

# Hutto Youth Football and Cheer Association Bylaws



Revision 0.3  
13 NOVEMBER 2022

### (U) Document Revision History

<b>Revision</b>	<b>Brief Description</b>	<b>Originator</b>	<b>Date</b>
0.1	Initial Draft	HYFCA	Est. 2001
0.2	Editing and formatting	HYFCA	Feb 2020
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# Hutto Youth Football and Cheer Association Bylaws

13 November 2022

## ARTICLE I

### Name, Purpose, and Boundaries

#### 1. GENERAL

##### 1.1. Name

The name of this 501(c)(3) non-profit shall be Hutto Youth Football and Cheer Association (hereafter referred to as “HYFCA”). Its principal office shall be located at:

P.O. Box 100, Hutto, Texas 78634

##### 1.2. Organization

HYFCA is a private, volunteer organization and will consist of a governing body called the HYFCA Board of Directors, coaches, football participants, and cheerleaders organized into eight age divisions: Pee Wee Flag, Rookie Flag, Junior/Senior 7-on-7, Pee Wee Tackle, Rookie Tackle, Junior Tackle, Senior Tackle and Varsity Tackle or as they correspond to CTYFL. Participation is at the discretion of the HYFCA Board of Directors. HYFCA reserves the right to refuse participation to anyone, for any reason, at any time.

##### 1.3. Mascot and Colors

The mascot of the teams in the HYFCA will be the “Hippo.” The colors of the teams will be orange-black and white.

##### 1.4. Mission Statement

The mission of HYFCA is to teach children the fundamental skills of football and cheerleading while implementing and encouraging good sportsmanship, honesty, integrity, courage, and loyalty for oneself and others. All HYFCA athletes, parents, and spectators shall follow the rules of the game and the bylaws as set forth by HYFCA and CTYFL.

### **1.5. Dissolution**

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of 501(c)(3) of the internal revenue code, or future corresponding section of any future federal tax code, or shall be distributed to the federal government, or the state or local government, for public purpose.

## **2. PURPOSE**

### **2.1. Purpose of HYFCA**

This non-profit is organized exclusively for the following purpose(s):

1. To provide the youth of Hutto the opportunity to participate in football and/or cheerleading in a supervised, organized, and safe manner.
2. To enable children to develop fundamentals of the sports of football and cheerleading. 3) To act as a feeder system of experienced participants and cheerleaders to local middle schools and high school(s).
3. To provide an opportunity for parents and families to participate in an organized sport with their children.
4. To function as a non-profit organization under section 501(c)(3) of the internal revenue code or corresponding section of any future federal tax code.

## **3. BOUNDARIES AND PROPERTIES**

### **3.1. Organization**

The boundaries of HYFCA are to include, but are not restricted to, the Hutto Independent School District and Hutto PARD.

### **3.2. Game and Practice Fields**

- Home games will be held at Hutto High School (Hutto Memorial Stadium).
- Practices will be held at any of Hutto Independent School District (ISD) properties & Hutto PARD Facilities.
- Members of HYFCA (Board of Directors, Coaches, Team Managers and Parents) are required to clean up trash at all Hutto practice & game fields.

## ARTICLE II

### CONDUCT

#### 4. CONDUCT

All HYFCA members, including but not limited to: Board of Directors, Coaches, Parents, Participants and outside spectators, must refrain from smoking any substance including electronic devices/vaporizers, smokeless tobacco, drinking any alcoholic beverages at any and all HYFCA functions. All HYFCA members must also refrain from possessing, selling and using any illegal drugs/narcotics (not limited to HYFCA events or seasons).

##### 4.1. Board of Directors

Members of the HYFCA Board of Directors are expected and required to act in the best interest of the children of HYFCA. Board Members will provide positive support to the league and other members of the Board of Directors. Board

business will be conducted in a professional and ethical manner. Any Board Member not in compliance with these rules of conduct will be charged with inciting disharmony and could be dismissed from the Board.

