



# Valley Athletic Association - Youth Football Bylaws

## ARTICLE I – PURPOSE

The VAA Youth Football Board (hereafter known as “Board”) plays a crucial role in promoting and operating tackle and flag programs for youth. This responsibility extends to those residing within the boundary of Independent School District 196, with a particular focus on youth in the City of Apple Valley and communities within the Apple Valley High School attendance area. Any deviation from this eligibility area will require the approval of the Valley Athletic Association Board of Directors (hereafter known as “VAA Board”). It's important to note that all decisions made on behalf of VAA Youth Football are the sole responsibility of the Board.

## ARTICLE II – FISCAL YEAR

The fiscal year of VAA Youth Football commences on May 1st and concludes on April 30th of each year.

## ARTICLE III – BOARD

### *Section 1- Number*

The Board shall consist of a minimum of nine (9) members, including the following five (5) Officer positions (the “Board Officers”): **Commissioner**, **Secretary** (communications), **Treasurer**, **3rd-5th Grade Coordinator** (who attends BNC meetings), **6th-8th Grade Coordinator** (who attends BNC meetings), and a minimum of four (4) Non-Officer Board members (the “Non-Officer Board Members”).

### *Section 2 – Election of Board Officers*

Board Officers shall be elected from the Board membership by the Board members, one vote per Board member. This election will occur at the April Board meeting. Board Officers shall be elected to serve a term of two (2) years and/or until their respective successors are chosen. Board Officer elections shall be by secret ballot, and no proxy votes are allowed. A non-candidate pre-appointed election judge shall be chosen from the Board to conduct and count the secret ballots. The Board vote for a commissioner is a nomination that must be presented to and approved by the VAA Board. The VAA Board must approve the Commissioner before the Commissioner is named and before the Commissioner carries out any duties or obligations of the position of Commissioner.

### *Section 3 - Election of Non-Officer Board Members*

Non-Officer Board Members will be nominated before the April Board meeting and voted on by the Board Officers at the April Board meeting. No proxy votes are allowed. The Board Officers will interview nominated Non-Officer Board Members; then a majority vote of Board Officers must approve to become a Non-Officer Board Member. All Non-Officer Board Members must pass a background check given by the VAA Board. At the April Board meeting, Non-Officer Board Members whose term expires at that meeting will express whether they want to serve another term. A majority vote of the “Board Officers” will grant another term.

#### *Section 4 – Length of time on board*

The Board member's term of office shall be two (2) years, except as provided below about newly elected Non-Officer Board Members. It is the intent that one-half of Board positions come up for renewal each year, staggered by position in an odd/even year format. Board members shall hold their position for the term for which they are elected and until the end of the meeting at which the successor has been elected or until the Board member's death, resignation, or removal. All Board members must actively participate and assume responsibility for one or more tasks or objectives of VAA Youth Football; for example, they hold an Officer position or serve as a committee member each year they are on the Board. The staggered positions for Board Officers will proceed as follows: In even years, the Secretary and 6th-8th Grade Coordinator will be elected. The Commissioner, 3rd-5th Grade Coordinator, and Treasurer will be elected in odd years. Newly elected Non-Officer Board members shall have an initial one-year term and serve as committee members. Newly elected Non-Officer Board Members shall not serve as a Board Officer during their initial one-year term unless a Board Officer position is vacant and no current Board members are interested in the vacant position. Newly elected Non-Officer Board members would have to receive the same majority vote to take a Board Officer position.

#### *Section 5 - Removal of a Board Member*

Any Board member may be removed for failing to carry out expected duties or conduct detrimental to VAA Youth Football. VAA Youth Football will adhere to the VAA Bylaws Article IV, Section 3- Removal of a Board Member as stated: To remove a member of the Board, a written complaint must be presented to the Board. The Board Officers of the Board will review and investigate the complaint. A hearing before the full Board will be held if sufficient justification exists. A vote of a simple majority of the Board is required to dismiss a Board member. The impacted Board member shall be provided with advance notice of the intent to remove with written justification a minimum of two (2) weeks before any hearing. At the discretion of the Board, upon a simple majority vote, the Director Board member may be suspended pending the hearing outcome. The impacted Board members shall be provided a fair hearing with the right to counsel and a reasonable opportunity for the Board member to present a defense. Three consecutive unexcused absences may result in a request for the resignation of a Board member. Upon the refusal of said Board member to resign, the Board shall commission a Special Committee to investigate the Board member's unexcused absences. Upon the report of the Special Committee, the full Board will determine whether the vote of a simple majority shall remove the Board member. The removal process shall also apply to coaches and others deemed necessary by the Board.

#### *Section 6 – Background Checks*

VAA Youth Football will adhere to the VAA Bylaws in Article IV-Board of Directors, Section 6- Background checks as stated: Board members shall be required to complete a background check. VAA intends to deny any person who has been convicted of a crime of violence or a crime against a person or a person convicted of a felony for the possession or sale of illegal substances from serving on the Board. Background checks for new Board members shall be completed before the board's first regular meeting on the new calendar year following the election. The background check must be updated at least every three (3) years. The background checks shall also apply to coaches and others deemed necessary by the Board.

#### *Section 7- Vacancies*

Any vacancy on the Board because of death, resignation, removal, disqualification, or otherwise shall be filled by a candidate approved by the Board for the unexpired portion of the term.

