

LPBK BOD

BYLAWS

April 1

2012

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**BYLAWS
OF
LA PLATA YOUTH FOOTBALL ASSOCIATION, INC.**

ARTICLE I

Name

- Section 1.01 The name of this organization shall be La Plata Youth Football Association, Inc.
- Section 1.02 All teams in the La Plata Youth Football Association, Inc. will be designated the “Blue Knights” or “LPBK”.

ARTICLE II

Purpose

- Section 2.01 The Mission Statement of this non-profit organization is:
1. To promote participation and interest in the sport of tackle football and cheerleading among the youth of the greater La Plata area and as outlined by Charles County Parks and Recreation.
 2. To stress good sportsmanship and to work toward development of high ideals of conduct and good character among youth tackle football players, cheerleaders, coaches, officials and spectators.
 3. To provide a safe environment and equipment for children to participate in football and cheerleading.
 4. To ensure each child receives fair and consistent coaching, without prejudice, nepotism, racism or favoritism.

ARTICLE III

Board of Directors

- Section 3.01 Board of Directors Positions:

This non-profit organization shall have a President, Vice President, Football Secretary, Cheerleading Secretary, Treasurer, Football Commissioner, Cheerleading Commissioner, Merchandise Coordinator, Football Equipment Coordinator, Assistant Football Equipment Coordinator, Cheerleading Equipment Coordinator, Concessions Coordinator, Fundraising Coordinator, Historian and Sergeant-at-Arms.

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

Section 3.02 No person shall hold more than one office.

Section 3.03 Terms of Board of Directors:

All Board of Directors shall hold office for a period of two years or until they or their successors are elected. Their term of office shall normally begin and end February 1st of the election year.

Section 3.04 Vacancies:

If there is a vacancy, the Board of Directors shall recruit and appoint new BOD member to fill vacancy without election. This new BOD member shall serve the remainder of the term vacated.

Section 3.05 Removal of Officer:

1. Any Board Member may be removed by a majority vote of the Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation or overall benefit of the organization. This vote will be known as "Vote of No Confidence".
2. Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Board of Directors.
3. Said Board Member will be notified in writing of the suspension/removal vote in writing. Said Board Member shall be given an opportunity to defend position in front of BOD upon written request.

Section 3.06 Compensation of BOD:

1. The officers shall be extended one free registration and up to two additional registrations at half price. If applicable, fundraising fees should be paid for each registered child. Free and half price registrations are valid for the current season only and are for the use of BOD member's children only. In the event that a BOD member who has utilized the free and half price registrations resigns or is dismissed from the BOD, before the Annual LPBK Homecoming Weekend, said member will be required to pay the entire amount of registration or that member's child/children will not be allowed to participate in

future LPBK activities, games, or events until payment is paid in full.

2. BOD member shall be allowed to purchase LPBK merchandise at cost LPBK paid. BOD members may pay for items on a written I.O.U. to the Merchandise Coordinator. I.O.U.'s must be paid by December 1st of each season.
3. BOD members shall receive free food and drinks at the concessions during home games.

Section 3.07

Powers and BOD:

1. President

The President shall be the Chief Executive Officer of the organization and preside at all meetings. He/She shall execute, with the Treasurer and in the name of the organization, contracts, evidences of indebtedness and other instruments authorized by the Board of Directors. He/she shall preside over meetings and see that business is run in a timely organized manner. The President shall have the following primary duties:

- a) Ensure that the organizations Bylaws and Operating Code are employed and enforced.
- b) Make relevant recommendations to the Board of Directors, after studying the specific and primary purposes of the organization as stated in its Bylaws and after examining the policies, rules and guidelines, and after analyzing the current status of the sport of youth tackle football and cheerleading.
- c) Maintain youth program oversight, working with the Coordinators to ensure policies and schedules comply with the organization's operating codes.
- d) The President may coach any Football or Cheerleading team as long as it does not interfere with his/her duties.
- e) Complete whatever duties are given to him/her by the Board of Directors and which are in the best interest of the organization.
- f) Develop and maintain an Officers Handbook with points of contact and procedures.
- g) The President must attend all mandatory Charles County Youth Football League (CCYFL) meetings and be the voting representative for LPBK at CCYFL meetings, any county competitions for Football and Cheerleading, or designate an

alternate board member to attend in the event of an excused absence.

