

**Mechanicsville Braves
Youth Football & Cheer
BY-LAWS**



**Mechanicsville Braves Youth Football & Cheer (MBYFC)
BY-LAWS**

Article I	Name.....	2
Article II	Purpose.....	2
Article III	Board of Directors.....	3
Article IV	Meetings.....	14
Article V	Membership.....	15
Article VI	Finance.....	15
Article VII	Coaches, Volunteers and Other Team Officials.....	16
Article VIII	Behavior & Conduct.....	18
Article IX	Disciplinary Actions.....	21
Article X	Indemnification.....	21
Article XI	Amendments.....	22
Article XII	Dissolution.....	23

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Article I Name

Section 1.01 The name of this organization is the Mechanicsville Braves Youth Football & Cheer (MBYFC). MBYFC is a non-profit organization within the meaning of the statutes and regulations of the Commonwealth of Maryland and the United States of America.

Article II Purpose

Section 2.01 The purposes of the Corporation per the Section 2.02 shall be served by the Corporation and its members in accordance with the requirements of the applicable law of the State of Maryland relating to non-profit corporations and in such a manner as shall be consistent with the requirements of maintaining tax exempt status of the Corporation pursuant to Section 501(c) (3) of the Internal Revenue Code of 1986; as amended, or any succeeding statute or governing regulation.

Section 2.02 The Mission Statement of this non-profit organization is:

- a. To promote and encourage participation in Youth Football & Cheer.
- b. To promote good sportsmanship while ensuring that proper training; instruction, safety and equipment are furnished to the participants.
- c. To instruct participants in the fundamentals of football and cheerleading, in order to allow them to become a better participant and grow as an athlete.
- d. To instill in the participants by leadership, the highest ideals and standards of sportsmanship.
- e. To provide a safe environment and equipment for children to participate in football and cheerleading
- f. To make a positive difference in the life of a child.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Article III Board of Directors

Section 3.01 Board of Directors Positions:

This non-profit organization shall have a President, Vice President, Football Commissioner, Cheer Commissioner, Co-Cheer Commissioner, Safety Coordinator, Sponsorship/Fundraising Coordinator, Treasurer / Concessions Coordinator, Equipment Coordinator, Co-Equipment Coordinator, Field Coordinator, Co- Field Coordinator, Parent Advisory Coordinator, Team Mom Coordinator, Events Coordinator and Operational Consultant

- a. From this point on the above listed will be referred to as the Board of Directors (BOD)

Section 3.02 Voting Positions:

- a. Primary "Key" Voting Positions:

The following Board of Directors possesses the right to vote: President, Vice President, Football Commissioner, Cheer Commissioner, Safety Coordinator, Sponsorship/Fundraising Coordinator, Treasurer, Concessions Coordinator, Equipment Coordinator, Field Coordinator, Parent Advisory Coordinator, Team Mom Coordinator, and Events Coordinator.

- b. Secondary "Stand-In" Voting Positions:

In the event that the Primary Commissioner / Coordinator are not able to vote, the Co-Commissioner or Coordinator shall vote in place of the Primary Commissioner / Coordinator.

Section 3.03 Terms of Board of Directors:

The President and Vice President shall hold office for a period of six years or until they or their successors are elected. Their term of office shall normally begin February 1st of the election year. All other Primary and Secondary Board of Directors shall hold office for six years unless a Board member resigns or was removed for cause, there is no limit on the number of times an incumbent may be re-appointed.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

Section 3.04 Board of Directors Elections

- a. Elections of Board members will be held during the league meeting in January 2019. To become eligible to run for a Board of Directors position, you must have been affiliated with MBYFC for ONE (1) Year.
- b. Notice to the MBYFC membership of opening of nominations will be made at least 30 days prior to the elections by a mass emailing and an announcement on the MBYFC website (www.mechanicsvillebraves.org).
- c. Persons interested in a position must contact a Board of Directors member with their nomination request prior to the scheduled meeting.
- d. A list of candidates will be distributed one week prior to the annual meeting via a mass emailing and the MBYFC website.
- e. One final call for nominations for vacant positions will be made by the President at the annual meeting prior to opening the floor for elections.

Section 3.05 Vacancies:

If there is a vacancy, the Board of Directors shall recruit and appoint new BOD member to fill vacancy by a majority vote of the remaining Board of Directors. This new BOD member shall serve the remainder of the term vacated.

