

FOREST LAKE YOUTH FOOTBALL (FLYFB)

BY-LAWS

3/4/21

Article I - Name and Location

Section 1.

Forest Lake Youth Football (FLYFB) is an affiliate of the Forest Lake Area Athletic Association (FLAAA)

Section 2.

The principal office shall be located in Forest Lake, MN.

Section 3.

Other offices for the transaction of business shall be such places as the Board of Directors may from time to time determine.

Article II – FLYFB Membership and Membership Meetings

Section 1.

Parents or guardians of persons enrolled in Forest Lake Youth Football have membership. Coaches, Board of Directors members and Adult Volunteers (18+ years) shall be considered as members.

Section 2.

The Annual Meeting of the membership shall be held the 2nd Wednesday in January in each year, at the location and time specified by the Board.

Section 3.

Special Meetings of the Board of Directors members may be called at any time by the President and in his/her absence by the Vice-President, or by a majority of the Directors.

Section 4.

Notice of time and place of Annual Meetings shall be published electronically and/or submitted via email and shall be distributed to all Members at least (10) ten days before the date of such meetings.

Section 5.

In addition to the Annual and Special Meetings, there shall be a monthly meeting on the 2nd Wednesday of each month, at a location and time as determined by the Board.

Section 6.

Only FLYFB Board of Directors members in good standing shall be eligible to vote in the Annual or Monthly meetings or Special meetings of this corporation. Proxies are recognized. Good standing includes attendance at 50% (1/2) of regularly scheduled meetings in the previous year of appointment.

Section 7.

A FLYFB Sports Director will attend at least six (6) FLAAA Board of Directors meetings each year in addition to the “All Sports Officers” Meeting to maintain good standing in the FLAAA organization.

Article III – FLYFB Board of Directors

Section 1.

The business and property of FLYFB shall be managed by the FLYFB Board of Directors, who shall be elected at the Annual Meeting.

Section 2.

At least (5) five people shall be in good standing on the FLYFB Board of Directors and at least (1) one shall be in good standing with the FLAAA Board of Directors. The FLYFB Secretary must have current and correct contact information for those people.

Section 3.

A member of the FLYFB Board of Directors Board may make or second motions.

Section 4.

The FLYFB Board of Directors shall consist of: President, Vice President, Secretary, Treasurer at least (2) two and no more than (10) ten members at large, and one FLAAA liaison holding the title of Sport Director.

Section 5.

The President, Vice President, Secretary, Treasurer and Sports Director will serve as the Executive Committee. The Sports Director shall be approved by the Board. The Sports Director must be a Board Member or Committee Member of FLYFB, with full voting rights.

Section 6.

A quorum for the transaction of business at any of the FLYFB Board of Directors Regular Meeting or Special Meeting shall consist of a minimum of 30% of current Board of Directors members.

Section 7.

Vacancies in the FLYFB Board of Directors shall be filled by appointment by the President and approved by the Board of Directors and that appointment shall continue until the next Annual Meeting.

Section 8.

The FLYFB Board of Directors may remove one of their own members for cause at a regular meeting, upon three-fourths (3/4) vote of the Board of Directors. Absence from three (3) successive Board meetings without approval of the President or without valid reason may be deemed sufficient cause for removal.

Section 9.

Each member of the FLYFB Board of Directors shall have a background check certified by FLAAA, which shall confirm suitability as a member of the Board every (2) two years.

Section 10.

FLYFB will accept applications for financial assistance to cover all or part of registration fees. These scholarships will be based on evidence of need provided within submission. All applications will be voted and approved by the FLYFB Board. There is be a maximum of 10 scholarships awarded per year.

Article IV - Officers

Section 1.

The Officers of FLYFB shall be: President, Vice-President, Secretary, Treasurer and Sports Director

Section 2.

