



Hereford Youth Football By-Laws

Hereford Youth Football is a non-commercial, nonsectarian, nonpartisan, and nonprofit organization. The purpose of the Hereford Youth Football Program is to provide the youth of Northern Baltimore Co. an opportunity to learn the fundamentals of football under competent leadership, to enjoy participation and competition in an organized league so that they may become happier, better, and more disciplined people. Objectives shall include the development of positive social values and character traits; good sportsmanship; physical and mental health; teamwork skills; and a knowledge, appreciation, and interest in football. It is a goal of this organization to instill the will to win and the courage to accept defeat or disappointment, with emphasis on clean play and sportsmanlike conduct.

These are the bylaws set forth by Hereford Youth Football. These bylaws shall establish the policies and procedures for implementing the intent and plans of Hereford Youth Football.

Article I. Meetings

Meetings will be run in a manner that is consistent with an agenda, minutes shall be kept, and decisions shall be made after a motion and a second followed by a vote. No other version of order shall overrule the HYF bylaws.

- Regular Meetings
 - A meeting shall be held once (1) a month, at a time and place to be determined by the Board, to discuss any business that may come before it. All meetings will be conducted in accordance with procedures.
- Special Meetings
 - Special meetings require a written notification to all Board members by HYF, at least three days prior to such meeting. Special meetings may be called by the majority of the Board or by request of the Commissioner.

Article II. Organization

Hereford Youth Football will be organized in such a manner to provide fair, safe, healthy, and quality activities for the benefit of the program.

- The program shall be managed by the Board.
- The programs interactions with the community and other organizations shall be through at least one community coordinator.
- The programs fiscal year shall be September 1 to August 31.

Article III. Powers and Duties of the Board

The Board shall manage affairs of HYF in accordance with the bylaws of HYF. All responsibilities not specifically assigned or delegated by these bylaws shall rest with the Board or as delegated by the Board.

- The Board shall consist of five (5) officers. If vacancy ever occurs on the board, the commissioner has the right to approve someone to fill that vacancy. The Board must always have an odd number of members. Board members shall solicit applicants to fill vacancies.
- The Assistant Commissioner, Secretary, Treasurer, and Area Director shall have one (1) vote each. In the event of a tie the Commissioner shall cast the final vote.
- The Secretary shall prepare an agenda for each meeting, which must be distributed to each Board member, prior to the meeting.
- The Commissioner or the Board, or by majority vote, shall have the authority to call additional meetings if deemed necessary. Three (3) days advanced notice must be given to each Board member.
- The Commissioner or the Board, or by majority vote, may cancel a meeting for reasons beyond the Board's control.
- Any Board member who misses two (2) consecutive meetings or four (4) meetings within a twelve (12) month period may be removed from the Board by a majority vote. Any Board member may present any individuals name to the Board at the next regularly scheduled meeting following the violation of this subsection. Any position left open by removal under this subsection shall be declared vacant.
- The meeting shall be conducted in an orderly fashion, following the agenda prepared by the Board.
- Approve all disbursements by the HYF in excess of \$100.00.
- Provide each team with copies of the most current Bylaws and General Rules.
- Provide each team with the proper forms required by HYF for participation in it.
- Establish rules for participation by athletes in HYF with regard to age, weight and physical condition, playing rules and rules governing equipment, with the means to enforce these rules (these rules will make up the General Rules).
- Ensure that the rules set forth by HYF are enforced.
- Make the final decision as to the disciplinary action taken against any coach, player or fan, from reprimand, suspension and/or dismissal from any and all HYF activities (See Article VI).
- Determine, assess and collect program fees, establish a budget and cause same to be carried out.
- No other individual shall have the authority to disburse funds, raise funds, approve purchases, make purchases or commit the Program in any way unless specifically identified and authorized by the Board.

Article IV. Duties of Members

Duties of the Commissioner

- The Commissioner shall preside at all meetings of HYF.
- The Commissioner shall appoint:
 - Chairman of all committees
- All appointments are subject to the concurrence of the Board of Directors
- Is responsible for providing one regulation football field, properly laid out and marked, to be designated as that area's home field.
- Is solely responsible for determining the playability of the field, notifying the visiting area of any changes regarding the scheduled games and arranging the make-up of cancelled games within the framework of the General Rules governing postponed games.
- The Commissioner is to receive and disburse funds for HYF and communicate with the Treasurer so that proper records and receipts are kept.

Duties of the Assistant Commissioner

- Equipment management and maintenance.
- Shall, in the absence of the Commissioner, perform all duties assigned to the Commissioner.
- Shall oversee all operations of Football respectfully.
- Organize committees and provide record to fundraising, publicity, and grievances.

Duties of Secretary

- The Secretary shall prepare an agenda for each meeting, which must be distributed to each Board member, prior to the meeting.
- Keep minutes of each meeting of HYF and provide copies to each Board member.
- Maintain an up-to-date roster of all HYF members and make available copies to each Board Member.
- Issue notices to each Board Member of all meetings scheduled by HYF.

Duties of Treasurer

- Keep proper records and accounts of all HYF financial matters, prepare and present at each regularly scheduled meeting a financial report and make available all records of HYF for review and audit.
- Deposit all funds of HYF in a timely manner in such financial institution as shall be approved by the Board.