- h) The President may call for an audit at any time, if the majority of the BOD deems it necessary, to be completed by an independent CPA not affiliated with the league.
- i) Will report all disciplinary or controversial issues to the BOD immediately via email.
- j) Shall oversee the Executive Committee.

2. Vice President

The Vice President shall have such powers and shall perform such duties as the Board of Directors may designate. In the event of the absence or disability of the President, the Vice President shall perform the duties of the President during the continuances of such absences or disability. In addition to assuming the Presidents authority when called on to do so, the Vice President shall maintain the youth program oversight, working with the coordinators to ensure policies and schedules comply with the organization's operating codes.

- a) The Vice President may coach any Football or Cheerleading team as long as it does not interfere with his/her duties. If the Vice President should become President for any reason he/she must step down from his/her head coaching responsibilities.
- b) Organize committee sign-ups at registration.
- c) Oversee committee members and committee meetings.
- d) Order port-o-potties and dumpsters at the beginning of the season for all home games.
- e) Secure electricity at the home field concession stand when needed.
- f) Delegate set-up and breakdown of field for all home games, and provide a written schedule of this to all football and cheerleading coaches.
- g) Secure facilities, create and distribute fall practice schedule for football and cheerleading (outdoor practices only) with the guidance of the Football and Cheerleading Commissioners.

- h) Consult with County and Town Officials before coordinating the placement and removal of all registration signs.
- i) The Vice President may call for an audit at any time, if the majority of the BOD deems it necessary, to be completed by an independent CPA not affiliated with the league.
- j) Oversee and coordinate Team Managers.
- k) Shall be a member of the Executive Committee.

3. Football Secretary

The Football Secretary shall, or direct another, to keep the minutes of all proceedings of the Board of Directors. The Football Secretary shall carry on the correspondence of the organization, including the dissemination of information to members and to the public. The Secretary shall perform duties that may be assigned to him/her by the Board of Directors.

He/She shall carry out the administrative duties as follows:

- a) Present minutes from previous meetings to be read, approved and signed by Board of Directors present. This duty should be shared between this position and Cheerleading Secretary.
- b) Handle Football correspondence of the organization as directed by the Board of Directors.
- c) Draft a league Football newsletter as needed, to be approved by the Board of Directors before distributing or posting on league website.
- d) Handle Football correspondence and organize pre-registration of the organization as directed by the Board of Directors.
- e) The Football Secretary may coach any Football or cheerleading team as long as coaching does not interfere with his/her duties.
- f) Perform such other duties as assigned to him/her by the Board of Directors.
- g) The Football Secretary shall be the primary Secretary for LPBK responsible for all administrative documents and correspondence.

- h) In the event of the absence or disability of the Football Secretary, the Board of Directors may designate another Board Member to perform the duties of the Football Secretary during the continuance of the absence or disability of the Football Secretary.
- i) Shall be a member of the Football Committee and Administrative Committee.

4. Cheerleading Secretary

The Cheerleading Secretary shall, or direct another, to keep the minutes of all proceedings of the Board of Directors. The Cheerleading Secretary shall carry on the correspondence of the organization, including the dissemination of information to members and to the public. The Secretary shall perform duties that may be assigned to him/her by the Board of Directors.

He/She shall carry out the administrative duties as follows:

- a) Present minutes from previous meetings to be read, approved and signed by Board of Director's present. This duty should be shared between this position and Football Secretary.
- b) Handle Cheerleading correspondence of the organization as directed by the Board of Directors.
- c) Draft a Cheerleading newsletter as needed, to be approved by the Board of Directors before distributing or posting on league website.
- d) Handle Cheerleading correspondence and organize pre-registration of the organization as directed by the Board of Directors.
- e) The Cheerleading Secretary may coach any Cheerleading team as long as coaching does not interfere with his/her duties.
- f) Perform such other duties as assigned to him/her by the Board of Directors.
- g) In the event of the absence or disability of the Cheerleading Secretary, the Board of Directors may designate another Board Member to perform the duties of the Cheerleading Secretary during the continuance of the absence or disability of the Cheerleading Secretary.

- h) Shall be a member of the Cheerleading Committee and Administrative Committee.
- i) Shall secure indoor practice facilities.

5. Treasurer

The Treasurer shall keep the accounting records of the organization, and make such payments 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 may be assigned to the Treasurer by the Board of Directors.

In the event of the absence or disability of the Treasurer, the Board of Directors may appoint an Assistant Treasurer to perform, under the direction of the Board of Directors, the duties of Treasurer.