##### 4.1.1. Primary Purpose

All Board Members will remember that the Board of Directors' primary purpose is to serve the children of HYFCA. This primary purpose takes precedence over any personal disputes that exist within the Board of Directors, which includes, but is not limited to, inciting disharmony between members of the Board, Coaches, Team Managers, Parents/Guardians and/or Participants.

##### 4.1.2. Board Meeting Attendance Requirement

Board members are required to attend scheduled Board Meetings. Any Member of the Board of Directors that repeatedly misses scheduled meetings may be discharged of their duties, responsibilities and title at the discretion of the Board. If a Board Member is dismissed or resigns prior to mid-season, they will be responsible for the full price difference of any discounts provided.

#### 4.1.3. Board Communications

All communications to, with, or between members of the Board shall remain as such unless the Board of Directors votes to release the information for general consumption.

#### 4.1.4. Board Background Check Requirement

All members of the Board of Directors shall submit to (and pay for) a background check utilizing the same service mandated by CTYFL.

#### 4.1.5. Leaving The Board

At the end of his/her term on the Board, said member of the Board shall relinquish any equipment, keys, badges, bank access, social media access and any paperwork pertaining to the league.

4.1.6. All board members are provided a 50% off discount for their children who register with the league football or cheer team. The President and Vice President will have 50% off discount for their children.

### 4.2. Parents

The parents of the participants of HYFCA will conduct themselves in an encouraging and supportive manner. At no time will parents, guardians, friends or relatives of participants engage in any behavior that will incite disharmony, create an atmosphere that embarrasses the children, or jeopardizes safety in any way.

These include but are not restricted to:

- 4.2.1. Yelling obscenities at participants, Coaches, opposing teams, opposing spectators, or officials.
- 4.2.2. Inciting disharmony between Coaches, Board Members, Parents, Guardians or participants.
- 4.2.3. Any parent that does not conduct him/herself in a respectful and encouraging manner towards Board members, Coaches, Game officials, participants or other parents may be removed and/or banned from HYFCA practices and games.
- 4.2.4. Any dispute or complaint must be submitted via e-mail to *info@hyfca.com* or through the website ([www.hyfca.com](http://www.hyfca.com)) **24 hours after the event has occurred to allow a cool down period between all the parties involved.** All complaints will be handled on an individual basis at the Board's discretion. Any decision that is made in a dispute is final.

- 4.2.5. In case of emergency, it must be ensured that a responsible adult be present at all practices and games.
- 4.2.6. At no time will parents enter the field where the participants of the teams are engaged in practice or play.
- 4.2.7. Player rosters, parent contact lists and booster/sponsor lists are to be used for HYFCA purposes only.
- 4.2.8. Parents/Participants that do not pay their balance prior to the first game may not participate in the season until all accounts are cleared.
  - 4.2.8.1. Participants with an outstanding balance from previous seasons may not order uniforms or participate in HYFCA events until the outstanding balance is paid.
- 4.2.9. Refunds will only be given if the participant is physically unable to participate in HYFCA or at the discretion of the HYFCA Board of Directors.
- 4.2.10. There is a ZERO tolerance enforcement of these rules. Noncompliance may result in the expulsion of the parent or guardian from any HYFCA function and may result in the removal of their child/children from HYFCA supported functions if deemed necessary by the Board, with no refund of registration fees.
- 4.2.11. Parents will be required to perform 4 hrs. of voluntary hours per athlete (per case basis for exceptions). If the individual does not want to perform hours a \$100.00 buyout cost will be added to registration fees, if an individual performs the voluntary hours the money will be refunded according to the percentage of the hours were fulfilled. (i.e. 1 hr = 25%)
- 4.2.12. Parents will be required to assist with a fundraiser per athlete (per case basis for exceptions). If the individual does not want to participate a \$75.00 buyout cost will be added to registration fees. No refunds will be available for this buyout.

