

## **DEEP FORK VALLEY FOOTBALL ASSOCIATION BYLAWS**

### **1) MEMBERSHIP**

- a) Membership of the Deep Fork Valley Football Association (DFVFA) shall consist of:
  - i) Coordinators appointed by each member association. Also referred to as “Board Members”.

### **2) ORGANIZATION STRUCTURE**

- a) The DFVFA shall be comprised of two groups: Board Members and Officers of the Board.
  - i) Board Members
    - (1) The DFVFA Board Members shall consist of one coordinator from each member association.
    - (2) It will be the duty and responsibility of the Board Members to approve all bills for expenses before payment of the same.
    - (3) The business and affairs of the DFVFA shall be managed and controlled solely by the Board Members.
    - (4) Only Board Members or his/her designee will be heard during a DFVFA Meeting. All questions or issues should be discussed within your individual association prior to the meeting.
  - b) Officers of the Board and Duties
    - i) The DFVFA President shall:
      - (1) Be a current or a past association coordinator.
      - (2) Be the chairman of the Officers of the Board.
      - (3) Preside at all meetings of the DFVFA.
      - (4) Approve all checks of the organization with the Treasurer.
      - (5) See that all orders and resolutions of the Board are carried into effect.
      - (6) Preside over all formed committees.
      - (7) In the event of a tie vote will act as tie breaking vote.
    - ii) The Vice-President shall:
      - (1) Be a current or a past association coordinator.
      - (2) Assist the President of the DFVFA with his/her duties and assume those duties in the President’s absence.

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iii) The Secretary shall:

- (1) Be a current or a past association coordinator.
- (2) Keep minutes of all meetings.
- (3) Conduct all correspondence as directed by the Board and the President.
- (4) Maintain a file of all correspondence and records of the organization.
- (5) Notify the Board Members of board meetings one week in advance of such meetings, including the agenda.
- (6) Create ballots during annual election meeting.
- (7) Post all meeting minutes on the DFVFA website [WWW.deepforkvalleyfootbal.com](http://WWW.deepforkvalleyfootbal.com) within 7 days of any meeting.
- (8) Furnish a roster form with name, date of birth, grade and verification.

iv) The Treasurer shall:

- (1) Be a current or a past association coordinator.
- (2) Maintain all financial records and funds of the organization.
- (3) Issue and sign all approved checks.
- (4) Give a financial report at all board meetings.
- (5) Honor only those bills which are duly authorized.

v) Association Coordinator shall:

- (1) Handle any matters in accordance with DFVFA Bylaws.
- (2) See that all team rosters and associated paperwork is filled out properly in accordance with DFVFA Bylaws.
- (3) See that protests are filed and ruled upon in accordance with DFVFA Bylaws.

### **3) ANNUAL MEETING**

- a) All officer elections will be held during the annual January meeting.

### **4) SPECIAL MEETINGS**

- a) Special meetings of the Board may be requested at any time by 51% of the Board Members and must be called by the President of the DFVFA within 7 days of written request via e-mail to the President.

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### **5) QUORUM**

- a) At any annual, regular or special meeting of the Board, attendance of 51% of the existing Board Members shall be a quorum.

### **6) VOTING**

- a) At every meeting each Board Member present shall be entitled to 1 and only 1 vote.
- b) Only Board Members as defined by this document are permitted to vote or bring matters before the Board unless specifically invited to address the Board in a public forum.
- c) Must be present at the meeting to vote.
- d) All new association entering the league will have a 1 year probationary period; during that time new associations can freely enter into any discussion, but will not be allowed to vote on any issue or in any election.

### **7) ELECTION**

- a) The members of the Officers of the Board shall be elected at the annual meeting of the membership and shall serve 1 year terms.
- b) Election Voting
  - i) Election voting will be done by secret ballot.
  - ii) Ballots will be provided by the secretary of the board.
  - iii) Nominees can be announced at any time prior to the election.
  - iv) It is permitted to write a name in on any ballot.
  - v) Must be present at meeting to vote.

### **8) OFFICERS OF THE BOARD VACANCIES**

- a) Any vacancy in the Officers of the Board may be filled temporarily by appointment of the Board Members. Any such appointee shall serve until the next annual election meeting of the DFVFA at which time a successor shall be elected.

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### **9) COMPENSATION**

- a) The members of the Officers of the Board and Board Members shall be volunteers and shall receive no compensation for the duties as such.

### **10) AMENDMENTS**

- a) Amendments of these Bylaws not inconsistent with the Bylaws and purpose of DFVFA may be adopted by a vote of 2/3 of the Board Members present at a meeting expressly called for that purpose, provided that written notice of any such meeting of the Board provides reasonable, adequate notice to the terms of the amendment proposed.

### **11) RULES AND REGULATIONS**

- a) All meetings shall be conducted by the Roberts Rules of Order.
- b) DFVFA will have six mandatory meetings each calendar year; this total includes the annual January officer election meeting.
- c) At no time will parents or players be allowed to speak at a meeting and will be asked to leave the immediate area during a Deep Fork Valley meeting.
- d) The order of business of any meeting of this Association shall be:
  - i) Call to order
  - ii) Roll call of voting members
  - iii) Ascertainment of quorum
  - iv) Reading of the minutes of previous meeting & approved
  - v) Report of the Secretary-Treasurer
  - vi) Reading of communications
  - vii) Old Business
  - viii) New Business
  - ix) Adjournment
- e) All complexes shall pay umpires a flat rate per game agreed upon by the DFVFA Board Members.