He/She shall carry out the financial duties as follows:

- a) The treasurer shall report account balance at all Board of Directors meetings.
- b) Financial information for taxes shall be prepared and forwarded to CPA by January 31st of each year.
- c) Personal Property taxes must be filed by April 15th.
- d) Year-end financial statement shall be prepared and presented by January board meeting.
- e) The Treasurer may coach any Football or Cheerleading team as long as coaching does not interfere with his/her duties.
- f) The Treasurer shall provide any member seeking reimbursement of league approved expenses with a disbursement form. The member seeking reimbursement shall fill out the form and attach all receipts in relation to the request before the treasurer will issue a check.
- g) The Treasurer also shall perform other duties as assigned to him/her by the Board of Directors.
- h) Shall be a member of the Executive Committee.

6. Football Commissioner

The Football Commissioner will uphold and enforce the organizations operating code and policies. The Football Commissioner will work with the President and Vice President on all issues pertaining to football programs within the organization. The Football Commissioner will be specifically responsible for:

- a) Screening and recommending applicants for all weight class football coaching positions and presenting in a timely manner to be voted on by the Board of Directors.
- b) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season. To include ensuring coaching staffs are not engaging in prejudice, nepotism, racism, favoritism.
- c) Will report all disciplinary or controversial issues to the BOD immediately via email, along with recommendation for course of action.
- d) Will directly ensure that all coaching positions and staffs are full prior to start of season, and is responsible for recruiting qualified coaches. May utilize signs, advertisement, and direct correspondence to obtain coaches. Will also oversee all football coaching interviews.
- e) Football Commissioner must attend all football meetings required by the county. Must attend all LPBK sponsored football Camps and Scrimmages.
- f) The Football Commissioner may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.
- g) Recommending, in writing, policies and guideline changes pertaining to the football program to the Board of Directors for approval by a majority vote.
- h) Organizing, coordinating and proposing in writing to the Board of Directors for approval, participation in special events, tournaments, competitions and bowls associated with the football program.
- i) Ensuring the playing field is in order.
- j) The Football Commissioner shall make recommendations to the Equipment Manager of any equipment needed.

- k) Perform such other duties as assigned to him/her by the Board of Directors.
- l) Shall oversee and coordinate the Football Committee.

7. Cheerleading Commissioner

The Cheerleading Commissioner will uphold and enforce the organizations operating code and policies. The Cheerleading Commissioner will work with the President and Vice President on all issues pertaining to Cheerleading programs within the organization. The Cheerleading Commissioner will be specifically responsible for:

- a) Screening and recommending applicants for all weight class cheerleading coaching positions and presenting in a timely manner to be voted on by the Board of Directors.
- b) Cheerleading Commissioner must attend all cheerleading meetings required by the county. Will attend all LPBK camps.
- c) The Cheerleading Commissioner may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.
- d) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season. To include ensuring coaching staffs are not engaging in prejudice, nepotism, racism, favoritism.
- e) Will report all disciplinary or controversial issues to the BOD immediately via email, along with recommendation of disciplinary action.
- f) Will handle general matters and correspondence regarding Cheerleading issues directly.
- g) Will directly ensure that all coaching positions and staffs are full prior to start of season, and is responsible for recruiting qualified coaches. May utilize signs, advertisement, and direct correspondence. Will oversee all Cheerleading Coach interviews.
- h) Recommending, in writing, policies and guideline changes pertaining to the cheerleading program to the Board of Directors for approval.

- i) Organizing, coordinating and proposing in writing to the Board of Directors for approval, participation in special events, tournaments, competitions and bowls associated with the cheerleading program.
- j) The Cheerleading Coordinator shall make recommendations to the Equipment Manager of any equipment needed.
- k) Perform such other duties as assigned to him/her by the Board of Directors.
- l) Will oversee Cheerleading Committee.

8. Football Equipment Coordinator

- a) Maintains all field equipment owned by the organization.
- b) Order and distribute all football equipment/uniforms with the approval of the Board of Directors. Must provide (2) two written competing estimates for football equipment to BOD for approval prior to purchase.
- c) The Equipment Coordinator may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.
- d) Make recommendations to the Board of Directors about necessary equipment purchases pertaining to the storage and maintenance of league equipment. Perform such other duties as assigned to him/her by the Board of Directors.
- e) Shall be a member of the Football Committee.