## **ARTICLE IV - ELECTED OFFICERS**

### *Section 1 - Term of Office*

The Board Officer positions of Commissioner, Treasurer, Secretary, 3rd-5th Grade Coordinator, and 6th-8th Grade Coordinator shall be two (2) year terms until their respective successors are chosen. The Commissioner shall not serve more than three (3) consecutive terms. Each member of the Board (Officers and Non-Officers) is required to implement the VAA Youth Football Philosophies to the best of their ability.

### *Section 2 – Commissioner*

The Commissioner shall be the principal executive officer of VAA Youth Football and subject to the control of the Board. The Commissioner shall:

- (a) preside over all meetings of the Board.
- (b) supervise all business and affairs of VAA Youth Football.
- (c) make such reports and recommendations to the Board at any meeting concerning the work or affairs of VAA Youth Football Bylaws for Youth Football, which, in his or her judgment, are desirable for their information and guidance.
- (d) have the authority to require reports from Board Officers and committee chairpersons, as necessary.
- (e) when necessary, serve as coordinator for officiating (tackle and flag)
- (f) serve as ex-officio member of all committees; and
- (g) report to the VAA Board.

### *Section 3 – Treasurer*

The Treasurer shall:

- (a) keep account of all monies received, deposits, and check requests on behalf of VAA Youth Football.
- (b) ensure that the Commissioner has a comprehensive forecasted budget to present to the VAA Board for the following fiscal year before the completion of the current fiscal year; and
- (c) submit a detailed financial statement of the preceding month at each monthly Board meeting for their approval.

### *Section 4 – Secretary*

The Secretary shall:

- (a) record and maintain the minutes of all Board meetings.
- (b) manage and update all Board policies and procedures.
- (c) ensure that the meeting minutes, policies, and procedures are in a location accessible to all, such as the VAA Youth Football website or Google Docs.

### *Section 5 – 3rd-5th Grade Coordinator, 6th-8th Grade Coordinator*

The grade-level Coordinators shall:

- (a) serve as VAA representative to affiliated leagues and attend those monthly meetings.
- (b) submit check requests to the Secretary of the VAA Board and Treasurer.
- (c) handle all disputes as indicated in the Parent Handbook, as adopted, and amended by the Board.

*Special Note:* Any Board member serving as a VAA representative to an affiliated league must seek authorization from the Board before entering into any agreements that will result in any programming changes, or that will require modification to the VAA Youth Football Bylaws.

## **ARTICLE V – MEETINGS**

The Board will meet on the second Tuesday of every month or as close to this normal schedule as possible. Additional meetings and/or special meetings may be scheduled by the Commissioner or the Board, as necessary. Notice of meetings shall be communicated to each Board member as applicable. All meetings shall be open to the public. A quorum of the Board shall consist of those members present at duly constituted meetings consisting of a majority number of Board members.

## **ARTICLE VI – STANDING COMMITTEES**

The Commissioner shall fill membership on the following Standing Committees for an annual term. Unless otherwise provided, each committee will appoint a chairperson to report the activities of the committee to the VAA Youth Football Board, as needed. Standing committees should meet a minimum of three (3) times per year and report back to the Board.

### *Section 1 – Coaches Committee*

The Coaches Committee shall consist of a minimum of three (3) Board members, including a minimum of two (2) Board Officers, at least one (1) of which shall be a commissioner(s). A substitute will be appointed when a decision has a direct concern relating to a Coaches Committee member. It shall be the duty of this committee to consider and recommend the process for selecting coaches and interview all head coaches that apply and email the selected coach. The committee will handle any coaching issues throughout the season.

### *Section 2 – Roster Committee*

The Roster Committee shall consist of a minimum of three (3) Board members, including a minimum of two (2) Board Officers, one (1) of which will be the grade-level coordinator, and at least one (1) of which shall be a commissioner(s). appointed substitute will be appointed when a decision has a direct concern relating to Roster Committee member. When multiple teams are needed at a grade level the duty of this committee is to consider and recommend the process for creating rosters.

*Section 3 – Flag Committee*

The Flag Committee shall consist of a minimum of two (2) Board members or 2-3 flag football affiliate members. It shall be the duty of this committee to consider and recommend the process for determining rosters and schedules and to coordinate with the head referee.

*Section 4 – Special Committees*

The Commissioner or Board may establish special committees as needed. Actions of special committees are subject to the approval of the Board. Each special committee shall consist of at least (3) Board members and be headed by one member designated as Chairperson. The special committee shall establish rules and regulations and operate the specific activity under its jurisdiction. A member of the Board may chair no more than two (2) special committees. The Commissioner shall have final jurisdiction in any dispute.

**ARTICLE VII – Policies**

*Section 1 – Voting*

Items presented to the Board requiring a vote to proceed shall only be considered if a quorum can be achieved. A Board member may be requested to abstain from any vote relating solely to that Board Member or their direct family (coaching, playing up, etc.).

**ARTICLE VIII – Bylaw Changes**

Any Article may be changed upon approval of the Board at regular meetings and upon approval of the VAA Board. Two (2) weeks minimum advance notice to all Board members is required before any changes can be made to the bylaws.

Approved by VAA Football Board: \_\_\_\_\_ May 1, 2024

Approved by VAA Board: \_\_\_\_\_ May 13, 2024