

# Buffalo United Flag Football League BYLAWS

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The governing document of the Buffalo United Flag Football League

Created December 2025

## Article 1: The League

### Section 1: Name

1. The name of the organization shall be Buffalo United Flag Football League (hereinafter referred to as "BUFFL").

### Section 2: Affiliation

1. This Organization shall be affiliated with the National Gay Flag Football League ("NGFFL"). BUFFL will comply with all applicable provisions in the constitution of the NGFFL as required for such affiliation.
2. In accordance with the Articles of Incorporation, filed with New York State Department of State on January 22, 2026, the Corporation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or any corresponding section of the federal tax code.

### Section 3: Mission

1. The Buffalo United Flag Football League is dedicated to bringing together the Western New York community through the love of sport by fostering bonds and strengthening the LGBTQIA+ community and their allies, and by providing an inclusive, supportive, and competitive learning environment. We strive to create a space where diversity is celebrated, friendships are forged, and everyone can enjoy the thrill of flag football and community. Together we build a stronger, more connected community, one game at a time.

### Section 4: Code of Conduct

1. Conduct must always support BUFFL's mission statement.
2. All participants shall treat players, referees, event personnel, coaches, spectators, sponsors, neighborhoods, and the Western New York community in a positive, sportsmanlike, and respectful manner during any BUFFL activity (on or off the field, during the season, or off-season).
3. No participant shall strike, shove, or use unnecessary roughness towards another player, referee, coach, or spectator during any BUFFL activity.
4. No participant shall engage in objectionable demonstrations of dissent, unsportsmanlike conduct, taunting, or other disrespectful behavior.

5. No participant shall question or dispute the decision of a referee unless doing so respectfully as the team captain.
6. No participant shall participate in playing or officiating if it would be a danger to themselves or others. This includes participation while under physical or mental impairment. A violation of this clause may result in immediate expulsion from BUFFL activities and referral to the BUFFL Board of Directors (hereinafter referred to in Article 3, Section 1, as “the Board”) for further consideration.
7. Enforcement of the Code of Conduct will be managed by referees at each field and, if necessary, by the Board. This could result in multi-game suspensions or expulsion from any BUFFL-sponsored event.
8. **BUFFL UNSPORTSMANLIKE CONDUCT BY PLAYERS**
  - a. No player may act in a verbal or physically aggressive and/or unsportsmanlike manner, during the game or intermission, toward another player, official, or spectator.
  - b. BUFFL has a zero tolerance for unsportsmanlike conduct. Unsportsmanlike acts may result in yardage penalties, removal from the game/parks, and further disciplinary action at the discretion of the referee and/or the Board.

### **Section 3: Definitions**

1. In these Bylaws, unless the context otherwise requires:
  - a. The singular includes the plural and vice versa.
  - b. “Board” means the governing body of BUFFL and is comprised of
  - c. “Directors,” as stated in Article 4 below.
  - d. “Member” means a Member officially registered with the organization as stated in Article 2, Section 1 and Section 2.
  - e. “Season” means the official start of activities associated with BUFFL for any given Football season, on a date designated and published by the Board.
  - f. “Year” means BUFFL’s fiscal year beginning on January 1 and ending on December 31.
  - g. "Majority," unless otherwise stated is a 50% majority when a Quorum is present as defined in Article 5 below.

## **Article 2: League Membership**

### **Section 1: Member Eligibility.**

1. Any resident of New York, 21 years in age or older (by season start date), who is interested in and/or engaged in semi-contact, all gender, amateur flag football, in pursuing the missions of both BUFFL and the NGFFL may apply for Membership of BUFFL.

### **Section 2: Membership**

1. A Member of the league is any individual who contributes to the league, in a manner consistent with these Bylaws, by means of joining and playing on a league team, joining

as a non-playing Member (Booster), acting as an officiating referee, or serving on the Board.

2. To participate in the league in the form of joining and playing on a league team or joining as a non-playing Member (Booster), a Member must complete the league registration, liability, general waiver forms, photographic waivers, and pay the then in place registration fee for each season for which the Member wishes to participate except in circumstances where a Member's volunteer service is deemed acceptable by the Board to serve in lieu of a registration fee.

### **Section 3: Expectations of Membership.**

1. All Members are expected to adhere to and support BUFFL's Mission, vision, and Code of Conduct outlined in these Bylaws.  
Code of Conduct. BUFFL has adopted its own Code of Conduct as provided in Article 1, Section 4 of these Bylaws. The Code of Conduct outlines expectations of each BUFFL Member. Each Member who chooses to play in the football games must sign a player discipline acknowledgement form prior to participating in any practices, games, or other activities associated with that BUFFL season.