When a Board member resigns or was removed for cause, the current Board of Directors shall put forth a motion with 2/3rds majority vote to fill the vacant position or place the position in holding status until the Board of Directors deem it necessary to fill the vacant position.

Section 3.06 Removal of Office:

Upon proper motion with sufficient cause, the Board of Directors may, upon 2/3rds majority vote of all voting members, remove members or Board of Directors members from future participation in Board of Directors meetings or other Board of Directors activities. In the event that such motion should occur all Board of Directors can only vote through one of two methods: (1) In person or (2) via Conference Call. In such case, the Board of Directors shall appoint another person to sit as a voting member of the Board of Directors. If the President is unable to fulfill the duties of the office, the succession line of authority will be Vice President.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

Section 3.07 Board of Directors Compensation

The officers of the Board of Directors shall be entitled to the following Compensation throughout his or hers term:

- a. 75% off regular seasons prices for family member to participate in the sport. Camps and/or other activities are exempt from this compensation.
- b. Concessions - A tab can be utilized during the day of a home game/event. Tab must be paid in full before leaving for the game.
- c. All merchandise can be purchased at MBYFC's cost plus an additional \$5.00.

Section 3.08 Primary "Key" Board of Directors Duties:

a. President

The President presides at all meetings of the Board of Directors, conducts meetings in accordance with Robert's Rules of Order. The President shall represent MBYFC on all business (not otherwise delegated to or appropriately handled by other Board of Directors members) between MBYFC and other entities including the community, outside sports associations/leagues and/or CCYFL. The President has the authority to make day-to-day operational decisions regarding the MBYFC football program, including, but not limited to, rules enforcement, scheduling, field assignments, player assignment disputes between Associations, and rules disputes. The President shall perform such other duties as assigned by the Board of Directors. The President shall not vote on any motion brought before the Board. However, should the result of any vote on any motion result in a tie, the President shall cast his/her vote only as a tie breaker.

b. Vice-President

The Vice-President shall fulfill duties of the President upon the President's absence or inability to perform his or her duties. The Vice President shall communicate regularly with the Board of Directors and Head Coaches, when appropriate, to facilitate compliance with rules and conduct other business. The Vice President shall be the arbiter of rules disputes related to games (that do not amount to a game protest) appealed to him/her. The Vice-President shall perform such other duties as assigned by the Board of Directors.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

c. Football Commissioner

The Football Commissioner shall be responsible for ensuring all coaches have the proper certifications, background checks and meet all training requirements. The Football Commissioner shall monitor the conduct of all coaches and their adherence to the rules. The Football Commissioner shall coordinate recruiting efforts for coaches. The Football Commissioner shall keep the President and Vice President advised of all of the status changes to the above actions. The Football Commissioner shall serve as the Home Game Field Marshall ensuring that each team completes the required MPR form. The Football Commissioner shall also be responsible for all weigh in requests and addressing all side line issues as they may occur.

d. Cheer Commissioner

The Cheer Commissioner shall be responsible for steering the MBYFC's cheer program. The Cheer Commissioner will work with the President and Vice President on all issues pertaining to Cheerleading programs within the organization. The Cheer Commissioner will be specifically responsible for: (1) Ensuring all cheer coaches have the proper certification and training; (2) Overseeing all operations associated with the end of the year competition; (3) Ensuring that the cheer coaching staff meets the needs of MBYFC; (4) The conduct of the cheer coaches; (5) Managing and maintaining equipment dispersed to the cheer teams; (6) Communicating all information and events to all cheer coaches; (7) Plans summer cheer camps.

e. Sponsorship / Fundraising Coordinator

The Sponsorship / Fundraising Coordinator shall be responsible for all sponsorship / fundraising operations. Obtains and/or seeks donations from anyone wishing to donate to the MBYFC. Ensures sponsorship applications are available all year to any member and/or to our community. Determines what sponsors will receive in recognition of their sponsorship each year. Plans, organizes, implements, and manages all league wide fundraising programs. Communicates fundraising opportunities to teams and assists teams in coordinating their fundraising activities.