### **4.3. Participants**

- 4.3.1. Any player that does not conduct himself or herself in a respectful and encouraging manner towards Board members, Coaches, Game officials, fellow participants or parents may be suspended from participation until changes are made in that participant's attitude.
- 4.3.2. Participants will not be allowed to participate in games without a completed registration form and all fees paid in full.

4.3.3. Participants are not allowed to actively practice or play in a game without proper equipment.

4.3.4. Participants will have the required minimum plays as outlined in the Central Texas Youth Football League rules.

4.3.4.1. MPR is subject to HYFCA attendance policy.

4.3.5. Participants may not wear any jewelry or gauges with the exception of medical identification. If items cannot be removed, they must be covered with medical tape.

#### **4.4. Coaches**

**Be a Positive Role Model.** The Coaches of the HYFCA will conduct themselves in a professional and positive manner **AT ALL TIMES**.

4.4.1. The Board will approve all Coaches via an application and registration at [www.hyfca.com](http://www.hyfca.com).

4.4.1.1. Each Head Coach is allowed to have up to five assistant coaches, including MPR Coach; but it is at the discretion of the coach to use less, if they choose.

4.4.2. Coaches must be certified (before the first team practice) in accordance with HYFCA/CTYFL guidelines and required to pay for their background checks.

4.4.3. All coaches must show commitment to providing well-planned instruction to the team or squad members. All coaches will follow the guidelines and system as provided by the current school program (High School and Middle School Playbook).

4.4.4. All coaches must abide by the HYFCA and CTYFL bylaws, rules and regulations.

4.4.5. Head, assistant coaches and all coaching staff are required to treat all team or squad members equally at both practices and games.

4.4.6. Coaches will check to make sure equipment is proper, fitted correctly and safe at all times.

4.4.7. Coaches must communicate on a regular basis with parents, team or squad members, other coaches, HYFCA Board members, officials, and other league members.

4.4.8. Coaches must communicate and interact effectively in a fair and impartial way toward other coaches, parents, team or squad members, HYFCA Board Members, officials, and other league members.

4.4.9. Coaches will NOT use foul language or berate the children



under any circumstances. These actions will lead to dismissal from the league.

- 4.4.10. Coaches may not incite disharmony between other Coaches, Board Members, Parents/Guardians or Participants.
- 4.4.11. Head Coaches are responsible for the behavior of Assistant Coaches to the extent possible. A Head Coach must address inappropriate behavior with Assistant Coaches immediately when the behavior occurs.
- 4.4.12. Coaches are required to be at all games and practices to the best of their ability (e.g. emergency). Coaches must notify the Football Director or VP of absence.
- 4.4.13. Coaches must follow and understand all playing rules used by HYFCA and CTYFL. Coaches are expected to have a hard copy of the rules in their coaching bag.
- 4.4.14. Head Coaches will be responsible for appointing one of their five assistant coaches to be in charge of the mandatory play roster for every game.
- 4.4.15. Coaches are expected to report any and all injuries, coaching staff concerns, parent concerns, etc. to the Football Director/Cheer Coordinator.
- 4.4.16. Head coaches are required to oversee the collection of all league equipment and supplies at the end of the season and ensure that all equipment and supplies are returned to the league, through the appropriate Board Member. Coaches have 2 weeks from the last played game to return equipment.
- 4.4.17. All Football coaches are required to attend Field Director Training and serve as field directors at home games.
- 4.4.18. Coaches may not display any offensive tattoos.
- 4.4.19. There is a ZERO tolerance enforcement of these rules. If there is a breach in the rules, the Coach or Coaches will be asked to leave and relinquish all rights, responsibilities, and status of the position. If a Coach is asked to leave and has a child or children participating in HYFCA, the child's membership may be revoked if deemed necessary by the Board. The decision to remove a Coach will be made at the Board of Director's
- 4.4.20. Coaches are mandated to undergo the designated training that the acting Football Director or Football responsible Board Member will designate for our Coaches to undergo that season. (i.e. USA football heads up, etc).