### **Section 4: Rejected Memberships**

1. An application for Membership may be rejected if the Board determines that the applicant does not fully support the mission, abide by the Code of Conduct of the NFFLA or BUFFL, or for any other reason supported by a majority vote of the Board. Where the Board votes to reject an application, the Commissioner must inform the applicant of the reason for rejection. Rejected applicants may appeal in writing to the Board. Only one appeal per applicant, per season, will be permitted.

### **Section 5: Cessation of Membership**

1. Resignation
  - a. A Member may elect to terminate their Membership in BUFFL at any time by notifying the Board in writing of their resignation.
2. Dismissal
  - a. The Board reserves the right to remove a Member if that Member is found to be in gross conflict with the mission, is no longer in good standing with the Board, or is in violation of BUFFL's Bylaws and regulations. Dismissal of a Member requires a majority vote by the Board.
3. Term of Membership
  - a. Membership in the League will extend for the greater of:
    - i. One (1) calendar year from the start of the season for which the last waiver form was signed and executed, and for which the individual has completed the minimum participation requirement except as provided in Article 2, Section 1 and Section 2.
    - ii. Until the start of the next playing season, presuming the Member has not registered for the next playing season after they last participated.
  - b. After this time, Membership in the BUFFL will automatically terminate unless new BUFFL registration, liability, and photographic waiver forms are completed,

and the individual resumes participation in the League as provided in Article 2, Section 2.

### **Section 6: Liabilities**

1. Liability of Members
  - a. The liability of a Member of BUFFL in contributing towards the payment of the debts and liabilities of BUFFL or the costs, charges, and expenses of dissolving BUFFL is limited to the amount of Membership and participation fees. League Members will not be responsible for any outstanding debt of BUFFL beyond these fees that they have paid.
2. Liability of BUFFL
  - a. BUFFL is not responsible for any obligations or liabilities of its Members or Directors unless said Members or Directors are acting on behalf of the BUFFL Board of Directors in writing.

## **Article 3: Governance**

### **Section 1: Governance**

1. An elected Board (“the Board”) shall govern BUFFL and the Board shall consist of a number of Directors as set forth in Article 4 below.

### **Section 2: Bylaws**

1. These Bylaws shall be the primary governance document for the Board.
2. Amendments to these Bylaws may be proposed by a majority of the Board.
3. Any of these rules or Bylaws may be modified, altered, or added to by a motion and successful majority vote of the Board.
  - a. Upon the passing of the amendment by a majority vote of the Board, the rules will be deemed to have been amended accordingly, and all Members shall be bound by the amended rules and Bylaws.
  - b. As soon as practical, BUFFL shall, at its expense, provide the Membership with notification of any amendments made via email, any league-specific social media, and/or the BUFFL website.

### **Section 3: Board Meetings**

1. The Board shall meet on a cadence determined by the Board Members, but shall, at a minimum, meet once a month during a Season.
2. Additionally, the Board may choose to discuss and vote on additional league-related matters via email or other similar forums in a manner that provides adequate notice of the issue and a reasonable timeframe for Board Members to respond and cast their respective votes. Any vote made by email requires 100% participation by all Directors in order for an Act of the Board to be valid through email voting.

#### **Section 4: Motions & Voting**

1. Any Director may motion for a vote on a matter at any time during a Board meeting. If a motion is made by a Director and seconded by another Director, the presiding officer must entertain that motion and facilitate a vote by the Board, provided that there is a Quorum present at that meeting.
2. Votes of the Board of Directors may occur verbally, in writing, or through electronic means, including but not limited to email, video conferencing platforms, or secure online voting systems, as determined by the Commissioner.
3. Any method of voting used must ensure the security, integrity, and confidentiality of the voting process, as well as provide a reliable record of the votes cast.
4. In the case of a vote conducted through electronic means, the presiding officer shall establish procedures for verifying the identity of each Director and ensuring the accuracy of the vote tally.
5. A passing motion is considered a Majority of 50% of the quorum, as stated in Article 3, Section 5, unless otherwise stated
6. The Commissioner is not eligible to vote unless, in the event of a tie, the Commissioner will be the tiebreaker.

#### **Section 5: Quorum**

1. A quorum of the Board is two-thirds of the Board. No league business may be conducted without a quorum.

#### **Section 6: Annual State of the League**

1. At least once each calendar year, the Board shall report on the health and state of the League, and it can be communicated via an open town hall meeting, virtual meeting, or via electronic means of communication.

#### **Section 7: Confidentiality**

1. Board meetings are to remain confidential and private, unless determined otherwise (and voted as such) by an absolute majority vote of the board.