f. Field Coordinator

The Field Coordinator is responsible for the maintenance of all field equipment. The Field Coordinator shall coordinate the painting and set up for Fields 1 and 2 during all home games. The Field Coordinator is responsible for coordinating field clean up at the conclusion of each home game. The Fields Coordinator shall notify Board of Directors for any supplies needed for field maintenance.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

g. Treasurer / Concessions Coordinator

The Concessions Coordinator shall coordinate and monitor all game day concession operations. Collect all money and receipts from the concession stands on a weekly basis. Helps in setting up the work schedule for games using each team and cheer squad. Shall be the board contact if there are any problems involving concessions should arise. Creates and updates weekly inventory of items stocked and what is needed. Performs weekly shipping to maintain all food items. The Treasurer shall serve a term of two (2) years. The Treasurer shall keep the accounting records of the organization and make such payment from the organization funds. He/She shall prepare and submit to the Board of Directors a financial statement of the organization by the January board meeting. The Treasurer shall also perform duties that maybe assigned to the Treasurer by the Board of Directors. He/She shall carry out the financial duties as follows: (1) Report account balance at the Board of Directors meetings; (2) Financial information for taxes shall be prepared and forwarded to the CPA by January 31st of each year; (3) Personal Property taxes must be filed by April 15th; (4) Year-end financial statement shall be prepare and presented by the January board meeting.

h. Safety Coordinator

The Safety Coordinator is to fulfill the following requirements prior to starting the position: (1) Nominated as the USA Football H.U.F Coordinator by the MBYFC organization; (2) Complete USA Football's Level 1 Coach Certification or Recertification; (3) Complete and pass a background check with USA Football's background screening provider (NCSI); (4) Attend a USA Football Player Safety Coach training clinic offered through in-person or web-based instruction and participate in ongoing training. The Safety Coordinator's specific responsibilities shall include the following: (1) ensure all coaches within the organization have completed the USA Football Level 1 Coaches Certification Course; (2) Conduct one Heads Up Coaches Clinic for all coaches (clinic to cover equipment fitting, proper tackling, reducing helmet contact and concussion management); (3) Assume responsibility for checking that coaches are using approved practice plans, properly teaching Heads Up Tackling and using the Levels of contact approach to reduce helmet contact in practices; (4) Observe practices, as needed, provide guidance to coaches relative to heads Up Football's points of emphasis; (5) Attend games, serve as on-field expert, spot-checker and parent liaison at games to advance Heads Up Football and player safety; (6) Serve as the local origination expert and point of contact for player health and safety recommendations, particularly from USA Football, the NFL and the Centers for Disease Control and Prevention.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

i. Equipment Coordinator

The Equipment Coordinator shall be responsible for maintaining all player equipment and notifying the Board of equipment needs. The Equipment Coordinator keeps an inventory of all equipment and responsible for all equipment forms. Ensure that all safety standards pertaining to equipment are met at all times. The Equipment Coordinator shall be responsible for coordinating all equipment distribution efforts. These efforts shall include but not limited to, additional hours for distribution prep and for fitting "follow up" for players as needed. Responsible for coordinator equipment return operations and procedures.

j. Parental Advisory Coordinator

The Parental Advisory Coordinator shall respond to all parent's concerns and complaints. The Parental Advisory Coordinator shall inform the Board of Directors of any situations that need can't be resolved. The Parental Advisory Coordinator shall coordinate & recruit parent volunteers as needed for any or all activities.

k. Operational Consultant

The Operational Consultant is an appointed position responsible for functioning as a specialized consultant for the MBYFC Board of Directors. The Operational Consultant assists in the development plan of the MBYFC program. The Operational consultant should be an individual with significant experience with MBYFC or in youth football operations. The Operational Consultant shall provide the Board of Directors with input/advice on the major operational components of the club. These operational components would normally include the Equipment Procurement Process, Team Structure procedures, Event Planning, Training programs, Budget Analysis, Public Relations, and Issue Resolution. The Operational Consultant attends meetings, provides input/advice, but does not possess voting privileges.

l. Team Mom Coordinator

The Team Mom Coordinator shall serve as a mentor for new team moms through the organization. The Team Mom Coordinator is responsible for communicating / relaying all important information and administrative requirements to all team moms. The Team Mom Coordinator shall serve as the primary point of contact for all team moms. The Team mom is also responsible for distributing all fundraising money and returns it to the Treasurer.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

m. Events Coordinator

The Events Coordinator shall assist in the organization and management of MBYFC functions or events. The Events Coordinator organizes food, refreshments, and awards during MBYFC functions or events. The Events Coordinator shall coordinate the set up and oversee the dismantling and removal of an event and clearing the venue efficiently. The Events Coordinator shall prepare schedules and other print materials for event flyers or informational packages. The Events Coordinator is responsible for ensuring that all events run smoothly prior to, during and following the event.