1) The President shall:

- a) Preside at Directors and Membership Meetings
- b) Have overall responsibility and general supervision over all affairs of FLYFB
- c) Have supervision over other officers and directors
- d) Execute any contracts with the FLYFB and FLAAA Board of Directors approval
- e) Be a signatory on all Sports Financial Accounts. (Checking, Savings, etc.)
- f) Perform other duties as required

2) The Vice-President shall:

- a) In the absence of the President, perform the duties of the President.
- b) Maintain equipment and storage facility in conjunction with the Property Committee
- c) Maintain background check records
 - i) Assure that all the required background checks are performed, for all coaches and Board Members.
 - ii) Background checks for the Board Members need to be completed before their next meeting after being selected.

- iii) Background checks for Coaches and Assistant Coaches need to be completed before they conduct their first practice.
 - d) Assure that concussion training certifications are performed for all coaches as required by FLYFB governing bodies including the FLYFB Board
 - e) Collect and maintain team rosters
 - f) Chair the ethics committee
 - g) Provide second signature on General Fund Account.
 - h) Perform other duties as required
- 3) The Secretary shall:
- a) Issue notices of Directors and Membership Meetings
 - b) Attend and keep minutes at meetings
 - c) Maintain books, records, papers, & By-laws
 - d) Provide second signature on General Fund Account.
 - e) Perform other duties as required
- 4) The Treasurer shall:
- a) Maintain custody of all general fund monies
 - b) Present income, expenditures, and balanced bank statement at each monthly meeting
 - c) Present a financial statement at the Annual Meeting
 - d) Write checks for items approved by the FLYFB Board of Directors
 - e) Chair the Finance Committee; gather Sport budgets for the committee.
 - f) Provide a signature on General Fund Account.
 - g) Perform other duties as required
- 5) The Sports Director shall:
- a) Assure that financial reports are available and, in the format, directed by the FLAAA Finance Committee.
 - b) Assure that all of the FLYFB Board meetings minutes are turned in to the FLAAA Secretary immediately after approval by the FLYFB Board.
 - c) Annually or when changed, turn in a list of Board Members names, addresses, phone numbers and email addresses to the FLAAA Secretary.
 - d) Annually turn in the FLYFB by-laws to the FLAAA Secretary.
 - e) Bring information to FLAAA on current organizational issues and concerns, such as problems with coaches, parents, players, policy decisions, etc.
 - f) Relay information to the FLYFB Board regarding current FLAAA issues and concerns.
 - g) Assure that team rosters are turned into the designated FLAAA Board of Directors Member within thirty (30) days of the Sports first game.
 - h) Assure that an annual budget for the Sport is turned in by the stated deadline (when finances are released to FLYFB by FLAAA).
 - i) Attend FLAAA monthly meetings or arrange for a representative from FLYFB to be there
 - j) Be available to participate in FLAAA committees or events per the Sports Director's discretion.
 - k) Assure that all information is turned in for the Annual Audit as directed by the FLAAA Finance Committee (when finances are released to FLYFB by FLAAA).
 - l) Serve on the FLYFB Ethics Committee as needed.

Article V - Members at Large

- 1) Members At Large are community members who are nominated and approved by the Board of Directors to serve on the Board of Directors.
- 2) Members At Large shall attend FLYFB Board monthly meetings.
- 3) Members At Large shall be available to participate for any other FLAAA committees and/or events
- 4) Members At Large shall perform other duties as assigned.

Article VI – Elections of the FLAAA Board of Directors

Section 1.

At the Annual Meeting of the FLAAA Board of Directors the following shall be elected

- 1) Officers and Board of Directors and Members at Large whose terms have expired

Section 2.

Officers of the Board of Directors and Members at Large shall all serve a three-year term with the election of President, Vice President, Secretary, Treasurer, Sport Director and Members at Large.

Article VII - Committees

Section 1.

Each year the FLYB Board of Directors shall assign a member to serve as Chairperson of each of the following Committees: Publicity/Social Media, Finance, Property, Ethics, and Bylaws. Each Chairperson may choose to have their own committee members.

Section 2.