### **Article 4: Election of Board of Directors**

#### **Section 1: Eligibility**

1. All league Members are eligible to run for the Board of Directors, provided they are:
  - a. A League Member, defined in Article 2, Section 1 and Section 2, during their term; and
  - b. Must not have any adjudicated league disciplinary actions that prevent their participation, and must be otherwise in good standing with BUFFL.
2. Members will run for a position on the Board by submitting a Letter of Intent to the Commissioner and/or Assistant Commissioner as set forth in a Notice provided by the Board regarding elections of Directors.

3. Eligibility for all Directors
  - a. Must have participated as a League Member, defined in Article 2, Section 1 and Section 2, in the year they are submitting for the board position; and
  - b. Must not have any adjudicated league disciplinary actions that prevent their participation, and must be otherwise in good standing with BUFFL.
  - c. Must participate as a League Member defined in Article 2, Section 1 and Section 2, throughout their term as a board member.
  
4. Eligibility of the Commissioner and Assistant Commissioner Director Position
  - a. In addition to the requirements outlined in Article 4, Section 1, the Commissioner and Assistant Commissioner candidates must have previously served on the Board for at least one full year of the position's term without having been removed or having resigned, and been in good standing, or they have been a current Board Members for a minimum of one year before running for the position within good standing.
  
5. Eligibility for Head of Tournaments Position - Non-Director
  - a. In addition to the requirements outlined in Article 4, Section 1.3, the Head of Tournaments must currently be or have been an eligible player on a tournament team within the past 2 years.
  
6. Eligibility for the Director of Finance Position
  - a. In addition to the requirements outlined in Article 4, Section 1.3, the Finance Director must have a background or current experience in accounting and/or finance and must successfully pass, in the majority determination of the Board, a background screening performed by an authorized consumer reporting agency.
  
7. Eligibility for the Director of Legal Affairs Position
  - a. In addition to the requirements outlined in Article 4, Section 1.3, the Director of Legal Affairs must be licensed to practice law in the State of New York.

## **Section 2: Board Election Schedule**

1. BUFFL shall conduct elections with open nominations and electronic secret ballots for all Board positions as set forth below), unless otherwise specified in Article 4, Section 4. All current-season Members shall be eligible to vote
  
2. Time of Elections:
  - a. Eligible candidates wishing to run for the Board, Commissioner, or Assistant Commissioner must submit their name for consideration as set out in Article 4, Section 1
  - b. Eligible positions will be posted by the Board via email, [hello@buffl.org](mailto:hello@buffl.org), and interested candidates will have 7 calendar days to submit their statement of interest and intent.
    - i. Once submissions have been received, elections must be held within 30 calendar days

- ii. Elections need to be held and completed before the end of the League's fiscal year
3. Board Positions
  - a. Commissioner (1)
  - b. Assistant Commissioner + Head of Tournaments (1)
  - c. Directors of Sponsorship (2)
  - d. Directors of Community + Member Relations (2)
  - e. Director of Legal (1)
  - f. Director of Captains + Field Operations (1)
  - g. Director of Media + Marketing (1)
  - h. Director of Finance (1)
  - i. Director of Referees (1)
4. Elections for terms starting in 2026 are detailed in Appendix B
5. The following positions will be elected to start their terms in even years (starting 2028):
  - a. Commissioner
  - b. Co-Director of Sponsorship
  - c. Co-Director of Community + Member Relations
  - d. Director of Legal
  - e. Director of Captains + Field Operations
6. The following positions will be elected to start their terms in the odd years (starting in 2027)
  - a. Assistant Commissioner + Head of Tournaments
  - b. Co-Director of Sponsorship (the Member that was not elected in the even year)
  - c. Co-Director Community + Member Relations (the Member that was not elected in the even year)
  - d. Director of Media + Marketing
  - e. Director of Finance
  - f. Director of Referees
7. The positions of Director of Legal and Director of Finance are not elected by the Members, but instead appointed by the Board:
  - a. The Board shall solicit interest in these positions through open nominations. If there are no eligible self-nominations for the position, the Board may nominate an eligible person.
  - b. Following the election of other Directors, the Directors will vote on the pool of eligible candidates, and the two who receive the most votes in each round of voting will advance to the next round of voting until a single candidate receives an affirmative vote of at least 60% of the Board.
8. A Director may run for a new board position while serving on the board.

- a. If the Director in question is elected to another position, the board may appoint an interim Director according to Article 4, Section 4.
- b. If a Director is not successfully elected to another position, they shall be eligible to remain in their currently elected position until the end of their elected term.
- c. If the respective Board Member runs unopposed, that Board Member will continue to serve in their capacity for another 2-year term.

