BYLAWS OF LA PLATA YOUTH FOOTBALL ASSOCIATION, INC.

1. **ARTICLE I - NAME**
	1. The name of this organization shall be La Plata Youth Football Association, Inc.
	2. All teams in the La Plata Youth Football Association, Inc. will be designated the “Blue Knights” or “LPBK”.
	3. A season is from February 1 to January 31.
	4. The Treasurer will close the books January 31.
2. **ARTICLE II - Purpose**
	1. The Mission Statement of this non-profit organization is:
		1. Promote participation and interest in the sport of tackle football, cheerleading, and flag football among the youth of the greater La Plata area and as outlined by Southern Maryland Youth Athletic Conference.
		2. Stress good sportsmanship and to work toward development of high ideals of conduct and good character among youth tackle football players, cheerleaders, flag football players, coaches, officials, and spectators.
		3. Provide a safe environment and equipment for children to participate in football, cheerleading, and flag football.
		4. Ensure each child receives fair and consistent coaching, without prejudice, nepotism, racism, or favoritism.
3. **ARTICLE III - Board of Directors**
	1. Board of Directors Positions:
		1. This non-profit organization shall have a President, Vice President, Secretary, Treasurer, Football Commissioner, Cheerleading Commissioner, Cheerleading Secretary, Merchandise Coordinator, Football Equipment Coordinator, Assistant Football Equipment Coordinator, Cheerleading Equipment Coordinator, Concessions Coordinator, Fundraising Coordinator, and Sergeant-at-Arms.
		2. From this point forward the above listed will be referred to as the Board of Directors (BODs).
		3. No person shall hold more than one office.
		4. Terms of BODs:
		5. All BODs shall hold office for a period of two years or until they or their successors are elected.
		6. Their term of office shall normally begin February 1 and end January 31 of the election year.
	2. Vacancies:
		1. If there is a vacancy, the BODs shall recruit and appoint new BOD member to fill vacancy without election.
			1. This new BOD member shall serve the remainder of the term vacated.
		2. In the event of the extended absence or disability of a BOD member, the BODs may distribute duties to designated Board Members to perform the duties of that vacant position during the continuance of the absence or disability of that position.
	3. Removal of Officer:
		1. Any Board Member may be removed by a majority vote of the BODs whenever that individual being detrimental to the growth, reputation or overall benefit of the organization would compromise the best interest of the organization. This vote will be known as “Vote of No Confidence”.
		2. Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the BODs.
			1. Said Board Member will be notified in writing of the suspension/removal vote in writing. Said Board Member shall be given an opportunity to defend position in front of BOD upon written request.
	4. Compensation of BOD:
		1. The officers shall be extended free registration for all registered children. If applicable, fundraising fees should be paid for each registered child.
			1. Free registrations are valid for the current season only, February 1 through January 31, and are for the use of BOD member’s children only.
		2. The following policy will be followed in the event that a BOD member, who has utilized the free registrations, resigns or is dismissed from the BOD before the Annual LPBK Homecoming Weekend.
			1. Member will be required to pay the entire amount of registration. Member’s child/children will not participate in future LPBK activities, games, or events until all debts to LPBK are settled.
		3. BOD member shall be allowed to purchase LPBK merchandise at the price LPBK paid for the item.
		4. BOD members shall receive free food and drinks at the concessions during home games.
4. **ARTICLE IV – BODs Duties and Responsibilities**
	1. All BODs will complete any duties assigned to them by the BODs, which are in the best interest of the organization.
	2. All BODs may coach any Football or Cheerleading team as long as it does not interfere with his/her duties.
	3. The President and/or Vice President may call for an audit at any time.
		1. A majority of the BODs must also deem it necessary.
		2. An independent CPA not affiliated with LBPK will complete the audit.
	4. **President**
		1. Chief Executive Officer of the organization and preside at all meetings.
		2. Execute, with the Treasurer and in the name of the organization, contracts, evidence of indebtedness and other instruments authorized by the BODs.