9. Assistant Football Equipment Coordinator

WILL ASSIST THE FOOTBALL EQUIPMENT COORDINATOR WITH:

- a) Maintains all field equipment owned by the organization.
- b) Order and distribute all football equipment/uniforms with the approval of the Board of Directors. Must provide (2) two written competing estimates for football equipment to BOD for approval prior to purchase.
- c) The Equipment Coordinator may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.

- d) Make recommendations to the Board of Directors about necessary equipment purchases pertaining to the storage and maintenance of league equipment. Perform such other duties as assigned to him/her by the Board of Directors.
- e) Shall be a member of the Football Committee.

10. Cheer Equipment Coordinator

- a) Order and distribute all cheerleading equipment/uniforms with the approval of the Board of Directors.
- b) Make recommendations to the Board of Directors about necessary equipment purchases pertaining to the storage and maintenance of league equipment. Must provide (2) two written competing estimates for cheerleading equipment to BOD for approval prior to purchasing.
- c) The Equipment Coordinator may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.
- d) Perform such other duties as assigned to him/her by the Board of Directors.
- e) Shall be a member of the Cheerleading Committee.

11. Merchandise Coordinator

- a) Inquire and present examples of new merchandise with costs and pricing suggestions for Board of Directors to approve before ordering. Must provide (2) two written competing estimates for cheerleading equipment to BOD for approval prior to purchasing.
- b) Shall maximize market value on merchandise to ensure maximum reasonable profit.
- c) Maintain inventory of all merchandise and sales.
- d) Oversee the sales of all league merchandise.
- e) Turn in all proceeds to Treasurer for weekly deposit.
- f) The Merchandise Coordinator may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.

- g) Perform such other duties as assigned to him/her by the Board of Directors.
- h) Shall be a member of the Fundraising Committee.

12. Concession Stand Coordinator

- a) Oversee the cleaning of Concession Stand prior to first home game.
- b) Maintain inventory of all concession items.
- c) Shall maximize market value to ensure maximum reasonable profit on concession items.
- d) Oversee the stocking of concession stand prior to all home games.
- e) Coordinate volunteers to work the concession stand from football and cheerleading teams (only BOD to handle money).
- f) The Concession Stand Coordinator may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.
- g) Make recommendations to the Board of Directors for approval of all necessary purchases regarding concession stand equipment. Must provide (2) two written competing estimates for concession equipment to BOD for approval prior to purchasing.
- h) Turn in all proceeds to Treasurer at the end of each home game for deposit.
- i) Oversee the cleaning and closing of Concession Stand at the end of the season.
- j) Perform such other duties as assigned to him/her by the Board of Directors.
- k) Shall be a member of the Fundraising Committee.

13. Fundraising Coordinator

- a) Distribute/mail sponsorship letters to local businesses prior to the first registration.

- b) Inquire and present examples of fundraising options with projected profit for Board of Directors to approve.
- c) Oversee any other approved fundraising activities endorsed by the league, to include the LPBK Golf Tournament.
- d) Coordinate the distribution of fundraising products ordered by league participants.
- e) Turn in all proceeds to Treasurer at the end of each fundraiser for deposit.
- f) The Fundraising Coordinator may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.
- g) Perform such other duties as assigned to him/her by the Board of Directors.
- h) Shall oversee Fundraising Committee.

14. Historian

- a) Maintain a permanent place to store archives that is safe from pilferage, fire, dampness, excessive heat, and so forth.
- b) Assemble and maintain a complete reference set of the Homecoming publications, board minutes and Bylaws with changes, correspondence, programs, clippings and other permanent historical records. Include the Scholarship, Team awards, significant member awards and similar memorabilia. Scholarship information should include information on the establishment of the award, i.e., namesake information, date of establishment, purpose and criteria, and historical list of awardees, along with individual citations.
- c) Maintain a record of past and present elected officers, committees and members. Shall record important facts about these people. Compile and maintain a record of all Coaches.
- d) Compile and maintain a chronology of facts for past years. Be sure to state the source. Keep a unit journal of events as they occur.