### **Section 3: Term of Office**

1. Terms of the office for each board position shall be 2 years in length from the beginning of their term.
  - a. There shall be no term limits
  - b. All terms, unless filling a vacancy, will begin January 1 of their term.
  - c. A Board Member may choose to run for their respective seat after their 2-year term has expired by notifying the Commissioner or Assistant Commissioner, whichever is not up for election, in writing of their desire to run during the designated period set for elections. If the respective Board Member runs unopposed, that Board Member will continue to serve in their capacity for another 2-year term. All Board candidates will be presented to the League for a vote, regardless of whether they run unopposed.

Each Director, Co-Director, Commissioner, and Assistant Commissioner must be held by a different individual.

### **Section 4: Vacancies**

1. Following a Director vacancy, the Board shall open self-nominations to all persons who meet the eligibility criteria for the vacant position. Within 30 days of a position becoming vacant, the Board will vote on a pool of eligible applicants, and the two applicants who receive the most votes will advance to the next round of voting until a single candidate receives an affirmative vote of at least 60% of the Board.
2. If there are no eligible self-nominations for a board position, the board may nominate an eligible person. If the person the Board nominates is willing to serve, the Board may appoint them with a simple majority vote.
  - a. If there are only 3 months left for the term, the position may stay vacant until the elections, unless it would drop the Board below the minimum requirements listed in Article 5, Section 1.
3. Co-Director positions (not including the Assistant Commissioner) are not required to be filled unless it would drop the Board below the minimum requirements listed in Article 5, Section 1.
4. Directors appointed to a vacant position shall only serve the remainder of the term, as defined in Article 4, Section 3

### **Section 5: Resignation**

1. Any Board Member may resign by expressing their desire to do so in writing to the Commissioner.

2. Any Board Member who fails to participate in the Association for two consecutive seasons shall be deemed to have resigned from the Board.
  - a. "Participation" for these purposes means failure to perform the duties of the position for which the Board Member was elected.
  - b. In this case, the terms outlined in Article 4, Section 4 would apply.
3. Resignation or Removal of Commissioner
  - a. The Commissioner may resign in writing to the Board.
  - b. If the Commissioner ceases to be a Member of BUFFL, they shall be deemed to have resigned as Commissioner. The Board may appoint a replacement Commissioner from among the existing eligible Board Members by a two-thirds majority vote to fill the vacancy.
  - c. The replacement will serve out the term of the Commissioner they are replacing.

### **Section 6: Board Member Removal**

1. The Board of Directors may remove a Director from their position with a majority vote of eligible Directors, not including the Director proposed for removal.
2. Any Board Member may also be removed by a two-thirds vote of the entire Membership as defined in Article 2, excluding Members of the Board.
  - a. Upon written notification of a desire from the Membership to remove a Board Member, the remaining Board Members shall organize a recall vote within 2-4 weeks of notification.
  - b. In the case of a recall vote, the Members who wish to remove a Board Member must submit a statement to be sent to all Members outlining the reasons for the recall of the Board Member. The Board Member in question may also submit a response to the statement to be sent to all Members prior to or concurrent with the recall vote.
3. Upon an affirmative vote, the Board must:
  - a. Provide written documentation to the Director in question via email, mail, or hand delivery; and,
  - b. Replace the Director according to Article 4, Section 4.

## **Article 5: Board Responsibilities**

### **Section 1: Composition**

1. The BUFFL's leadership will consist of a Commissioner and no fewer than seven (7) total Board Members. These Board Members will organize, delegate, and participate in the activities of the league. Each Board Member has the authority to vote on all matters related to the league.
2. All current Board Members shall be listed in Appendix A of these Bylaws. This Appendix A shall be updated automatically, without the need for a vote of the Board.
3. Board positions may be added or removed by a two-thirds majority vote of the Board at any meeting of the Board. Any changes to the Board positions shall take effect at the time of the next scheduled elections.

## **Section 2: Compensation**

1. In consideration for their service to the league, the Commissioner and Board Members may elect to have their seasonal Membership fee waived during their terms.
2. Additionally, the Commissioner and Board Members can receive funding for expenses necessary to perform their duties, including, but not limited to, meals and lodging for Board meetings and retreats.
3. Otherwise, neither the Commissioner nor Board Members shall receive any compensation from the league.

## **Section 1: Directors shall:**

1. Promote a spirit of fairness and sportsmanship.
2. Fulfill all assigned duties and successfully transition their duties at the end of the term.
3. Participate in substantially all scheduled Board meetings, as well as a majority of league-hosted events each season.
4. Fulfill all responsibilities of their Director position, in accordance with the Bylaws
5. Partner with other proximate stakeholders (Directors, committees, etc.), as necessary to fulfill their respective duties.