		3. Preside over meetings and see that organization business is completed in a timely organized manner.
		4. Ensure that the organizations Bylaws and Operating Code are employed and enforced.
		5. Make relevant recommendations to the BODs, after studying the specific and primary purposes of the organization as stated in its Bylaws and after examining the policies, rules, and guidelines, and after analyzing the status of the sport of youth tackle football, cheerleading, and flag football.
		6. Maintain youth program oversight, working with the coordinators to ensure policies and schedules comply with the organization’s operating codes.
		7. Develop and maintain an Officers Handbook with points of contact and procedures.
		8. Attend all mandatory Southern Maryland Youth Athletic Conference (SMYAC) meetings and be the voting representative for LPBK at SMYAC meetings, any county competitions for Football and Cheerleading, or designate an alternate board member to attend in the event of an excused absence.
		9. Will report all disciplinary or controversial issues to the BOD immediately via email.
		10. Oversee the Executive Committee.
	5. **Vice President**
		1. In the event of the absence or disability of the President, the Vice President shall perform the duties of the President during the continuances of such absences or disability.
		2. Assuming the President’s authority when called on to do so, the Vice President shall maintain the youth program oversight, working with the coordinators to ensure policies and schedules comply with the organization’s operating codes.
		3. Organize committee sign-ups at registration.
		4. Oversee committee members and committee meetings.
		5. Order portable toilets‎ and dumpsters at the beginning of the season for all home games.
		6. Secure electricity at the home field concessions stands when needed.
		7. Secure facilities, create and distribute fall practice schedule for football and cheerleading (outdoor practices only) with the guidance of the Football and Cheerleading Commissioners.
		8. Consult with County and Town Officials before coordinating the placement and removal of all registration signs.
		9. Oversee and coordinate Team Managers and coordinate team manager meetings as needed.
			1. Coordinate volunteers to work the concession stand from football and cheerleading teams (only BOD to handle money).
		10. Shall be a member of the Executive Committee.
	6. **Secretary**
		1. Keep the minutes of all proceedings of the BODs.
		2. Work with the PR/Social Media Coordinator to carry on the correspondence of the organization, including the dissemination of information to members and to the public via mass email, social media, and the LPBK website, etc.
		3. Maintain a record of all adopted, amended, or repealed Bylaw or Operating Code amendments.
		4. Present minutes from previous meetings to BODs.
		5. Work with the PR/Social Media Coordinator to handle Football and Cheerleading correspondence of the organization as directed by the BODs.
		6. Work with the PR/Social Media Coordinator to disseminate important information and events via email, social media, LPBK website, etc.
		7. Handle correspondence and organize pre-registration of the organization as directed by the BODs.
		8. Be a member of the Executive Committee.
		9. Carry out cheer secretary duties in the event the Cheerleading Secretary position is vacant.
	7. **Cheerleading Secretary**
		1. Carry on the correspondence of cheerleading, including the dissemination of information to members and to the public via mass email, social media, etc.
		2. Handle Cheerleading correspondence of the organization as directed by the BODs.
		3. Disseminate important cheer information and events via email, social media, LPBK website, etc.
		4. Handle correspondence and organize pre-registration of cheerleading as directed by the BODs.
	8. **Treasurer**
		1. The Treasurer shall keep the accounting records of the organization and make such payments from the organization funds.
		2. Prepare and submit to the BODs a financial statement of the organization by the January board meeting.
		3. In the event of the absence or disability of the Treasurer, the BODs may appoint an Assistant Treasurer to perform, under the direction of the BODs, the duties of Treasurer.
		4. Provide a detailed financial monthly report at all BODs meetings.
		5. Financial information for taxes shall be prepared and forwarded to CPA by January 31st of each year for preparation and filing.
		6. Prepare and present year-end financial statement at the January BODs meeting.
		7. Upon re-election of new Treasurer, new bank cards should be ordered for the Treasurer and President.
		8. Provide any member seeking reimbursement of organization approved expenses with a reimbursement form.
			1. The requestor will complete the reimbursement form and attach all receipts in relation to the request.
			2. The reimbursement will be validated/approved once the requestor obtains a signature from both the Treasurer and the President.