Section 3.09 Secondary "Stand-In" Board of Directors Duties:

a. Co-Football Commissioner

The Co-Football Commissioner shall assist with ensuring all coaches have the proper certifications, background checks and meet all training requirements. The Football Commissioner shall assist with monitoring the conduct of all coaches and their adherence to the rules. The Football Commissioner assists with coordinating recruiting efforts for coaches. The Football Commissioner shall serve as the Home Game Deputy Field Marshall ensuring that each team completes the required MPR form. The Football Commissioner shall also assist with all weigh in requests and addressing all side line issues as they may occur. The Co-Football Commissioner shall assist the Football Commissioner as needed. The Co-Football Commissioner attends meetings, provides input/advice, but only possesses voting privileges when the Football Commissioner is not able to vote.

b. Co-Cheer Commissioner

The Co-Cheer Commissioner shall assist in managing and maintaining equipment dispersed to the cheer teams. The Co-Cheer Commissioner shall assist in communicating all information and events to all cheer coaches. The Co-Cheer Commissioner shall assist the Cheer Commissioner as needed. The Co-Cheer Commissioner attends meetings, provides input/advice, but only possesses voting privileges when the Cheer Commissioner is not able to vote.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

c. Co-Sponsorship / Fundraising Coordinator

The Co-Sponsorship / Fundraising Coordinator shall assist with all sponsorship / fundraising operations. The Co-Sponsorship / Fundraising Coordinator shall assist on obtaining and/or seeking donations from anyone wishing to donate to the MBYFC. The Co-Sponsorship / Fundraising Coordinator shall assist with sponsorship applications are available all year to any member and/or to our community. The Co-Sponsorship / Fundraising Coordinator shall assist with determining what sponsors will receive in recognition of their sponsorship each year. The Co-Sponsorship / Fundraising Coordinator shall assist with planning, organizing, implementing and managing all league wide fundraising programs. The Co-Sponsorship / Fundraising Coordinator shall assist the communication of fundraising opportunities to teams and assists teams in coordinating their fundraising activities. The Co-Sponsorship / Fundraising Coordinator shall assist the Sponsorship / Fundraising Coordinator as needed. The Co-Sponsorship / Fundraising Coordinator shall attend meetings, provide input/advice, but only possesses voting privileges when the Sponsorship / Fundraising Coordinator is not able to vote.

d. Co-Field Coordinator

The Co-Field Coordinator assists in maintaining all field equipment. The Co-Field Coordinator shall assist in the painting and set up of Fields 1 and 2 during all home games. The Co-Field Coordinator shall assist in clean up of each home game. In the absence of the Field Coordinator, the Co-Field Coordinator shall notify the Board of Directors for any supplies needed for field maintenance. The Co-Field Coordinator attends meetings, provides input/advice, only possess voting privileges when the Field Commissioner is not able to vote.

e. Co-Concessions Coordinator

The Co-Concessions Coordinator shall assist with coordinate and monitor all game day concession operations. The Co-Concessions Coordinator shall assist with collecting all money and receipts from the concession stands on a weekly basis. The Co-Concessions Coordinator shall assist with helping in the setting up the work schedule for games using each team and cheer squad. The Co-Concessions Coordinator shall assist with being the board contact if there are any problems involving concessions should arise. The Co-Concessions Coordinator shall assist with creating and updating weekly inventory of items stocked and what is needed. The Co-Concessions Coordinator shall assist performing weekly shipping to maintain all food items. The Co-Concessions Coordinator shall assist the Concessions Coordinator as needed. The Co-Concessions Coordinator shall attend meetings, provide input/advice, but only possesses voting privileges when the Concessions Coordinator is not able to vote.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

f. Co-Safety Coordinator

The Co-Safety Coordinator is to fulfill the following requirements prior to starting the position: (1) Nominated as a USA Football Co-H.U.F Coordinator by the MBYFC Safety Coordinator; (2) Complete USA Football's Level 1 Coach Certification or Recertification. The Co-Safety Coordinator's specific responsibilities shall include the following: (1) assist with ensuring all coaches within the organization have completed the USA Football Level 1 Coaches Certification Course; (2) Assist with conducting one Heads Up Coaches Clinic for all coaches (clinic to cover equipment fitting, proper tackling, reducing helmet contact and concussion management); (3) Assist with checking that coaches are using approved practice plans, properly teaching Heads Up Tackling and using the Levels of contact approach to reduce helmet contact in practices;(4) Assist with observing practices, as needed, provide guidance to coaches relative to heads Up Football's points of emphasis; (5) Attend games, serve as on-field expert, spot-checker and parent liaison at games to advance Heads Up Football and player safety. The Co-Safety Coordinator shall assist the Safety Coordinator as needed. The Co-Safety Coordinator shall attend meetings, provide input/advice, but only possesses voting privileges when the Safety Coordinator is not able to vote.