## ARTICLE III

### HYFCA BOARD OF DIRECTORS

#### 5. HYFCA BOARD OF DIRECTORS

The monthly meeting of the HYFCA Board of Directors will be held the third (3rd) Sunday of each month. The meeting in January will consist of closing the previous year's business and submission of all reports and outstanding receipts. All financial reports and proposed budgets will be presented at the first (1st) Executive Board meeting of the year. Discussion of possible Board members will be held at the next general board meeting. If a position needs to be filled immediately, an emergency meeting will be held. All Board positions are voluntary and hold (1) one vote on all Board decisions. If a current board member would like to run for another position, they must submit an updated bio to [info@hyfca.com](mailto:info@hyfca.com). The following meeting, prior to voting, the applying board member will be asked to briefly leave for the board to discuss the position. Once voting has ended, the board member will return to the meeting and the President and Vice President will discuss the position with that candidate after the current meeting. Open board positions may not be filled, even if candidates are available.

The September HYFCA General Board meeting shall be a Community Meeting, where parents can sit in on the meeting and address specific concerns, complaints, or provide feedback. They must first complete and submit a request to the HYFCA Secretary no later than 72 hours prior to the meeting to be added to the agenda. If a parent has a concern the day of the meeting, they will be acknowledged on a first come, first serve basis, if the time allows.

All Board Members will hold their positions for a two (2) year term, provided they meet all reviewed and changed upon majority vote by the Board of Directors. Bylaws shall be reviewed and re-established annually.

A maximum of two (2) voting sessions may be exercised on any one amendment during the calendar year. Any Board position can be challenged during the year by a majority vote, with dismissal by a two-thirds vote of the Board. Any HYFCA Board member, who becomes affiliated with another recreational football league or cheerleading program, creates a conflict of interest with HYFCA and will not be allowed to serve on the HYFCA Board. There may be no more than 20% of related or same household sharing Board members holding voting positions at one time on the HYFCA Board. No board member will hold a head coaching position in either football or cheerleading for any team. Exceptions to this rule need to be voted unanimously by the board.

##### 5.1. Board of Directors - Board Positions

Executive board members consist of: President, Vice President, Football Director, Asst. Football Director, Cheer Director, Treasurer, Booster Coordinator

General Board members consist of: Secretary, Registrar, Concession Manager, and Social Media Coordinator.

## **5.2. President**

- 5.2.1. Administrative head of HYFCA.
- 5.2.2. The HYFCA representative for the league in which HYFCA is a member.
- 5.2.3. Oversees and is in charge of all aspects of HYFCA.
- 5.2.4. Responsible for the operation of the league. Will serve as a main point of contact as a safety/first aid coordinator.
- 5.2.5. Has signature approval on all financial transactions concerning HYFCA.
- 5.2.6. Will attend all CTYFL football meetings. If unable to attend, will provide a representative. Responsible for gathering and submitting all game sheets & MPR's to CTYFL on Sundays
- 5.2.7. Required to call meetings of the Board & act as Board Chairperson.
- 5.2.8. Senior representative at all meetings where HYFCA representation is required (along with another HYFCA Board member) or contract negotiations, scheduling, invoicing, etc.
- 5.2.9. Any misappropriation of funds will be investigated and will be prosecuted to the fullest extent of the law that the board chooses to impose.
- 5.2.10. Expected to obtain majority approval from the Board for all final buying decisions over \$200 prior to purchase. Exceptions to this rule include payments to CTYFL that are required to operate as a league, but board notification is required when these payments are made.
- 5.2.11. Coordinate with the Treasurer to prepare the prior year's taxes.
- 5.2.12. Responsible for all aspects of uniforms and other equipment, including ordering if the Football and/or Cheer Director is unable to order uniforms for a season.
- 5.2.13. Will serve as admin for all Team communications (i.e. Band app, FB, Website) but most relevant board members to particular communications will also have co-admin access.
- 5.2.14. Has the right to appoint a game day representative in his/her absence. (i.e. Team will play away while all other teams are at home)
- 5.2.15. A member of the **Executive Board**.