			3. The Treasurer will issue a check to the approved requestor and list all reimbursements on the monthly expense report.
		9. Issues registration refunds received as cash by check and all other registration refunds in the form received.
			1. Update online registration system when refunds are issued or when registration payments are received.
		10. Member of the Executive Committee.
	9. **Football Commissioner**
		1. Uphold and enforce the organizations operating code and policies.
		2. Work with the President and Vice President on all issues pertaining to the football programs within the organization.
		3. Along with the Football committee, screen and recommend applicants for all football coaching positions.
		4. Present committee approved Head Coaches for final approval by the BODs NLT then the April BODs meeting.
			1. If an age group does not have a Head Coach apply or if the Football Committee does not recommend any Head Coach applicant(s) for an age group by the April BODs meeting:
				1. The Football Committee will continue to screen applications and request BODs vote as candidates are approved.
		5. Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
		6. Ensure coaching staff are not engaging in prejudice, nepotism, racism, favoritism.
		7. Report all disciplinary or controversial issues to the BOD immediately via email, along with recommendation for course of action.
		8. Responsible for recruiting qualified coaches and ensuring all football coaching positions are staffed prior to start of season
		9. May Utilize signs, advertisement, and direct correspondence to obtain coaches.
		10. Oversee all football coaching interviews.
		11. Attend all football meetings as required.
		12. Attend all LPBK sponsored football Camps.
		13. Recommending, in writing, policies and guideline changes pertaining to the football program to the BODs for approval by a majority vote.
		14. Organizing, coordinating, and proposing in writing to the BODs for approval, participation in special events, tournaments, competitions, and bowls associated with the football program.
		15. Ensuring the playing field is in order.
		16. Make recommendations to the Equipment Manager of any equipment needed.
		17. Delegate set-up and breakdown of field for all home games, and provide a written schedule of this to all football and cheerleading coaches
		18. Oversee and coordinate the Football Committee.
	10. **Cheerleading Commissioner**
		1. Uphold and enforce the organizations operating code and policies.
		2. Work with the President and Vice President on all issues pertaining to Cheerleading programs within the organization.
		3. Along with the Cheer committee, screen and recommend applicants for all Cheerleading coaching positions.
		4. Cheerleading Commissioner must attend all cheerleading meetings required.
		5. Will attend all LPBK Cheerleading camps.
		6. Ensure high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
		7. Ensure coaching staff are not engaging in prejudice, nepotism, racism, favoritism.
		8. Report all disciplinary or controversial issues to the BOD immediately via email, along with recommendation of disciplinary action.
		9. Handle general matters and correspondence regarding Cheerleading issues directly.
		10. Responsible for recruiting qualified coaches and ensuring all Cheerleading coaching positions are staffed prior to start of season.
		11. May utilize signs, advertisement, and direct correspondence.
		12. Oversee all Cheerleading Coach interviews.
		13. Recommend, in writing, policies and guideline changes pertaining to the cheerleading program to the BODs for approval.
		14. Organizing, coordinating, and proposing in writing to the BODs for approval, participation in special events, tournaments, competitions, and bowls associated with the cheerleading program.
