



# **RVA SKINS YOUTH FOOTBALL ASSOCIATION**



## **BY – LAWS**

September 2016

### **Article I-NAME**

The name of the organization shall be the **RVA Skins Youth Football Association.**

### **ARTICLE II – OBJECTIVES**

The objectives of this organization are as follows:

- A. To promote and sponsor Youth Football and Cheerleading for the youth of City of Richmond and surrounding areas.
- B. To sponsor organized youth sports, or any other type of organized activities deemed advisable by the directors of the corporation.
- C. To promote and sponsor excellence in the teaching of sports for the youth of the community including good sportsmanship, safety, fair play, discipline, team building and skills development.

### **ARTICLE III – DIRECTORS AND OFFICERS**

The Board of Directors shall consist of the following positions. All Directors and Officers shall be held to the highest ethical standards. Directors and Officers can serve the organization in additional capacities, ex. Coach or individual team volunteer.

1. President
2. Vice President
3. Treasurer
4. Athletic Director
5. Cheering Director
6. Commissioner
7. Communications Director

The RVA Skins Youth Football association is NOT a membership based organization. The Board of Directors shall have general management and control of the business, property and affairs of the organization. The Board of Directors can name additional board positions and committees as it deems necessary. Every participant of the Board of Directors shall have voting rights.

#### **ARTICLE IV: DUTIES OF OFFICERS**

**1. President:**

The President shall preside over all meetings of the Board of Directors. He/She shall represent the RVA Skins at all league and county/city meetings. The President shall see that all orders and resolution of the Board of Directors are carried out. The President shall appoint all committees necessary to the operation of the organization including nominating and audit committees. The President shall co-sign all checks written on any account held in the corporation's name. The President is responsible for negotiating all sponsor agreements and vendor sales incentives for the RVA Skins and will present them to the Board of Directors for final approval. The President will handle all parent related grievances that cannot be resolved by the Vice President.

**2. Vice President:**

In the absence of the President, The Vice President shall execute and perform all duties of the President. The Vice President will chair the audit committee. The Vice President will oversee the functions of the Treasurer, Athletic Director and Cheering Director. The Vice President shall handle all parent related grievances that cannot be resolved by the Athletic Director and Cheering Director.

**3. Treasurer:**

The Treasurer is in charge of all of the financials of the corporation. The Treasurer shall receive all funds collected and deposit funds in depository account designated by the Board of Directors. The Treasurer shall keep records of all receipts and disbursements and is in charge of all payment processing systems used by the organization. The Treasurer must approve all payments and budgets provided by Athletic Director and Cheering Director. The Treasurer must manage all funds held in organization's depository account, draw checks for payments to league, vendors, concessions, etc.

All checks drawn must be co-signed by the President. The Treasurer, under direction from the President, shall prepare an annual budget and P&L statement for submission to the Board of Directors by the end of every calendar year.

**4. Athletic Director:**

The Athletic Director shall be responsible for the overall supervision of the football program. Responsibilities include preparing a budget to include information on income and a detailed breakdown of expenses. This budget shall be presented to the Board of Directors and to the Treasurer. The Athletic Director will represent the RVA Skins at all league meetings. The Athletic Director is responsible for all football coaches within the organization to include appointing coaches and removal of any specific coach. The Athletic Director shall handle and make every attempt to resolve any and all coaching and/or parent related issues within the football program. Any parent related grievances or matters that cannot be resolved will be forwarded to the Vice President. The Athletic Director is responsible for ordering all player and coaches uniforms, player equipment (Helmets & Shoulder Pads) and football equipment to include necessary training aides. All orders placed by the Athletic Director must have prior approval from the Treasurer and must be within the budget of the sport. The Athletic Director may appoint an assistant to help perform his/her duties with the approval of the Board of Directors.

**5. Cheering Director:**

The Cheering Director shall be responsible for the overall supervision of the cheerleading program. Responsibilities include preparing a budget to include information on income and a detailed breakdown of expenses. This budget shall be presented to the Board of Directors and to the Treasurer. The Cheering Director will represent the RVA Skins at all league meetings. The Cheering Director is responsible for all cheerleading coaches within the organization to include appointing coaches and removal of any specific coach. The Cheering Director shall handle and make every attempt to resolve any and all coaching and/or parent related issues within the cheerleading program. Any grievances or matters that cannot be resolved will be forwarded to the Vice President. The Cheering Director is responsible for ordering all player and coaches uniforms, player equipment and cheerleading equipment to include necessary training aides. All orders placed by the Cheering Director must have prior approval from the Treasurer and must be within the budget of the sport. The Cheering Director may appoint an assistant to help perform his/her duties with the approval of the Board of Directors.

**6. Commissioner:**

The Commissioner is responsible for all game day related duties to include individual team check-in and providing accurate team rosters to fellow team commissioners and league officials. The Commissioner is also responsible for all team moms / team volunteers within the organization to include appointment and removal. The commissioner will also ensure the safekeeping of all participant ID Cards. The Commissioner is in charge of all functions related to concessions for home games and will work with the Treasurer for purchases needed. The Commissioner may appoint an assistant to help perform his/her duties with the approval of the Board of Directors.

**7. Communications Director:**

The Communications Director is responsible for marketing and distribution of the RVA Skins brand and logo for spirit wear sales. Communications Director will maintain organization website, coordinate setup of online payment processing system and online store. The Communications Director will be responsible for the design of all marketing and advertising material for the RVA Skins.

**ARTICLE V: VACANCIES**

Any vacancy occurring in the Board of Directors shall be filled by the Board of Directors with a 2/3 vote of a quorum of required for approval. The person appointed by the Board of Directors to fill a vacancy shall be appointed to serve until the end of the calendar year.

**ARTICLE VI: CONDUCT OF BUSINESS**

A: The rules contained in Roberts Rules of Order, Second Edition shall govern the RVA Skins Youth Football Association in all cases to which they are applicable, and in which they are not inconsistent with these by laws.

B: A 2/3 vote of a quorum of the Board of Directors is required for removal of any player, parent or legal guardian from the organization for violation of the RVA Skins code of conduct.

**ARTICLE VII: AMENDMENTS**

These BY-Laws may be amended by a 2/3 vote of a quorum of the Board of Directors.