned.

Section 6.06 The Director of Equipment Shall:

- a) Participate at regular and special meetings of FYAA Board.
- b) Responsible for distributing and maintaining football equipment.
- c) Responsible for collecting all equipment back from players and ensuring everything that was loaned out is returned.
- d) Maintain the condition of all equipment and inform the executive board when equipment is to be recertified or needs to be replaced.
- e) The Director of equipment shall maintain the equipment shed.
- f) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- g) Perform other duties as assigned.

Section 6.07 The Assistant Director of Equipment Shall:

- a) Support the Director of Equipment as assigned and requested.
- b) The Assistant Director of Equipment shall be a non-voting member of the FYAA Board.
- c) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- d) Perform other duties as assigned.

Section 6.08 The Director of Concessions Shall:

- a) The Director of Concessions is an executive board position.
- b) Participate at regular and special meetings of FYAA Board.
- c) Coordinate all concession activities.
- d) Responsible for properly stocking concessions as needed.
- e) Work with Butler County Department of Health to meet requirements for operating concessions on game days.
- f) Secure game day concessions licensing from Butler County Department of Health for game day operations.
- g) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- h) Perform other duties as assigned.

Section 6.09 The Assistant Director of Concessions Shall:

- e) Support the Director of Concessions as assigned and requested
- f) The Assistant Director of Concessions shall be a non-voting member of the FYAA Board.
- g) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- h) Perform other duties as assigned.

Section 6.11 The Director of Field Operations Shall:

- a) Participate at regular and special meetings of FYAA Board.
- b) Responsible for maintaining the fields and preparing it for game day.
- c) Make sure down markers, sideline markers, endzone makers, and inflatable Indian Head is setup 60 minutes prior to our first scheduled game, and also put away at the end of game days.
- d) Ensure game field is painted/stripped lines prior to each game day no later than Thursday.

- e) Ensures all trash is removed from trash cans throughout game days.
- f) Cleans up trash for entire game field and practice locations weekly.
- g) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- h) Perform other duties as assigned

Section 6.13 The Director of Website & Social Media Coordinator Shall:

- a) Participate at regular and special meetings of FYAA Board Meetings.
- b) The Website & Social Media Manager shall act as a Content Creator; your role will require you to write and create different sorts of pieces for our organization's digital media.
- c) This will include writing social media posts as well as content for our website. The role of the Website & Social Media Manager is to deliver the message of the Board, not to create the message.
- d) Provide website management and updates based on request of the FYAA Board.
- e) Assist in creating and implementing social media content on popular social media websites such as Instagram, Twitter, and Facebook.
- f) Create and manage the organization website to include sections for league schedule, forms, playoffs, and important league related information.
- g) Confirm that the organization's domain is renewed at least annually.
- h) FYAA shall retain ownership of the organization domain(s) in the event the Website & Social Media manager is removed or leaves on their own from the board position.
- i) Interact with followers by communicating and answering questions through all social media platforms.
- j) Lead or assist in setting-up annual online FYAA registrations.
- k) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- l) Perform other duties as assigned.

Section 6.14 The Director of Fundraising Shall:

- a) Participate at regular and special meetings of FYAA Board Meetings.
- b) Responsible for gathering sponsors and donations throughout the calendar year. This includes, but is not limited to, networking with local businesses to gather team and league sponsors, organizing annual FYAA raffle, gathering donations, and more.
- c) Support all home game dates by being available at our game field 90 minutes before the first game of the day and remain until 30 minutes after the conclusion of the last game.
- d) Perform other duties as assigned.

Section 6.15 Team Relations Coordinator Shall:

- e) Participate at regular and special meetings of FYAA Board Meetings.
- f) Responsible for communicating all relevant organization, league, and scheduling matters to coaches, Team Moms, parents & players as needed.
- g) Lead yearly league book check assessments and trainings.
- h) Support league book checks for other organizations as needed.
- i) Perform other functions as assigned.