		15. Make equipment recommendations to the Cheerleading Equipment Manager.
		16. Perform such other duties as assigned to him/her by the BODs.
		17. Oversee Cheerleading Committee.
		18. Coordinate and secure indoor practice facilities.
	11. **Football Equipment Coordinator**
		1. Maintains all field equipment owned by the organization.
		2. Determine helmets that need be reconditioned and ship them to vendor by March 31.
		3. Inventory all football equipment by the end of February and provide inventory spreadsheet to Football Commissioner.
		4. Order, distribute and collect all football equipment/uniforms with the approval of the BODs.
		5. Provide (2) two written competing estimates for football equipment to BOD for approval prior to purchase.
		6. Recommend to the BODs any necessary equipment purchases pertaining to storage and maintenance of league equipment.
		7. Design and secure vendor for football uniforms and present to BODs for approval at the April BODs meeting.
		8. Submit uniform order to ensure arrival before start of the season.
		9. Member of the Football Committee.
	12. **Assistant Football Equipment Coordinator**
		1. Assist the Football Equipment Coordinator will:
		2. Maintain all field equipment owned by the organization.
		3. Order, distribute and collect all football equipment/uniforms with the approval of the BODs.
		4. Provide (2) two written competing estimates for football equipment to BOD for approval prior to purchase.
		5. Recommend to the BODs any necessary equipment purchases pertaining to storage and maintenance of league equipment.
		6. Member of the Football Committee.
	13. **Cheer Equipment Coordinator**
		1. Order, distribute and collect all cheerleading equipment/uniforms with the approval of the BODs.
		2. Recommend to the BODs any necessary equipment purchases pertaining to storage and maintenance of league equipment.
		3. Must provide (2) two written competing estimates for cheerleading equipment to BOD for approval prior to purchasing.
		4. Member of the Cheerleading Committee.
	14. **Merchandise Coordinator**
		1. Inquire and present examples of new merchandise with costs and pricing suggestions for BODs to approve before ordering.
		2. Ensure all sales are recorded using POS system (Square App).
		3. Provide (2) two written competing estimates for merchandise to BOD for approval prior to purchasing.
		4. Maximize market value on merchandise to ensure maximum reasonable profit.
		5. Maintain inventory of all merchandise and sales, after each home game and present a report at every monthly board meeting.
		6. Oversee the sales of all league merchandise.
		7. Turn in all proceeds to Treasurer for weekly deposit.
		8. Member of the Fundraising Committee.
	15. **Concession Stand Coordinator**
		1. Oversee the cleaning of Concession Stand prior to first home game.
		2. Maintain inventory of all concession stand items and sales.
		3. Ensure all sales are recorded using POS system (Square App).
		4. Present a report after each home game and at every monthly board meeting.
		5. Shall maximize market value to ensure maximum reasonable profit on concession items.
		6. Oversee the stocking of concession stand prior to all home games.
		7. Recommend to the BODs for approval of all necessary purchases regarding concession stand equipment.
		8. Must provide (2) two written competing estimates for concession equipment to BOD for approval prior to purchasing.
		9. Turn in all proceeds to Treasurer at the end of each home game for deposit.
		10. Maintain Health Department permit for concession stand.
		11. Oversee the cleaning and closing of Concession Stand at the end of the season.
		12. Member of the Fundraising Committee.
	16. **Fundraising Coordinator**
		1. Distribute/mail sponsorship letters to local businesses prior to the first registration.
		2. Inquire and present examples of fundraising options with projected profit for BODs to approve.
		3. Oversee any other approved fundraising activities endorsed by the league.
		4. Coordinate the distribution of fundraising products ordered by league participants.
		5. Provide a fundraiser report at each monthly board meeting.
		6. Turn in all proceeds to Treasurer at the end of each fundraiser for deposit.
		7. Responsible for maintaining and validating sponsorship status.
		8. Coordinate distribution of raffle tickets to the organization.
		9. Maintain gambling license as needed.
		10. Perform such other duties as assigned to him/her by the BODs.
		11. Oversee Fundraising Committee.
	17. **Sergeant-At-Arms**
		1. Calls to order and adjourns meetings.
		2. Keeps order and ensures that everyone conducts themselves in a professional manner during board meetings.
		3. Follows procedures to allow any member to speak and not be interrupted, also enforces a time limit in accordance with Roberts Rules of Order.
		4. Responsible for enforcing the rules. Ensures that the Bylaws and Operating Code are being followed.
		5. Carries out disciplinary action for any infractions or violations of the leagues policies.
		6. Must be familiar with Roberts Rules of Order.
	18. **PR/Social Media Coordinator**
		1. Work with the Secretary to carry on the correspondence of the organization, including the dissemination of information to members and to the public via mass email, social media, and the LPBK website, etc.