## **5.3. Vice President**

- 5.3.1. Shall hold the responsibilities of the President in his/her absence.

- 5.3.2. Expected to obtain majority approval from the Board for all final buying decisions over \$200 prior to purchase. Exceptions to this rule include payments to CTYFL that are required to operate as a league, but board notification is required when these payments are made if requested by President.
- 5.3.3. Act as a liaison for football and cheerleading parents and participants and handling issues during pre- and post-registration and during the season.
- 5.3.3. Responsible for gathering all Hutto game summaries and coordinating with social media coordinator on Sundays to post positive feeds on a weekly basis. Will serve as a main point of contact as a safety/first aid coordinator.
- 5.3.4. Schedules Board members to run on-site registrations.
- 5.3.5. Coordinates with HYFCA area schools for permission to distribute materials.
- 5.3.6. Assist Social Media Coordinator with maintain HYFCA website (e.g. sponsor info, optimized for speed, site appearance/layout, SEO, etc.).
- 5.3.7. Regulate and manage access rights of different users on the website (based on board recommendation only).
- 5.3.8. Assist President and Cheer Director with competition requirements, season practices goals and necessities.
- 5.3.9. Any misappropriation of funds will be investigated and will be prosecuted to the fullest extent of the law that the board chooses to impose.
- 5.3.10. Assist all aspects of uniforms and other equipment, specifically verification if the Football and/or Cheer Director is unable to solely verify uniforms for a season.
- 5.3.11. A member of the **Executive Board**.

#### **5.4. Football Director**

- 5.4.3. Act as the supervisor of the football program.
- 5.4.4. Will serve as liaison between football coaches and HYFCA Board.
- 5.4.5. Will be responsible for maintaining game schedules.
- 5.4.6. Ensures coaching guidelines and football rules are followed for HYFCA and CTYFL for tackle and flag teams.
- 5.4.7. Will organize and conduct training for HYFCA Coaching staff.

- 5.4.8. Will schedule and oversee all activities affecting participation.
- 5.4.9. Responsible for ensuring team compliance with HYFCA certification and CTYFL with VP and President.
- 5.4.10. Involved in football coaches' meetings and emails.
- 5.4.11. Coordinate coach's certification requirements.
- 5.4.12. Responsible for developing and maintaining first aid and safety plans for HYFCA
- 5.4.13. Will be the main point of contact as a safety/first aid officer.
- 5.4.14. Responsible for the design and ordering of all football uniforms. Will provide (3) examples for board to view and vote for approval of uniform.
- 5.4.15. Responsible for coordinating and managing football uniform fittings for all registered players.
- 5.4.16. Any misappropriation of funds will be investigated and prosecuted to the fullest extent of the law that the board chooses to impose.
- 5.4.17. Expected to obtain majority approval from the Board for all final buying decisions over \$200 prior to purchase.
- 5.4.18. A member of the **Executive Board**.

## **5.5. Cheer Coordinator**

- 5.5.3. Act as the supervisor of the cheer program.
- 5.5.4. Will serve as liaison between cheer coaches and HYFCA Board.
- 5.5.5. Will attend all CTYFL cheer meetings. If unable to make it, will provide a representative.
- 5.5.6. Will be responsible for maintaining game schedules.
- 5.5.7. Ensure coaching guidelines and cheer rules are followed for HYFCA and the league in which HYFCA is a member.
- 5.5.8. Will organize and conduct training for HYFCA Cheer staff.
- 5.5.9. Will schedule and oversee all activities affecting participation.
- 5.5.10. Responsible for the design and ordering of all cheer uniforms.
- 5.5.11. Responsible for coordinating and managing cheer uniform fittings for all registered players.
- 5.5.12. Act as a liaison for cheer parents and participants and handling cheer-related issues during pre- and post-registration and during the season.