Article VII Terms / Nominations and Election of Officers

Section 7.01 No term limitations have been established for the FYAA Executive Board.

Section 7.02 Officers shall serve at the pleasure of the FYAA President. They must be active, adhere to FYAA by-laws and general rules, and demonstrate desire and commitment to the visions and goals of FYAA.

Section 7.03 Non-Executive Board Members may be removed from the Board at the pleasure of the President.

- a) A majority vote from the Executive Board is required to remove an Executive Board member.

Section 7.04 Board vacancies shall be filled by the following procedure.

- a) Vacancies in the office of President shall be filled by the Vice President on an interim basis, after whom the Board would appoint or elect an interim Vice President and hold an election for the offices of President and Vice President, which must take place within 30 days of their last day in office.
- b) All other Executive Board positions shall be nominated by recommendation of the FYAA Board or President.

Section 7.05 No officer or representative of FYAA shall for any reason, be entitled to receive any salary or compensation.

Article VIII. Meetings

Section 8.01 Executive Board meetings shall be held as needed.

FYAA Board meetings will be held monthly during the season (July, August, September, October, November) and quarterly during the off-season months, locations and times may vary.

Section 8.02 Any officer may call a special meeting of the FYAA Executive Board.

Section 8.03 FYAA Board meetings and special meetings shall be closed to the public and general membership unless otherwise announced.

Section 8.04 At least three (3) of the five (5) officers must be present and the President or approved delegate must preside to constitute an official FYAA meeting.

Article IX. Attendance

Section 9.01 Executive Board members shall make every attempt to attend all regular and special meetings.

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

Article X. Voting

Section 10.01 Voting shall only occur at official FYAA Board meetings.

Section 10.02 Majority vote must be reached to approve or disapprove an issue.

Section 10.03 Voting shall be conducted via show of hands.

Section 10.04 In the event of a tie vote, the President's vote shall count as two votes on the presented issue.

Article XI. Financial / Fundraising

Section 11.01 All financial transactions of FYAA shall be under the direction of the Treasurer.

Section 11.02 All monies collected (participant fees, fundraisers, etc.) shall be counted by a minimum of two (2) officers.

Section 11.03 Bank deposits shall be made into the FYAA General Account as expeditiously as possible by the Treasurer.

Section 11.04 Team Fundraiser activities must be submitted in writing for approval by the FYAA Executive Board. FYAA has the right to approve or deny any or all requests they feel are a conflict or direct competition to current FYAA operations. FYAA will try to be fair to all teams but will give the older teams special consideration based on having less time to raise funds.

- a) Fundraisers which result in a personal (monetary) gain for any FYAA member or team related (i.e. a commission is received for products sold, etc.), are prohibited.
- b) Team fundraising is not intended to recoup individual cost associated with participation in FYAA. (Registration fees, equipment purchase, jersey purchase etc.).
- c) FYAA requests that all Teams keep an accurate report of all financials, expenditures and make that report accessible when requested.
- d) FYAA is not responsible for any Team fundraising accounts or managing of those accounts. That will be the sole responsibility of each teams Fundraising coordinator or management.
- e) Teams fundraising must have a separate bank account with both the head coach and team mom listed on the account. The head coach and team mom may not be related.
- f) In the event a player or parent leaves FYAA or their FYAA team will keep all fundraising money, it will stay with the team.

Section 11.05 Fundraisers not approved (sanctioned) by FYAA will be considered in violation of these by-laws and may result in organizational and/or criminal penalties.

Article XII. Amendments

Section 12.01 Amendments to these by-laws shall be voted on at an official or special meeting of the Executive Board as deemed necessary.

Section 12.02 A majority vote by the Executive board shall be required approval / disapproval of an amendment to these by-laws.

Article XIII. Dissolution

Section 13.01 FYAA may be dissolved in the following manner.

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

FYAA Board Approved By-laws Revised:

- 06/30/2019
- 01/29/2024