## **Section 2: The Commissioner shall:**

1. Set the mission and agenda for the league and drive its long-term vision.
2. Coordinate with the Board to ensure the successful implementation of programs, projects, initiatives, and other league matters —this includes communicating with Board Members on their goals, timelines, and budgets, and providing support to each Board position to ensure that responsibilities are met in a timely manner.
3. With consultations and input from applicable Board positions, develop and maintain the Board and league calendar.
4. Manage board meetings and facilitation of group discussion, and chair meetings of the Board.
5. Communicate official Board messaging to league Membership on behalf of the Board, including the annual State of the League address.
6. Coordinate with the Director of Finance to ensure that the league's annual budget is created in a manner that comports with the goals and missions of the BUFFL.
7. Serve as one of the City Leaders and one of the primary points of contact for the National Gay and Lesbian Flag Football League on official league matters.
8. Serve as spokesperson for the league with the press, unless otherwise delegated to another board Member.
9. Ensure that league operations, procedures, voting, and other matters are consistent with the organization's Bylaws.
10. Facilitate the removal of any league Member in compliance with the league's Bylaws.
11. Circulate meeting agendas in advance of Board Meetings.
12. Maintain written minutes of Board Meetings and log into the appropriate file for the BUFFL historical record.
13. Maintain and update the league's Bylaws.

14. Maintain a “parking lot” of unresolved issues and items a board Member would like to discuss in a future meeting.

**Section 3:** The Assistant Commissioner or their designee shall:

1. Assist the Commissioner in holding Directors accountable.
2. Attend meetings of the National Gay Flag Football League on behalf of BUFFL.
3. Serve as one of the City Leaders and one of the primary points of contact for the National Gay and Lesbian Flag Football League on official league matters.
4. Function as the Head of Tournaments and Travel
  - a. Coordinating, running, and overseeing the team(s) that attend tournaments
  - b. Maintaining the tournament teams’ policies and procedures
  - c. Lead and guide any related committees
5. Serve as the second in command if the Commissioner is unavailable for Board Meetings, including but not limited to written minutes, additions to “parking lot” items, and recording votes.

**Section 4:** The Director of Finance or their designee shall:

1. Serve as Treasurer for the BUFFL, including: overseeing the league’s bank accounts, managing relationships with financial institutions, facilitating audits of the league’s finances, assisting with long-term financial planning for the league, and overseeing the process for expense reimbursement.
2. Develop the BUFFL budget in coordination with the Commissioner and the Board
3. Approve in advance all expenses above \$100.
4. Pay all debts incurred by the BUFFL that comply with the limitations contained in these Bylaws
5. Maintain monthly account ledgers for all income and expenses paid related to the league
6. Provide regular financial reports to the Commissioner and Board, including monthly summaries and annual financial statements
7. Provide tax documentation for tax filing purposes to any party as needed.
8. Ensure that the league’s taxes are filed annually.

**Section 5:** The Director of Media and Marketing or their designee shall:

1. Develop and execute creative media campaigns to grow the league and direct potential sponsorships to the Director of Sponsorships.
2. Post, manage & drive strategy for BUFFL’s presence on social media platforms.
3. Maintain the league’s social media calendar and monitor all social media post messages and direct messages.
4. In coordination with the Commissioner and the Board, provide artistic direction on redesigns of the website, logo, and items of a similar nature.
5. Work with the Director of Sponsorship to ensure all sponsors receive the social media blast/coverage as promised in their sponsorship agreement.

**Section 6:** The Director of Captains and Field Operations or their designee shall:

1. Develop and organize pre-season skills clinics for league Members.
2. Recruit team captains in cooperation with the Commissioner and the Board.
3. Recruit quarterbacks in cooperation with the Commissioner and the Board.
4. Educate team captains on their duties and responsibilities through individual mentoring and leadership development events such as preseason captains' meetings.
5. In preparation for the Draft, work with the Commissioner and the Board to facilitate the quarterback draft and determine captain/quarterback draft groupings.
6. Maintain communication with team captains throughout the season, including relaying important Board communications and announcements, serve as the liaison for all captains to the Board for any discussion topics within the league that captains would like to address, and check in with captains to ensure goals and responsibilities are met.
7. Work with captains to ensure that all teams are adhering to the league's mission and vision, including but not limited to sportsmanship, community building, and equity in participation and development.
8. Coordinate support & development events for league Members (i.e., New Player Orientation and Skills Clinic) in coordination with the Commissioner and Director of Referees and Officiating.
9. Research and secure playing fields, obtain permits, and coordinate payment with the Director of Finance and the Commissioner
10. Coordinate with the Director of Finance and the Commissioner on the budget for needed field equipment and supplies.
11. Interface with field owners/managers on the rules and regulations of the field
12. Order and distribute footballs, cones, and flags in cooperation with the Commissioner and the Board.
13. Subject to review by the Director of Legal Affairs, obtain appropriate waivers for the fields that address both the City and BUFFL legal concerns.