- 5.5.13. Responsible for ensuring team compliance with HYFCA certification and certification for the league in which HYFCA is a member, while working with the Vice President.
- 5.5.14. Involved in cheer coaches' meetings and emails.
- 5.5.15. Relinquish any and all funds to the Treasurer within 2 business days.
  - 5.5.14. Responsible for all aspects of uniforms and other equipment, including ordering. Will provide (3) examples for board to view and vote for approval of uniform.
  - 5.5.15. Expected to obtain majority approval from the Board for all final buying decisions over \$200 prior to purchase.
  - 5.5.16. Coordinates all competition events with President and Vice President including, but not limited to, fundraising, required competition paperwork, rosters, etc. and will relinquish any HYFCA funds raised funds to the Treasurer as soon as possible.
  - 5.5.17. Any misappropriation of funds will be investigated and prosecuted to the fullest extent of the law that the board chooses to impose.
- 5.5.18. A member of the **Executive Board**.

## **5.6. Treasurer**

- 5.6.14. Shall keep correct and complete books and records of account(s).
  - 5.6.15. Will coordinate with President, VP and pay and collect referee fees each week during regular games, bowl games and championships.
  - 5.6.16. Will submit monthly General financial summaries to the Board of Directors at General Board meetings.
  - 5.6.17. Will receive and audit account balances from Football, Cheer, and Booster monthly, or sooner as needed.
  - 5.6.18. Will collect all monies from events and deposit them into the HYFCA general account.
- 5.6.19. Deposit any and all funds within 2 business days.
  - 5.6.20. Any misappropriation of funds will be investigated and prosecuted to the fullest extent of the law.
  - 5.6.21. Coordinate with the President to prepare the prior year's taxes. Maintain non-profit status with Williamson County (every ten years).
- 5.6.22. A member of the **Executive Board**.

## **5.7. Secretary**

- 5.7.14. Schedules meetings of the HYFCA Board of Directors
  - 5.7.14.1. Publishes and provides the Board with a meeting agenda.
  - 5.7.14.2. Notifies board members of meetings.
  - 5.7.14.3. Will confirm time & dates for meetings.
- 5.7.15. Maintains a historical record of the current operating season for the league, including all meeting minutes and any other appropriate material(s).
  - 5.7.16. Minutes will be sent to the corresponding boards within 7 days that a meeting was held and minutes were taken.
  - 5.7.17. Reminders will be sent to the corresponding boards no later than 3 days before the meeting including agendas.
  - 5.7.18. Shall keep minutes of the proceedings of the Board of Directors for Executive, General, and Special Board meetings.
  - 5.7.19. Shall keep record of all board members and HYFCA volunteer background checks ongoing.
  - 5.7.20. Any misappropriation of funds will be investigated and be prosecuted to the fullest extent of the law.
    - 5.7.20.1. Has full voting rights for General Board votes.
    - 5.7.21. A voting member (solely as a tie breaker if needed) at executive/special meetings of the Executive Board.

## **5.8. Registrar**

- 5.8.14. Responsible for managing and tracking registrations and registration payments for both Cheer and Football.
- 5.8.15. Reviews online registration and provides reports to the Board of Directors, including non-paid registrations.
- 5.8.16. Coordinates with the Executive Board to set on-site registration dates.
  - 5.8.17. Must submit a monthly report for general meetings to the Secretary 5 days prior to the General Board meeting.
  - 5.8.18. Any misappropriation of funds will be investigated and may be prosecuted to the fullest extent of the law that the board chooses to impose.

- 5.8.19. In charge of producing team certification binders if applicable.
- 5.8.20. Coordinate player certification requirements.
- 5.8.21. Coordinate all required parent waivers and consent forms and distribute to Executive board members for review.
- 5.8.22. Coordinate with the President/Vice President on ALL certifications.
- 5.8.23. A member of the **General Board**.