The duties of the Standing Committees shall be as follows:

- 1) Publicity/ Social Media:
 - a) Shall publicize activities FLYFB and shall develop programs for informing the community of FLYFB purposes and activities.
 - b) Only FLYFB Board designated individuals shall post on social media or send media on behalf of the FLYFB organization.
- 2) Financial:
 - a) Shall review and approve all budgets and post-season recaps annually. This committee shall consist of the FLYFB Executive Board and others as appointed.
- 3) Property:
 - a) Shall supervise the storage location and see that all equipment conforms to safety requirements and also maintain a current inventory of all capital equipment and including physical inventory of Sports equipment.
 - b) The Vice-President will provide an inventory of all capital equipment owned by FLAAA. This inventory should be updated at the time of the purchase of any additional equipment.
- 4) Ethics/Rules:
 - a) This committee shall include the Sports Director.
 - b) Shall review disputes not resolved by Coaches.
 - c) FLYFB is required to have an Ethics committee with a minimum of 3 members.
- 5) By Laws:
 - a) This committee shall consist of the Executive Committee and others as appointed.
 - b) Shall review and make recommendations for FLYFB and all other activities by laws and philosophies.
- 6) Special Committees as required

Article VIII - FLYFB

Section 1.

- 1) FLYFB is subject to approval and financial oversight by the FLAAA Board of Directors.
- 2) All contracts over \$5,000.00 that are not a budgeted item FLYFB using FLAAA's federal ID number may not be entered into unless pre-approved by the FLAAA Board of Directors.
- 3) All non-budgeted contracts over \$5,000.00 must be preapproved by the FLAAA Board of Directors.

Section 2.

- 1) FLYFB has a fully functioning Board and has its own bank account and checkbook.
- 2) FLYFB has a fully functioning Board and has monthly meeting, committees, and by-laws.
- 3) FLYFB has a fully functioning Board and has a budget that is fully funded by the sport (Applicable when FLAAA releases finances to the FLYFB Board).

Section 3

FLYFB encourage the involvement of high school coaches. High school coaches may serve as an advisor (not a Board member).

Section 4.

FLYFB shall set up their own guidelines for selection of coaches, officials, schedules, and administrative matters.

Section 5.

- 1) The Board of Directors of FLAAA shall vote to accept or not accept FLYFB into the tax-exempt status of the Corporation. FLAAA's Executive Committee will identify the rules and obligations that the tax-exempt FLYFB will need to follow. FLAAA will notify FLYFB in writing of their acceptance into the tax-exempt status. FLAAA will also convey in writing FLYFB the rules and obligations with which it must be in compliance.
- 2) Rules and obligations for tax-exempt status:
 - a) Organize its membership.
 - b) Appoint officers.
 - c) Develop by-laws.
 - d) Hold and record meetings as described in those by-laws.
 - e) Establish a checking account requiring 2 signatures or the signature of the President of FLYFB. The FLAAA President will have signing authority.
 - i) Financial
 - ii) Debit Card
 - iii) FLYFB is not allowed to have a credit card
 - f) Develop internal accounting controls.
 - g) Comply with all requirements of Article IV.
- 3) FLYFB must comply with all duties specified in Articles IV and X. Failure to comply with these duties within two weeks of required submittal shall constitute as non-compliance with the rules of FLAAA.
- 4) If FLYFB is not complying with all rules and obligations described above in Subsection 2, they may be removed from the organization. FLYFB shall receive one (1) written warning requiring compliance with the rules within thirty (30) calendar days before the FLAAA Board of Directors may remove the FLYFB from the organization.

Section 6.

FLAAA and FLYFB will not donate directly to Booster Clubs to ensure compliance with the State of MN laws regarding 501(c)(3) status.

Article IX - Meetings

All meetings shall be conducted under Roberts Rules of Order where they are not in conflict with these by-laws.

Common sense shall be the principal order of meeting conduct.

All Members of the FLYFB Board of Directors with voting rights will be notified of the FLYFB Annual Meeting.

Article X - Finance

Section 1.

Monies shall be deposited in banks as approved by the Board of Directors, and all expenditures shall be by a majority vote at the meeting where they were requested.

Section 2.

FLYFB financials shall be audited a minimum of once per year by an outside auditing firm once full control of finances has been released by FLAAA to FLYFB, this shall be done at the end of the fiscal year.

Section 3.