**Section 7:** The Directors of Sponsorship or their designee shall:

1. Coordinate with the Commissioner and the Director of Legal Affairs on updates to sponsorship packets.
2. Ensure timely signing of sponsorship agreements and prompt collection of payments in collaboration with the Commissioner and Director of Finance.
3. Connect sponsors with the Director of Finance so that invoices may be issued to sponsors
4. Actively identify, pursue, and secure new sponsorship opportunities with input from the Commissioner and the Board.
5. Develop and maintain relationships with existing sponsors to ensure ongoing support and long-term partnerships, including, but not limited to, thank-you notes, phone calls, updates on league play, and requests to join league Members at socials.

6. Regularly evaluate the effectiveness of sponsorships and report on metrics such as sponsor engagement and sponsor satisfaction (and league satisfaction of sponsors) to the Board.
7. Ensure that sponsorship agreements are fully activated and deliver promised benefits to sponsors, and that sponsors deliver required items to the league.
8. Work with the Director of Legal Affairs to ensure all sponsorship activities comply with league policies and contractual obligations and maintain accurate records of all sponsorship agreements and interactions.
9. Solicit Ongoing in-kind donations for Team Swag Bags, event giveaways, and to reduce costs in support of the player experience.

**Section 8:** The Director of Legal or their designee shall:

1. Serve as General Legal Counsel for the BUFFL.
2. Work with the Director of Finance to ensure the BUFFL and its umbrella organizations comply with the federal, state, and local requirements for 501(c)(3) non-profit organizations.
3. Act as the registered agent of the league for all legal matters.
4. Update liability and media waiver forms as necessary.
5. Coordinate with the Commissioner and Director of Finance on league event insurance.
6. File paperwork necessary to maintain the League's non-profit status, in coordination with the Director of Finance.
7. Draft and update sponsorship agreement packets in coordination with the Commissioner, Directors of Sponsorship and Director of Finance.

**Section 9:** The Directors of Community and Member Relations or their designee shall:

1. Update the website to provide updates to the current league season, including, but not limited to, game schedules, scores and results, standings, events, updates, and any pertinent information deemed appropriate by the Commissioner or the Board
2. Create current season registration within the league management application/platform and test to facilitate the successful registration of players each season, allowing sufficient time for testing before the go-live date
3. Ensure all players have completed their registration, are eligible for Membership, and have paid all dues before participating in games for the applicable season
4. Execute strategies to engage league Members in coordination with the Board.
5. Ensure that engagement strategies are designed to reach all league Members through a dedication to Diversity, Equity, and Inclusion; Develop programming to make the league more equitable and inviting for all players.
6. Develop partnerships with non-profit organizations to establish volunteer opportunities for league Members; increase presence and recognition of the league's outreach efforts by way of newsletter, website, social media, and other outputs.

7. Execute weekly communication through newsletter, social media, or other outlets, as appropriate, for notifications to Members concerning games, events, and other updates.
8. Send condolence and get-well cards/gifts to persons other than sponsors as appropriate.
9. Conduct engagement surveys for league Membership and prepare results for the Commissioner and the Board.
10. Coordinate Team Awards at the end of each season.
11. Monitor and respond to Season Feedback forms and notify the Commissioner and Board Members of relevant feedback.
12. Lead and guide any related committees

**Section 10:** The Director of Referees or their designee shall:

1. Develop prospective referees from a pool of league Members
2. Interview prospective referees and ensure they are appropriate for utilization
3. Interface with referees, including, but not limited to, training and teaching BUFFL and NGFFL rules
4. Coordinate with the Commissioner for the removal of referees for misconduct or ineffectiveness in their position
5. Ensure the scorecard and play clock are manned each game
6. Ensure appropriate personnel are scheduled and available for each game
7. Maintain the official league rulebook, including rules that differ from the National Gay Flag Football League.