		2. Work with the secretary to handle Football and Cheerleading correspondence of the organization as directed by the BODs.
		3. Work with the secretary to disseminate important information and events via email, social media, LPBK website, etc.
		4. Use social media platforms to post pictures during LPBK events and games.
5. **ARTICLE V - BOD Responsibilities**
	1. Each BOD member shall maintain a BOD Binder for record keeping purposes, binders to be purchased by LPBK. This binder is property of LPBK and shall be returned immediately upon leaving the BOD. BODs may opt to maintain a virtual binder via the LPBK SharePoint site.
	2. This binder must be kept up to date.
	3. Include the following sections (as appropriate):
		1. Specific area of responsibility for position
		2. Contact information for vendors/ volunteers/ sponsors/permits.
		3. Contract or Agreements
		4. Receipts
		5. County Calendar
		6. BOD Agendas
		7. Bylaws and Operating Code
		8. Attendance
	4. Attend monthly BOD meetings
	5. Be present at least four (4) hours at all home games to assist with field set-up/breakdown; maintain order, work concessions or merchandise, etc.
	6. Be present at Registration, Homecoming, Pep-Rally, Equipment distribution and collection.
	7. Attend League meetings as they relate to your specific position.
	8. Positive Attitude, Character, & Dress
	9. BOD members shall not publicly voice opposition with BOD or LPBK.
		1. BOD members shall not publicly speak disparagingly about another BOD member. BOD members will make sure that members of LPBK are acting in accordance with LPBK rules at HOME and AWAY games.
		2. BOD members should be objective when discussing or voting on LPBK issues.
	10. BOD members must wear LPBK attire when at Home Games (including scrimmages), Pep Rally, Registration, Homecoming, and Special Events.
	11. BOD members are responsible for ensuring that information/issues are not disseminated to members, press, or general public until such time as BOD approves dissemination.
	12. BOD member shall not name names or discuss disciplinary actions against members publicly unless member makes information public first.
	13. No BOD member shall sign or enter into any long-term contract(s) or agreement(s) that exceed ONE (1) year in length.
	14. No BOD member shall make any promises or sign documents to the effect; to vendors or sponsors that LPBK will be or is obliged to engage in partnership for longer than ONE (1) year or more.
	15. All Contracts or Agreements that extend longer than ONE Or more years, must first be approved by 2/3 vote of the BOD and is only to be signed by the current BOD President or BOD designee.
6. **ARTICLE VI - Membership**
	1. Members will include all parents and/or guardians of paid registered players. It will also include any BOD member, head coach or assistant coach affiliated with LPBK.
	2. An annual election of BODs will be held each season.
		1. All members in good standing will be entitled to one vote per paid registration.
		2. Membership will be notified of the date and time of the election through the league website, social media, and/or email.
		3. 25 present members shall constitute a member’s quorum.
			1. In the event 25 members are not present, the election shall be rescheduled to a later date.
			2. There is no quorum requirement at the second election.
	3. Membership in the league is good through one season as defined in section 1.3.
	4. Youth or adult membership termination shall be enacted and enforced by the BODs without a refund.
		1. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the Board that the individual or family has become detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the organization.
7. **ARTICLE VII – BODs Meetings**
	1. BOD’s meetings shall be held at least one time per month.
	2. Each board member in good standing will have one vote in all business matters.
	3. The President shall not vote on any motion brought before the board, however, should the result of any vote or any motion result in a tie the President shall cast his/her vote only as a tie breaker.
	4. Robert’s Rules of Order will govern the proceedings of meetings to ensure that meetings run in an orderly business manner, except where it conflicts with the Bylaws of the league.
	5. BODs Quorum:
		1. A majority of the BODs shall constitute a board quorum for the transaction of business.
	6. Special (Emergency) Meetings:
		1. A special meeting may be called by the BODs as needed and a majority of BODs must be present.
8. **ARTICLE VIII – Committees**
	1. The recommendation of committees helps streamline the decision making of the BODs prior to voting.
	2. The overall goal of BOD committees is to have more than one voice making suggestions on a particular issue and to give those BOD members who are more closely associated with a particular group more input in the decisions that affects their groups.