g. Co-Equipment Coordinator

The Co-Equipment Coordinator assists in maintaining all player equipment. The Co-Equipment Coordinator assists in keeping the MBYFC Board aware of equipment needs. The Co-Equipment Coordinator assists with ensuring that all safety standards pertaining to equipment are met at all times. Assists in the distribution and return of all equipment. Fills in for the Equipment Coordinator as needed. The Co-Equipment Coordinator attends meetings, provides input/advice, only possess voting privileges when the Equipment Commissioner is not able to vote.

h. Co-Parental Advisory Coordinator

The Co-Parental Advisory Coordinator shall assist with responding to all parent's concerns and complaints. The Co-Parental Advisory Coordinator shall inform the Board of Directors of any situations that need can't be resolved. The Co-Parental Advisory Counselor assist with coordinating & recruit parent volunteers as needed for any or all activities. The Co-Parental Advisory Coordinator attends meetings, provides input/advice, only possess voting privileges when the Parent Advisory Commissioner is not able to vote.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

i. Co-Team Mom Coordinator

The Co-Team Mom Coordinator shall assist with mentoring new team moms through the organization. The Co-Team Mom Coordinator is assist with the responsibility for communicating / relaying all important information and administrative requirements to all team moms. The Co-Team Mom Coordinator is also responsible for assisting with the distribution of all fundraising money and returns it to the Treasurer. The Co-Team Mom Coordinator attends meetings, provides input/advice, only possess voting privileges when the Team Mom Coordinator is not able to vote.

j. Co-Events Coordinator

The Co-Events Coordinator shall assist in the organization and management of MBYFC functions or events. The Co-Events Coordinator shall assist with organizing food, refreshments, and awards during MBYFC functions or events. The Co-Events Coordinator shall coordinate the set up and oversee the dismantling and removal of an event and clearing the venue efficiently. The Co-Events Coordinator shall assist with preparing schedules and other print materials for event flyers or informational packages. The Co-Events Coordinator is responsible for assisting the Events Coordinator to ensure that all events run smoothly prior to, during and following the event. The Co-Events Coordinator shall assist the Events Coordinator as needed. The Co-Events Coordinator shall attend meetings, provide input/advice, but only possesses voting privileges when the Events Coordinator is not able to vote.

Section 3.10 Contracts or Agreements

- a. All Contracts or Agreements that extend longer than the equivalent of the season or off-season must be approved by 2/3rds vote of the BOD and is only to be signed by the current BOD President or BOD designee.
- b. No BOD member shall sign or enter into any long term contract(s) or agreement(s) that extend longer than the equivalent of the season or off-season unless otherwise approved by 2/3rds vote of the BOD.
- c. No BOD Member shall make any promises or sign documents to the effect; to vendors or sponsors that MBYFC will be or is obligated to engage in partnership for longer than the equivalent of the season or off-season.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Section 3.11 Board of Directors Responsibilities

- a. Each BOD member shall attend a minimum of 75% of all regularly scheduled board meetings.
- b. Each BOD member shall assist with tackle/cheer registration.
- c. Attendance. Assist in a minimum of one of the following areas on game day: setup, maintain order, work concessions or merchandise, or cleanup.
- d. Positive Attitude, Character, & Dress. BOD member shall not publicly voice opposition with BOD or MBYFC. BOD members shall not publicly speak disparagingly about another BOD member. BOD members will make sure that members of MBYFC are acting in accordance with MBYFC rules at HOME and AWAY games. BOD Members should be objective when discussing or voting MBFYC issues. BOD Members must wear MBYFC attire when at Home Games (including scrimmages) and Special Events.
- e. Information Security and Privacy. BOD members are responsible for insuring that information/issues are not disseminated to members, press or general public until such time as BOD approves dissemination. BOD member shall not name names or discuss disciplinary actions against members publicly, unless member makes information public first.
- f. Disclosure Policy. A Board member shall not disclose any By-Law information to a person not entitled to receive such information related to the approved By-Laws of the organization, unless a majority of the Board has authorized its disclosure.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