- e) Collect photographs of Board of Directors, team, Coaches in action. Store these properly. (Get professional advice on this, if necessary.) Emphasize action/work photos rather than those taken for award presentations; however, it is important to obtain photos of Board members, coaches and awardees. Each photo should tell a self-evident story.
- f) Encourage the donation of personal papers and memorabilia.
- g) Develop an "oral history" program within the League. Encourage interviews with "old timers" and key people to get their experiences recorded for future reference. This includes press interviews.
- h) Be responsible for the collection and preservation of archival materials until they are turned over to the incoming Historian.
- i) Be responsible for the collection of artifacts such as uniforms, insignia and other non-print materials related. These items need to be evaluated. A letter of donation must accompany the material which describes it; naming the former owner with an accompanying donation letter to you from the member or member's family, and a listing of the items being donated. In the list or letter provide the best description possible of what the items are, when they were in use and for what purpose, and their significance for permanent preservation. Brief biographical information on the member should be provided that includes dates of birth and death, dates of membership, offices and qualifications held, awards received, and family contact information, plus any press items on the person.
- j) Prepare articles for publication which will peak interest in LPBK history and make clear how members can help in the gathering of historical material. It is useful to make clear that what is obvious and familiar today may be important, but forgotten in the future, unless deliberately preserved. Plan and be responsible for the eventual publication and dissemination of a competently researched and well-written, comprehensive history of the League.
- k) As needed, appoint and supervise members of a history committee for the purpose of all of the above.
- l) Document all Public Relations events as well as fundraising events with specific details. Seek out Public Relations opportunities.

- m) Maintain and update League website with regard to History.
- n) Historian shall be a member of the Administrative Committee.
- o) Develop and maintain an Officers Handbook with points of contact and procedures.

14. SERGEANT-AT-ARMS

- a) Calls to order and adjourns meetings.
- b) Keeps order and ensures that everyone conducts themselves in a professional manner during board meetings. Follows procedures to allow any member to speak and not be interrupted, also enforces a time limit in accordance with Roberts Rules of Order.
- c) Responsible for enforcing the rules. Ensures that the Bylaws and Operating Code are being followed.
- d) Carries out disciplinary action for any infractions or violations of the leagues policies.
- e) Must be familiar with Roberts Rules of Order.
- f) Shall be a member of the Executive Committee.

Section 3.08

Contracts or Agreements

1. No BOD member shall sign or enter into any long term contract(s) or agreement(s) that exceed ONE (1) year in length.
2. No BOD member shall make any promises or sign documents to the effect; to vendors or sponsors that LPBK will be or is obliged to engage in partnership for longer than ONE (1) year or more.
3. All Contracts or Agreements that extend longer than ONE (1) or more years, must first be approved by 2/3 vote of the BOD and is only to be signed by the current BOD President or BOD designee.

Section 3.09

BOD Responsibilities

1. Each BOD member shall maintain a BOD Binder for record keeping purposes, binders to be purchased by

LPBK. This binder is property of LPBK and shall be returned immediately upon leaving the BOD.

- a. This binder must be kept up-to-date.
 - b. Include the following sections:
 - Specific area of responsibility for position
 - Contact information for vendors/volunteers/sponsors/permits.
 - Contract or Agreements
 - Receipts
 - County Calendar
 - BOD Agendas
 - Bylaws and Operating Code
2. Attendance
- a. Attend monthly BOD meetings
 - b. Be present at least four (4) hours at all home games to assist with field set-up/breakdown; maintain order, work concessions or merchandise, etc.
 - c. Be present at Registration, Homecoming, Pep-Rally, and End of Season Banquets.
 - d. Attend County meetings as they relate to your specific position.
3. Positive Attitude, Character, & Dress
- a. BOD members shall not publicly voice opposition with BOD or LPBK.
 - b. BOD members shall not publicly speak disparagingly about another BOD member.
 - c. BOD members will make sure that members of LPBK are acting in accordance with LPBK rules at HOME and AWAY games.
 - d. BOD members should be objective when discussing or voting on LPBK issues.
 - e. BOD members must wear LPBK attire when at Home Games (including scrimmages), Pep Rally, Registration, Homecoming, Banquet, and Special Events.
4. Information Security and Privacy
- a. 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.
 - b. BOD member shall not name names or discuss disciplinary actions against members publicly, unless member makes information public first.

ARTICLE IV

Membership

- Section 4.01
- 1) Members will include all parents and/or guardians of paid registered players. It will also include any BOD member, head coach or assistant coach affiliated with LPBK.
 - 2) All voting members will be entitled to one vote per paid registration. All members described in 4.01 (1) without a registered child in the league will be entitled to one vote.
 - 3) Membership in the league is good through June 1st of each year.