Duties of the Program Directors

- Each Area Director shall act as liaison between coaches and the board.
- Each Area Director shall be responsible for their designated area, lending their assistance in the organization and operation of the teams in that area and making sure the teams and coaches are adhering to all HYF rules and the Code of Standards.

Specific duties are as follows:

- Report to the Board of Directors any conduct or event occurring in their area which is or appears to be in violation of any HYF rule or policy.
- Ensure all players on teams from their area confirm to the age and weight requirements.
- Ensure that all equipment used by teams from his area meet HYF standards.
- Observe practice sessions whenever possible.
- Provide all head coaches in their area with a current copy of the League and High School Rules.

Article V. Coaches

- Any new/replacement Head Coach shall be formally nominated by the current Head Coach and confirmed by the Board. In case of no nomination or a volunteer presents, then the Board shall be responsible for the new appointment.
- The Head Coach of program shall serve until resignation or until removed in accordance with these Bylaws, Coaches Code of Conduct, and General Rules of HYF.
- Coaches shall have the responsibility to manage their program or activity in a way to develop good, fair, and quality activities for the participants. The Head Coach shall appoint other volunteers to assist in the management of the program or activity. To be approved by the Board.
- Head Coach shall be responsible for submitting to the HYF Board Accident/Incident Report within 24 Hours.
- Attendance at scheduled coaches' meetings for the Head Coaches or a representative is **MANDATORY**.
- The Head Coach must gain prior written approval from HYF Board for items to be purchased by the program that were not included in its program budget before that money is allocated.
- All purchases or disbursements must be documented and provided to the Treasurer.
- All established rules/policies/procedures which provide for a safe, fair, healthy, and quality operation must be followed at all times.
- The Head Coach may not contract an independent instructor or obtain an instructor through another organization without written request to the Board and Board approval. *Note: Any instructor must have a Background check as is required via Department of Recreation and Parks of Baltimore County.
- Head Coaches, like the Board, must be members in good-standing of HYF.
- Coaches must follow strict adherence to the HYF Coaches Code of Conduct and ensure the same of their Assistant Coaches or risk disciplinary action, up to and including removal "at will".

Article VI. Suspension or Removal

- Any individual can be suspended or removed from his/her position for actions not in the best interest of HYF.
- Such actions as (but not limited to) unsportsmanlike conduct, stealing, fighting, foul language, violation of these bylaws or other Council rules, policies or regulations or failure to perform the responsibilities of the position should be considered reason for suspension and/or removal.

- **Suspension**

- a) The Commissioner may suspend an individual from his/her position.
- b) Any individual may be suspended by a majority affirmative vote of the Board present at a scheduled meeting.
- c) The Commissioner may suspend an individual from his/her position.
- d) The position left open by a suspension may be temporarily filled, if necessary, by appointment of the Commissioner.
- e) Any Board Member may submit an individual for suspension from his/her position at a regularly scheduled meeting.
- f) The individual suspended will be considered by the Board at the next scheduled meeting and the length of suspension determined or removal action taken.
- g) With a suspension is one (1) year probation. A suspension during probation; removal will be considered by the Board.

- **Removal**

- a) The Commissioner may remove an individual from his/her position.
- b) Any individual may be removed by a majority affirmative vote of the Board present at a scheduled meeting.
- c) The Commissioner may remove an individual from his/her position.
- d) The position left open by removal may be temporarily filled, if necessary, by appointment of the Commissioner.
- e) Any Board Member may submit an individual for removal from his/her position at a regularly scheduled meeting.
- f) Any individual removed shall not be eligible for any other position in the program and the existing position shall be declared vacant.

Article VII. Committees

- **FUNDRAISING-** The Committee has the responsibility for bringing to the Boards review and approval any desired fundraising opportunities for the benefit of HYF as a whole.
- **PUBLICITY-** The Committee has the responsibility for coordinating all Council publicity. The Board shall establish regular communications with the general membership.
- **GRIEVANCE-** The Committee has the responsibility for reviewing all grievances before presentation to the Board. The Board is to ensure follow-up until full closure of the grievance.

Article VIII. Social Media

- **SOCIAL MEDIA-** The purpose of this is to guide appropriate use of social media for HYF. Team Snap is the preferred method of communication that HYF uses to communicate with parents and players important information. However, other apps such as SI or Game Changer are acceptable. All individuals associated with the app are to communicate in a respectful manner in accordance with the associated Codes of Conducts re: Coaches, Parent, and Player. All communication will be monitored by the HYF Board email and all Head Coaches or Team Administrators are to add HYF to their inter-team communications.

- Violations of the Social Media Policy could result in disciplinary actions up to and including suspension or removal from team activities for Coach, Parent, or Player. Disciplinary actions will follow if not used in a manner deemed appropriate by the HYF Board.

Article IX. Amendments

- These Bylaws may be amended by an affirmative, majority vote of the Board on the date of the meeting the amendment is proposed.
- The majority vote must be of all active Board members whether present at the meeting or in writing. A member's vote can be obtained in writing within seven (7) days from the meeting which the amendment was proposed.
- Any proposed amendment that does not receive a majority vote within seven (7) days from the Board meeting it was proposed shall be deemed not approved.
- Any approved amendment shall become effective immediately.