Article IV

Meetings

- Section 4.01 Board of Directors Meeting:
- a. The Board of Directors shall be held at a minimum of once a month and at a time and place chosen by the Board of Directors.
 - b. Each board member in good standing will have one vote in all business matters.
- Section 4.02 Rules of Order:
- a. Robert's Rules of Order will govern the proceedings of meetings to ensure that meets run in an orderly business manner, except where it conflicts with the By-Laws of the league.
- Section 4.03 Emergency Meetings:
- a. An Emergency Meeting may be called by the Board of Directors as needed and all of the Board of Directors must either vote in person or via conference call.
 - b. In such case the Board of Directors shall for a Quorum to carry out Emergency Meetings
 - c. The Board of Directors shall give least 24 hours in advance notice of each Emergency Meeting.
- Section 4.04 Quorum:
- a. A majority of the Board of Directors shall constitute a board quorum for the transaction of business.
 - b. A 2/3rds majority vote shall constitute a members quorum. In the event that at least eight (8) votes are not available, the meeting shall be rescheduled to a later date. A second meeting shall be scheduled and shall constitute as the members quorum last chance to vote.
- Section 4.05 Membership Meeting:
- a. An annual membership meeting will be held at the End of Season Banquets in order to allow membership to elect Board of Directors.
 - b. Membership will be notified of the date and time of the meeting through the league newsletter, email, and/or website.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Article V Membership

- Section 5.01 Members will include all parents and/or guardians of paid registered players. It will also include any Board of Director, Head Coach or Assistant Head Coach affiliated with MBYFC.
- Section 5.02 Membership in the league is good through June 1st of each year.
- Section 5.03 Termination of membership of a youth or adult member shall be enacted and enforced by the Board of Directors without a refund. 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 of Directors that the individual or family has become detrimental to the growth, reputation or overall benefit to the athletes, coaches or volunteers or organization.

Article VI Finance

- Section 6.01 MBYFC functions on a fiscal year basis. The fiscal year begins on January 1 and runs through December 31 of each year. MBYFC functions primarily through fees collected from registrations, sponsorship donations, and other Board of Directors approved fundraising activities.
- Section 6.02 Annual Fees:
- The Board of Directors will approve an annual fee schedule for players associated with MBYFC. The annual fee will be set so as to help defray league expenses including those related to field usage, referees, football equipment rental, rental of storage facilities, field equipment, league insurance, background checks, and/or any CCYFL membership fees.
- Section 6.03 Bonding:
- Surety Bonds shall be furnished by the President, Vice President, Treasurer and other such Officers of the Corporation as the Board shall direct. The amount of such bonds shall be determined by the Board and the cost paid by the Corporation. Said bond shall be condition up faithful performance by the league and shall name the League as the obligee.
- Section 6.04 Disbursement of Funds:
- The Board of Directors shall approve all disbursement of funds. The Board of Directors shall control all procurement orders and expenditures.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Section 6.05 Sponsorship Donations

MBYFC may solicit sponsorship donations from persons, business, and other organizations. Such sponsorships shall be used to defray league expenses, to provide financial assistance for players/cheerleaders registrations as needed, or as the Board of Directors otherwise deems appropriate. Any team who uses MBYFC employer/tax identification number shall deliver any and all donations to the Sponsorship Coordinator and Treasurer for approval, both of whom shall record such funds being captured by that team.

Article VII Coaches, Volunteers, and Other Team Officials

Section 7.01 Head Coaches

- a. Head Coaches have daily personal contact with the community's children, and by definition and tradition, serve as important role models and mentors. Head Coaches must be **at least 21 years old**, meet all the qualifications set forth in Applicable Rules and must have at least one-year relevant coaching experience.
- b. Board of Directors shall interview and approve Head Coaches applications and ensure the Football Commissioner shall ensure that the Background Check, Coaches and Application are fully completed and submitted through the league website. All selections for Head Coach Positions may be reviewed by and, if sufficient cause exists, disapproved by the Board of Directors.
- c. Selected Head Coaches must attend ALL mandatory MBYFC meetings to ensure proper understanding of League policies and expectations.
- d. Selected Head Coaches are required to maintain a current a CPR Certification or must appoint a certified back up and complete the USA Football Level 1 Certification on an annual basis.
- e. All Head Coaches will be re-evaluated each season.