## **6. Booster Director**

- 6.1. Responsible for ordering, replenishing and delivering spirit items.
- 6.2. Must obtain approval from the Executive Board for all purchases.
- 6.3. Will coordinate with the Board for Homecoming and any other spirit-related events.
- 6.4. Will collect all monies from events and deliver them to the Treasurer, where a receipt will be given.
- 6.5. A complete record of Booster sales (spirit items, etc.) will be kept and provided to the Treasurer and subject to audit at any time.
- 6.6. Other duties include: Maintaining sponsor donation history and coordinating with the Executive Board regarding sponsor banners.
- 6.7. Any misappropriation of funds will be investigated and prosecuted to the fullest extent of the law.
- 6.8. Member of the **Executive Board**.

## **6.9. Concessions Manager**

- 6.9.1. Responsible for maintaining all equipment inventory.
- 6.9.2. Responsible for taking concession stand inventory at the end of each home game. Replenish concession stand supplies prior to the next home game
- 6.9.3. Generate shopping cart(s) for home game and coordinated concessions and forward to Treasurer for approval of purchase of groceries. Is responsible for coordination (if needed) for game day concessions.
- 6.9.4. Responsible for transporting HYFCA equipment trailer to required practices and HYFCA events.
- 6.9.5. Involved in football coaches' meetings and emails.
- 6.9.6. Member of the **General Board**.



#### **6.10. Assistant Football Director**

- 6.10.1. Responsible for maintaining all equipment inventory.
- 6.10.2. Responsible for generating and maintaining a record of equipment signed out to coaches (pre/post season)
- 6.10.3. Responsible for transporting HYFCA equipment trailer to required practices and HYFCA events.
- 6.10.4. Involved in football coaches' meetings and emails.
- 6.10.5. Member of the **General Board**.

#### **6.11. Social Media Coordinator**

- 6.11.1. Create content for all social media platforms in a timely manner after practices and games and any other events - within 24 hours of each event.
- 6.11.2. Collect footage/pictures from email on a weekly basis for daily content.
- 6.11.3. Get promotions/important league information out on social media platforms within 24 hours.
- 6.11.4. Create content to be used for recruitment campaigns on social media.
- 6.11.5. Messages on all platforms need to be responded to within 4 hours during regular business hours or by noon if a message was sent outside of regular business hours.
- 6.11.6. Any misappropriation of funds will be investigated and prosecuted to the fullest extent of the law.
- 6.11.7. A volunteer position.

### **7. MEETINGS OF THE BOARD**

- I. Meetings of the Board of Directors, regular or special, may be held at such place, time and upon such notice as may be prescribed by resolution of the Board of Directors.
- II. Any action required or permitted to be taken by the Board may be taken without a meeting if a majority of the Board of Directors consent in writing through mail, or by e-mail to the adoption of a resolution authorizing the action. The resolution and approvals by the directors shall be filed with the minutes of proceedings of the Board.
- III. Any or all members may participate in a meeting of the Board or a committee of the Board by means of conference telephone or by any means by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence in person at the meeting.

IV. A majority of the Board of Directors in office shall constitute a quorum for the transaction of business. If a quorum is present at the commencement of a meeting, a quorum shall be deemed present throughout such proceedings. The act of a majority of the Board of Directors' present at a meeting, at which a quorum is present, shall be the act of the Board.

V. For the purposes of amendment and approval of organizational bylaws, a super-majority quorum defined as two thirds of all directors then in office shall be required to physically be in attendance for adoption.

6. The organization shall keep (1) correct and complete books and records of account, (2) minutes of the proceedings of the Board of Directors and any committee having any of the authority of the Board, and (3) a record of the names and address of the Board members entitled to vote. All books and records of the Association may be inspected by any board member having voting rights or for any proper purpose at any reasonable time.
7. Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Board members prior to the meeting.
8. The Board of Directors must have a minimum of one (1) meeting per quarter, with one per year open to the public.
9. The Board of Directors shall meet no less than once a month, meeting in an executive session as needed.