## Article 6 League Committees

**Section 1:** Committee Structure

1. The Board will have the option each season to create 2 Committees:
  - a. The Social Committee
    - i. Reports to the Directors of Community and Membership Relations
    - ii. Composed of no more than 5 Members.
    - iii. Responsible for assisting the Directors of Community and Membership Relations with league events and event operations
  - b. The Travel + Tournament Committee
    - i. Reports to the assistant commissioner
    - ii. Composed of no more than 3 Members.
    - iii. Responsible for assisting in the operations, coordination, and management regarding travel and tournaments
2. Additionally, the board may create special or ad hoc committees, which will serve at the board's pleasure to fulfill its strategic, administrative, or supplemental initiatives.
  - a. Ad hoc committees must be approved by a Board majority vote
  - b. The Board Member proposing the ad hoc committee will present what that committee would accomplish

- c. The ad hoc committee will be dissolved after an agreed-upon deadline, and if no deadline is stated, then it will be the end of the Current Season

## **Section 2: Eligibility & Appointment**

1. To be eligible for appointment to a League Committee, one must:
  - a. Not have any adjudicated league disciplinary actions that prevent their participation
2. Committee Members will not be eligible to:
  - a. Vote on Board issues
  - b. Attend Board Meetings unless presenting an issue or matter that needs a Board review

## **Section 3: Term & Removal**

1. Committee appointments are for a one (1) year term
2. A committee Member is immediately relieved from their committee appointment if:
  - a. They fail to satisfy eligibility requirements
  - b. Are removed by a majority vote of the Board
3. In the event of a vacancy on a committee, mid-term appointments to committees may be

# **Article 7 League Operations**

## **Section 1: Finances**

1. Amounts Payable
  - a. The seasonal Membership fee payable by a Member will be set by a majority vote of the Board before the start of the next season.
  - b. The Board may vote to allow for varying fees based on a Member's level of participation.
2. Inability to Pay
  - a. If an individual wishing to join the league is unable to pay the seasonal registration fee then in place, the Board may, in its discretion, waive or defer the individual's registration fee for that season.
  - b. In determining whether to waive an individual's registration fee, the Board will consider payment alternatives, including, but not limited to, volunteer work for the benefit of the league.
  - c. Individuals wishing to have their registration fee waived or deferred must inform the Commissioner in writing of their desire to join and their inability to pay within two weeks before registration occurs.
3. Other Fees
  - a. The Board, by a majority vote, may determine additional fees as necessary.
4. Budget

- a. The Director of Finance, in coordination with the Commissioner well as Members of the Board, shall prepare an annual budget and make it available for viewing to any Board Member upon a reasonable request.

### **Section 2: Rules of Play**

1. The Board will establish the rules of play. Rules will be made available to all Members and will be posted on the league website.
2. A majority vote of the Board is required to amend the rules of play.
3. Rules of Play will be maintained in a separate document from the Bylaws

### **Section 3: Membership Privacy**

1. Under no circumstances shall any of the personal information of the BUFFL Members be sold, rented, traded, or otherwise shared with anyone outside of the Board of Directors except as required by law or as required to conduct league business. This information includes Members' email and physical addresses, phone numbers, financial information, and any other personal information of league Members.
2. League Members may, however, receive emails and other communications sent directly by Members of the Board related to league events, updates, reminders, and promotions of the league sponsors. League Members shall have the option to opt out of these communications at any time.

### **Section 4: Notices**

1. Where these rules require notices to be sent to Members, they shall be deemed to be duly served if delivered by hand or sent electronically via email. In case of notices of meetings required by these rules, the accidental omission to provide notice to any Member, or the non-receipt of such notice, shall not prejudice or invalidate the proceedings or decisions of such meetings.

### **Section 5: Amendments to these rules**

1. Any of these rules may be modified, altered, or added to by a motion and successful vote of the Board.
2. Upon the passing of the amendment by two-thirds vote of the Board Members, the rules will be deemed to have been amended accordingly, and all Members shall be bound by the amended rules.
3. As soon as practical, the BUFFL shall, at its expense, provide the Membership with notification of the amendment via email, Facebook, and/or the BUFFL website.

### **Section 6: Inspection of Documents**

1. The Assistant Commissioner shall ensure that all of the BUFFL's minute books are maintained, and the Director of Finance shall ensure that BUFFL's books of accounts are available for inspection by any Board Member, upon reasonable notice and at a reasonable time and place. No Board Member may disseminate any information gained through inspection of the BUFFL records without the written consent of the Board.

## **Section 7: Disputes**

1. Any dispute concerning league business between Members in their capacity as such may be referred to the Board for a determination.
2. If the Board is unable to settle the dispute to the satisfaction of all parties, a vote will be conducted, and a two-thirds majority vote of the Board will decide the outcome of such disputes.

## **Section 8: Dissolution**

1. The BUFFL shall be considered dissolved with two-thirds majority approval of the Board and two-thirds vote of approval by Members at a league-wide meeting, as called by the Commissioner.
2. In such an event, all properties and possessions of BUFFL are to be sold, and all proceeds are to be used to pay all outstanding debts of BUFFL. All remaining assets, including any endowment, shall be disbursed only to charitable organizations at the discretion of the Board.