Section 7.02 Head Coaches Compensation

- a. All Head Coaches shall be extended on free regular season registration. Camps and/or other activities are exempt from this compensation.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Section 7.03 Assistant Coaches

- a. Assistant Head Coaches must be **at least 18 years old** and meet all the qualifications set forth in Applicable Rules.
- b. Board of Directors shall approve all Assistant Head Coach applications and ensure the Football Commissioner shall ensure that the Background Check, Coaches and Application are fully completed and submitted through the league website.
- c. All selections for Assistant Head Coach Positions may be reviewed by and, if sufficient cause exists, disapproved by the Board of Directors.
- d. Selected Assistant Head Coaches must attend all mandatory MBYFC meetings to ensure proper understanding of League policies and expectations.
- e. Selected Assistant Head Coaches are required complete the USA Football Level 1 Certification on an annual basis.
- f. All Assistant Head Coaches will be re-evaluated each season.

Section 7.04 Volunteers:

All persons holding any position of responsibility within MBYFC shall serve as volunteers without remuneration except contracted sports officials (referees). The volunteer qualifications shall include:

a. Adult Volunteers

Adult volunteers having any contact with children shall meet all qualifications established by Applicable Rules for the position in question and shall be subject to a police background check prior to undertaking his or her responsibilities.

b. Youth Volunteers

a. Youth participants shall assist with the MBYFC's football and cheerleading operations in order to fulfill his/hers High School's Community Service Hours.

b. All Youth Volunteer must be at least fourteen (14) years of age and shall meet all qualifications established by Applicable Rules.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

Article VIII

Behavior and Conduct

Section 8.01 Members of the board at all times abide by and conform to the following code of conduct in their capacity as board members:

- a. Each member of the board of directors will abide in all respects by the *MBYFC Members' Code of Ethics* and all other rules and regulations of the organization (including but not limited to the association's articles of incorporation and bylaws) and will ensure that their membership (or the membership of the entity for which they serve as a Board Member in the organization remains in good standing at all times. Furthermore, each member of the board of directors will at all times obey all applicable federal, state and local laws and regulations and will provide or cause to provide the full cooperation of the organization when requested to do so by those institutions and their persons set in authority as are required to uphold the law.
- b. Members of the board of directors will conduct the business affairs of the organization in good faith and with honesty, integrity, due diligence, and reasonable competence.
- c. Except as the board of directors may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the organization and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the board of directors.
- d. Members of the board of directors will exercise proper authority and good judgment in their dealings with organizational staff, suppliers, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.
- e. No member of the board of directors will use any information provided by the organization or acquired as a consequence of the board member's service to the organization in any manner other than in furtherance of his or her board duties. Further, no member of the board of directors will misuse organization property or resources and will at all times keep the association's property secure and not allow any person not authorized by the board of directors to have or use such property.
- f. Each member of the board of directors will use his or her best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

- g. Upon termination of service, a retiring board member will promptly return to the organization all documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board of directors.
- h. The board of directors dedicates itself to leading by example in serving the needs of the organization and its members and also in representing the interests and ideals of the football and cheer industry at large.
- i. No member of the board of directors shall persuade or attempt to persuade any employee of the organization to leave the employ of the organization or to become employed by any person or entity other than the association. Furthermore, no member of the board of directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the organization to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the organization of such relationship.
- j. The board of directors must act at all times in the best interests of the organization and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:
 - Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain organizational activities, such benefit must be merely incidental to the primary benefit to the organization and its purposes;
 - Social Networking. "Think before you speak, act, type or tweet". Avoid posting material that is defamatory, obscene, profane, threatening, abusive, harassing or targeted toward any person or entity within the organization and its leadership, customers, suppliers and competitors.
 - Do not abuse board membership by improperly using board membership or the association's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends.

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

- Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;
- Do not engage in or facilitate any discriminatory or harassing behavior directed toward organization staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;
- Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the organization without fully disclosing such items to the board of directors; and
- Provide goods or services to the organization as a paid vendor to the organization only after full disclosure to, and advance approval by, the board, and pursuant to any related procedures adopted by the board.

Section 8.02

All other participants in any MBYFC program are required to sign a Code of Conduct agreement. Members of MBYFC are expected to conduct themselves in an appropriate manner and in accordance with MBYFC By-Laws at all times when at or around MBYFC events. Behavior and conduct that will not be allowed from MBYFC members and may be grounds for disciplinary action include:

- a. Aggressive verbal or physical altercations between parents and coaches, especially when children are present.
- b. Continued or excessive use of cursing, foul, or obnoxious language before, during, or after MBYFC events (practices, games, parties, competitions, events).
- c. Threatening of any kind.
- d. Use of alcohol at a MBYFC event (unless previously approved by Board for an event without children).