## **8. BOARD OF DIRECTORS ATTENDANCE POLICY**

### **8.1. Purpose**

This policy is intended to support full contribution of all board members. The policy is to be reviewed annually as part of the annual bylaws review.

### **8.2. Definition of Board Attendance Problem**

A board attendance problem occurs if a member misses four (4) of the total number of General board meetings in a consecutive twelve-month period.

It is required that regardless of the reason why you will not be present; you must give a minimum of 24 hours in advance notice to the President or the Secretary via email.

### **8.3. Response to a Board Attendance Problem**

Any Board member who is absent from three (3) successive Board meetings, or fails to participate for three consecutive months, shall be deemed to have resigned due to non-participation. His/her position shall be declared vacant, unless the Board unanimously votes to retain the member of the Board.

If a board attendance problem exists regarding a member, the board will decide what actions to take regarding the board member's status on the board at the next regular board meeting. If the board decides to terminate the board member's membership, termination will be conducted per this policy. The board will promptly initiate a process to begin recruiting a new board member.

The President will contact the member with the Board attendance problem and notify him or her of the Board's decision to terminate the member's position, per the terms of the Board Attendance Policy. The President will also request that the member return all league assets and documentation within 5 business days. Should these conditions not be met, next steps will be determined at a special Board meeting.

## 9. ADDITIONAL INFORMATION

Any person is prohibited in selling, for exclusive profit, any item or service that has the Hutto Youth Football and Cheer Association, Hutto Jr. Hippos, or HYFCA name or logo without written permission from the HYFCA board. These items and services are to include but are not restricted to: Yard signs, mums, window stickers, megaphones, baseball style caps, hats, T-shirts, bumper stickers, beverage holders, water bottles, seat cushions, blankets, uniforms, equipment, or any other item.

If a person wishes to provide the above-named items or anything in the spirit of the above-named items, a request may be made to the HYFCA board for approval and guidelines. This does not include above items that a parent has produced for individual use and not for monetary compensation.

**NO smoking** or use of any tobacco products including electronic devices is permitted on the practice field or sidelines or stands at any time.

**Use of alcohol or drugs is NOT permitted** at any Hutto Youth Football and Cheerleading league function. It is also unacceptable for anyone representing the league to appear at any HYFCA function under the influence of drugs or alcohol.

NO food or beverages (other than water) may be brought onto the field at any time

### 9.1. Reasons for Dismissal (Board Members and Coaches/Parents)

I. Any form of illegal drug use will not be tolerated by the HYFCA.

II. Any use of alcohol or tobacco at any HYFCA function will also not be tolerated. Being under the influence of any form of illegal drug or alcohol is also a reason for dismissal.

III. Any use of foul language or physical abuse of a child in any way.

IV. Inability to work constructively with children, parents, other coaches, or league officials.

V. Failure to comply with or adhere to any of the league rules or policies as determined by the Board.

VI. Being ejected from a game.

VII. Instructing participants to participate in cheap shots, taunting or any illegal tactics.

VIII. Failure to teach or play all football team members or cheerleaders.

IX. Other issues will be addressed on an individual basis by the Board of Directors.

**9.2. Board Member Discount Allowance Structure**

Board member discounts will be applied to the subsequent season after the board member has served on the board for one complete season (fall/spring).

**Executive Board and General Board – 50% off**

(cannot stack with any other discounts, ex: LEO/military/siblings)

**10. AMENDMENTS**

These By-Laws may be amended when necessary by a majority of the Board of Directors.

**President**

**Vice President**

**Football Director**

**Cheer Coordinator**

**Treasurer**

**Secretary**

**Registrar**

**Booster Coordinator**