	3. Committee sign-ups may be held at registrations and throughout the season and will be overseen by the Vice President.
	4. Special Event Committees
		1. Formed each season for such events as Homecoming, Pep-Rally, etc.
		2. Events must be chaired by a sitting BOD member.
		3. Volunteers of the Special Event committee should be league members or immediate family members.
		4. The Special Event Committee is to report back to the BOD for vote prior to implementing details, literature, dates, times, and choosing budget of event.
	5. BODs Committees
		1. An Executive Committee will form each season and include the President, Vice-President, Treasurer, and Secretary.
			1. The Executive Committee is to develop, recommend, and oversee issues pertaining to, but not limited to, finance, growth, and review and recommend amendments to operating code or bylaws, to maintain and ensure stability and professionalism of LPBK.
			2. The Executive Committee is to report back to BOD for vote regarding any changes in operating code or bylaws.
		2. An Administrative Committee shall be formed each season and include the Secretary and Cheer Secretary.
			1. The Administrative Committee is to research, develop, recommend, and oversee issues pertaining to, but not limited to, registration processes, record keeping issues, and internet functionality, etc.
			2. The Administrative Committee is to report back to the BOD for vote prior to implementing any administrative processes.
		3. A Football Committee will be formed each season and include the Football Commissioner, Secretary, Football Equipment Coordinator, and Assistant Football Equipment Coordinator.
			1. Will research, develop, recommend, and oversee football issues pertaining to, but not limited to, training, field improvements, uniform improvements, etc.
			2. Present committee approved Head Coaches through Football Commissioner to the BODs for final approval NLT then the April BODs meeting.
			3. The Football Committee is to report back to the BOD for vote prior to implementing changes to the Football Program.
		4. Cheerleading Committee will be formed each season and include the Cheerleading Commissioner, Cheerleading Equipment Coordinator, and Cheerleading Secretary (In the absence of a cheerleading secretary, the Secretary will participate).
			1. The Cheerleading Committee is to research, develop, recommend, and oversee cheerleading issues pertaining to, but not limited to, training, competitions, uniforms, etc.
			2. The Cheerleading Committee is to report back to the BOD for vote prior to implementing changes to the Cheerleading Program.
		5. Fundraising Committee will be formed each season and include the Fundraising Coordinator, Merchandise Coordinator, and Concessions Coordinator.
			1. The Fundraising Committee is to research, recommend, and oversee fundraising issues pertaining to, but not limited to, pricing, feasibility of events, and profitability of fundraising groups, etc.
			2. The Fundraising Committee is to report back to the BOD for vote prior to implementing price changes, events, and choosing Fundraising groups to partner with.
9. **ARTICLE IX - Operating Code**
	1. The BODs developed an operating code which the league shall follow.
	2. The purpose of the Operating Code is to implement rules and procedures which enable the league to run an honorable football and cheerleading program that is fair to the membership and participants, without prejudice.
	3. The La Plata Blue Knights Bylaws always take precedence over the Operating Code when a conflict exists.
10. **ARTICLE X – Amendments to Bylaws and Operating Code**
	1. Bylaws and Operating Code may be adopted, amended, or repealed by the vote or written assent of a majority of the BODs.
	2. The secretary will maintain record of all adopted, amended, or repealed Bylaws or operating code procedures.
	3. Once adopted, these amendments will take effect immediately.
11. **ARTICLE XI - Dissolution**
	1. In the event of the dissolution of The La Plata Youth Football Association, Inc. the BODs will donate all remaining assets to the Charles County Department of Public Facilities (Parks and Grounds Outdoor Sports) located in La Plata, MD.
		1. The donated items are to be distributed among the other local non-profit youth football and cheerleading organizations to help promote the sport in Charles County.

Amended by majority vote on 10 March 2023