Mechanicsville Braves Youth Football & Cheer (MBYFC) BY-LAWS

Article IX Disciplinary Actions

Section 9.01 The Board of Directors shall be empowered to enforce the By-Laws and other rules of the MBYFC. At their discretion, they may request to the President, a review of alleged violations by any MBYFC Member. All violations are to be reviewed by the Board and shall be formally documented and submitted to the MBYFC Board of Directors. The President will provide the Board with a description of the violation(s) and upon proper motion with sufficient cause, the Board of Directors may, upon 2/3rds majority vote of all voting members, determine the proper disciplinary action required for any specific violation(s). Each disciplinary action shall be documented in writing.

Article X Indemnification

Section 10.01 The Corporation shall pay on behalf of a person who is serving as a Member of the Board of Directors of the Corporation any judgments, fines, liabilities, costs, amounts paid or payable in settlement, and expenses (including attorney's fees) actually and reasonably incurred by the Member of the Board in connection with the defense of any action, suit or proceeding in which they are made a party by reason of having been a Member of the Board of Directors of the Corporation, except in relation to matters as to which such person is adjudged in such action suit or proceeding, to be liable for negligence or misconduct in the performance of duty. For the purposes of the preceding sentence:

- a. "Action, suit or proceeding" shall include every action, suit or proceeding, civil, criminal, administrative, or other, and shall include an action, suit or proceeding that shall be otherwise terminated as against such Member of the Board of Directors without a final determination on the merits, if it shall be determined that such Member had not been negligent in the performance of duty, such determination to be made by a majority of the Board of Directors who are not parties to such action, suit or proceeding, through less that a quorum, or by an one or more disinterested persons to whom the question may be referred by the Board of Directors.
- b. The right of payment and indemnification conferred shall extend to any threatened action, suit or proceeding and the final determination on the merits.
- c. The termination of action, suit or proceed by a plea of Nola Contendere or other like plea shall not constitute a final determination on the merits.

Mechanicsville Braves Youth Football & Cheer (MBYFC)

BY-LAWS

- d. A judgment or conviction in any criminal action, suit or proceeding shall not constitute a determination of the person or persons so convicted has been negligent in the performance of their duties if it is determined by a majority of the Board of Directors who were not a party thereto, though less than a quorum or by one or more disinterested persons to the question maybe referred by the board of Directors, that the person(s) so convicted acted in good faith, or for a purpose for which they reasonably believed to be in the best interest of the Corporation and the they had no reasonable cause to believe that his or her conduct was unlawful
- e. Advances may be made by the Corporation against the costs, expenses, fees, as determined by the Board of Directors. The Corporation shall pay on behalf of and indemnify a member who is not an Officer to the same extent that is does an Officer. The foregoing right of indemnification shall be exclusive of any rights to which any Board of Directors maybe entitled as a matter of law or which may be lawfully granted to them; and the indemnification hereby granted by the Corporation shall be in addition to and not in restriction of limitation of any other privilege or power which the Corporation may lawfully exercise with respect to the indemnification or reimbursement of Directors, Officers or Members.

Article XI

Amendments

Section 11.01 Manner of Amending By-Laws:

- a. Minor grammatical type changes to the By-Laws can be made by the current Board of Directors with 2/3rds vote.
- b. In the event that the Mechanicsville Braves Youth Football & Cheer (MBYFC) organization requests to be removed from the current contract with Calvert County Youth Football League (CCYFL), the MBYFC Board of Directors shall notify the CCYFL Board of Directors in writing providing justification with cause. Prior to submitting the notification, the MBFYC Board of Directors must for forth a motion with 2/3rds majority vote to approve such action. Once approved, the Board of Directors shall immediately amend the current By-Laws.

Section 11.02 Effective Date of Amendments to By-Laws:

- a. Once adopted, these amendments will take effect immediately and remain in effect for six years. At which time they shall be reviewed.
- b. The effective date of the Amended By-Laws is only subject to change based on the Board of Directors approval to proceed with the actions in which are described in Section 11.01.b.

**Mechanicsville Braves Youth Football & Cheer (MBYFC)
BY-LAWS**

**Article XII
Dissolution**

Section 12.01 In the event of the dissolution of the Mechanicsville Braves Youth Football and Cheer, the Board of Directors will donate all remaining assets to other local non-profit youth football and cheerleading organizations to help promote the sport in St. Mary's County.