# **APPENDIX**

## **APPENDIX A: LIST OF OFFICERS**

Commissioner - Ryan DiFranco

Assistant Commissioner - Monica Ryu

Director of Finance - Rachel McTavish

Directors of Sponsorship - Angela Terranova and Kenisha Caicedo

Directors of Community + Member Relations - Elisabeth Rebmann and Matthew Brysinski

Director of Legal - Neil Pawlowski

Director of Captains + Field Operations - Matthew Brundage

Director of Media + Marketing - Erkia Domnitz

Director of Referees - Dylan Stannard

## **APPENDIX B: FIRST ELECTIONS POST 501(c)(3) STATUS**

1. 2026 Election Cycle
  - a. Positions Open for Election
  - b. The following Board positions are open for election to begin their terms on January 1, 2026:
    - i. Director of Sponsorship (1 position)
    - ii. Director of Community + Member Relations (1 position)
    - iii. Director of Legal (1 position) - Appointed by Board vote per Article 4, Section 2
    - iv. Director of Captains + Field Operations (1 position)

- v. Director of Referees (1 position) - Interim term ending December 31, 2026; position will be up for regular election in 2027
- 2. Eligibility Requirements for 2026 Elections
  - a. Voter Eligibility
    - i. To be eligible to vote, an individual must have been a Member (as defined in Article 2, Section 2) who participated in either the Spring 2025 or Fall 2025 season, or both.
- 3. Candidate Eligibility
  - a. To run for a Board position in the 2026 elections, candidates must meet all requirements outlined in Article 4, Section 1, and must have been a Member who participated in both the Spring 2025 and Fall 2025 seasons as defined above.
  - b. The requirement for full-year participation ensures that candidates have:
    - i. Comprehensive understanding of league operations across different seasons and Membership compositions
    - ii. Established relationships with a broad cross-section of the Membership
    - iii. This two-season participation requirement also establishes a fair and consistent standard for future candidates, who will be expected to have participated in a full season under the new single-season structure. Requiring participation in both 2025 seasons is the equivalent commitment level that future Board candidates will demonstrate.
  - c. Additional position-specific eligibility requirements as outlined in Article 4, Section 1 continue to apply.
- 4. Election Timeline
  - a. Due to BUFFL transitioning from operating under the National Gay Flag Football League (NGFFL) non-profit status to obtaining independent 501(c)(3) non-profit status effective January 1, 2026, the election timeline for the 2026 cycle has been adjusted as follows:
    - i. Elections shall be conducted in accordance with Article 4, Section 2
    - ii. Nominations and voting will occur in early 2026, following the establishment of BUFFL as an independent non-profit
    - iii. Elections must be completed within 30 days of January 1, 2026
  - b. Elected and appointed Directors will assume their positions immediately upon completion of the election process
- 5. Continuity and Transition
  - a. Neither the Commissioner nor the Assistant Commissioner position is up for election in this cycle to ensure continuity of leadership and a seamless transition period as BUFFL establishes itself as an independent 501(c)(3) non-profit organization. The Commissioner's current term will continue as scheduled per the regular election cycle outlined in Article 4, Section 2.
- 6. Application of Bylaws

- a. Except as specifically outlined in this Appendix B, all other provisions, procedures, and requirements contained in these Bylaws shall apply in full to the 2026 election cycle. This includes, but is not limited to:
  - i. Nomination and voting procedures (Article 4, Section 2)
  - ii. Term lengths and responsibilities (Article 4, Section 3)
  - iii. Vacancy procedures (Article 4, Section 4)
  - iv. Board Member removal processes (Article 4, Section 6)
  - v. All Board responsibilities and duties (Article 5)
- 7. Future Elections
  - a. Beginning with the 2027 election cycle, Membership and voting eligibility will revert to the standard definition outlined in Article 2, Section 2, based on participation in the single annual season.

Appendix C: Bylaws Revision History

Version	Approval Date	Summary of Changes
1.0	1/16/2026	First and foundational Bylaws for BUFFL Voted by the original board, with a passing majority: <ul style="list-style-type: none"> <li>● Ryan DiFranco</li> <li>● Monica Ryu</li> <li>● Angela Terranova</li> <li>● Kenisha Caicedo</li> <li>● Neil Pawlowski</li> <li>● Rachel McTavish</li> <li>● Elisabeth Rebmann</li> <li>● Matthew Brysinski</li> <li>● Erkia Domnitz</li> <li>● David Comstock</li> </ul>