FLYFB shall have a fiscal year beginning January 1st and ending December 31st.

Section 4.

No solicitation for money, prizes, and /or other items shall be permitted without the authorization of the FLYFB Board of Directors. All solicitation must be done within the rules/statutes governing charitable gambling.

Section 5.

FLYFB may maintain their own organization funds as outlined in Articles IV and X.

Section 6.

All financial accounts require 2 signatures /or one signature by the President of FLYFB. If there is an approved debit card attached to an account one signature is acceptable as long as the expense has been previously budgeted and/or approved at a meeting of the FLYFB Executive Board or is under \$1,000.00.

Section 7.

Officers of FLYFB may at their discretion spend up to \$250.00 without prior board approval. They must report this expenditure at the next meeting.

Section 8.

FLYFB shall not use FLAAA's federal ID number or name for a credit/debit card without prior approval of the FLAAA board.

Section 9.

The FLAAA Board of Directors shall determine who shall be bonded and the amount of each bond.

Article XI - Charitable Gambling Funds

Section 1.

The primary use of the charitable gambling net profits shall be for promoting youth activities in the geographic area of Independent School District 831.

The 80/20 rule must be adhered to: "80% of FLYFB rosters must reside or attend school in ISD 831 to be eligible for charitable gambling funds.

Section 2.

Requests may be submitted either in writing or in person at a monthly meeting. Upon receiving a request any member of the FLAAA Board of Directors may make a motion to approve, or to table and request more information.

Section 3.

If a request has been approved, the FLAAA Gambling Manager and the requesting party shall work together to assure proper compliance with all Minnesota Charitable Gambling Rules and Regulations are met. Money shall be distributed in the form of a check, as funds become available.

Section 4.

No request shall be approved if the FLYFB has not complied with all requirements of Articles IV and X by the date required. Approval may be granted after compliance is achieved.

Article XII Behavior

Section 1.

FLYFB does not condone and will not tolerate harassment (e.g., emotional, sexual, bullying, and hazing) of any individual, player, coach, Board of Directors Member or member. Contact the FLYFB Board immediately if you, a player, or your family experiences or witnesses any form of harassment

Section 2.

All members and those affiliated with FLYFB and participants in any FLYFB sponsored activity shall be treated with dignity and respect. It is the policy of FLYFB that harassment of any person shall not be tolerated for any reason. Failure to adhere to this policy will result in disciplinary action up to and including termination of FLYFB membership and/or banning from any FLYFB sponsored activity.

Section 3.

- 1) Social Media, mobile and electronic communications policy.
 - a) The improper use of mobile and electronic communications is misconduct and is not tolerated.
 - b) Email, text messaging and similar communications between coaches, team managers, and players must be for purpose of communicating information about team activities.
 - c) Social media and other means of electronic communications cannot be used to commit abuse and misconduct. Such communications by any member shall be considered a violation of the FLAAA Behavior Policy.

Article XIII Safe Sports Act

Section 1.

- 1) In compliance with the National Safe Sports Act, FLYFB requires mandatory training of all adult members who are in regular contact with amateur athletes who are minors.
- 2) Coaches and Board of Directors of FLYFB are mandatory reporters. Each member must comply with mandatory reporting. All allegations of sexual or physical abuse, or neglect shall be reported within 24 hours to police and/or Child Protective Services.
- 3) All coaches and Board of Directors shall not be alone with amateur athletes who are minors. All coaches and Board of Directors must be at an observable and interruptible distance from another adult when interacting with the amateur athletes, except under emergency situations.
- 4) FLYFB prohibits any form of retaliation for a child or coach reporting abuse.

Article XIV Amendment

Section 1.

- 1) These by-laws may be amended or altered by a majority vote of all FLYFB Board of Directors Members at any meeting using the following procedure:
 - a) After a proposal and discussion at a Board Meeting, notification of the requested change, shall be distributed to all FLYFB Board of Directors Members at least (5) five days prior to the next Board Meeting of proposed by-law change meeting.
 - b) In no event, shall a proposed amendment be voted on earlier than 10 days after it is originally proposed.