Section 4.02

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 that the individual or family has become detrimental to the growth, reputation or overall benefit to the athletes, coaches, volunteers or the organization.

ARTICLE V

Meetings

- Section 5.01
- Board of Directors Meeting:
- a) The Board of Directors meetings shall be held monthly 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. 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.
- Section 5.02
- Rules of Order:
- Robert's Rules of Order will govern the proceedings of meetings to ensure that meetings run in an orderly business manner, except where it conflicts with the Bylaws of the league.

Section 5.03

Quorum;

- a) A majority of the Board of Directors shall constitute a board quorum for the transaction of business.
- b) Twenty-Five (25) votes shall constitute a members quorum. In the event 25 votes are not available, the meeting shall be rescheduled to a later date. The second meeting votes shall constitute the members quorum.

Section 5.04

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.

Section 5.05

Special (Emergency) Meetings:

A special meeting may be called by the Board of Directors as needed and the majority of the Board of Directors must be present.

ARTICLE VI

Committees

Section 6.01

- 1) Committee sign-ups may be held at registrations and throughout the season and will be overseen by the Vice President.
- 2) The Vice President will organize and oversee all committee activities, with the exception of BOD Committees.
- 3) An Executive Committee will form each season and include the President, Vice-President, Treasurer, and Sergeant-at-Arms. The Executive Committee is to develop, recommend, and oversee issues pertaining to, but not limited to, finance, growth, and review and recommend amendments to operating code or bylaws, to maintain and ensure stability and professionalism of LPBK. The Executive Committee is to report back to BOD for vote regarding any changes in operating code or bylaws.
- 4) An Administrative Committee shall be formed each season and include the Football Secretary, Cheerleading Secretary and Historian. The Administrative Committee is to research, develop, recommend and oversee issues pertaining to, but not

limited to, registration processes, record keeping issues, and internet functionality, etc. The Administrative Committee is to report back to the BOD for vote prior to implementing any administrative processes

- 5) A Football Committee will be formed each season and include the Football Commissioner, Football Secretary, Football Equipment Coordinator, and Assistant Football Equipment Coordinator. The Football Committee is to research, develop, recommend, and oversee football issues pertaining to, but not limited to, training, field improvements, uniform improvements, etc. The Football Committee is to report back to the BOD for vote prior to implementing changes to the Football Program.
- 6) A Cheerleading Committee will be formed each season and include the Cheerleading Commissioner, Cheerleading Secretary, and Cheerleading Equipment Coordinator. The Cheerleading Committee is to research, develop, recommend, and oversee cheerleading issues pertaining to, but not limited to, training, competitions, uniforms, etc. The Cheerleading Committee is to report back to the BOD for vote prior to implementing changes to the Cheerleading Program.
- 7) A Fundraising Committee will be formed each season and include the Fundraising Coordinator, Merchandise Coordinator, and Concessions Coordinator. The Fundraising Committee is to research, recommend, and oversee fundraising issues pertaining to, but not limited to, pricing, feasibility of events, and profitability of fundraising groups, etc. The Fundraising Committee is to report back to the BOD for vote prior to implementing price changes, events, and choosing Fundraising groups to partner with.
- 8) Special Event Committees will be formed each season for such events as Homecoming, Pep-Rally, Banquet, etc. Events must be chaired by a sitting BOD member. Volunteers of the Special Event committee should be league members or immediate family members. The Special Event Committee is to report back to the BOD for vote prior to implementing details, literature, dates, times, and choosing budget of event.

The overall goal of BOD committees is to have more than one voice making suggestions on a particular issue. Also to give those BOD members who are more closely associated with a particular group more input in the decisions that affects their groups. The recommendation of the committees will help streamline the decision making of the BOD prior to voting.

ARTICLE VII

Operating Code

Section 7.01 The La Plata Blue Knights, under the Board of Directors, has developed an operating code which the league shall follow. The purpose of the Operating Code is to implement rules and procedures which enable the league to run an honorable football and cheerleading program that's fair to the membership and participants, without prejudice.

ARTICLE VIII

Amendments

Section 8.01 Manner of Amending Bylaws;

Bylaws may be adopted, amended or repealed by the vote or written assent of a majority of the Board of Directors.

Section 8.02 Effective Date of Amendments to Bylaws;

Once adopted, these amendments will take effect immediately.

Section 8.03 The operating code may be adopted, amended or repealed by the vote or written assent of a majority of the Board of Directors. The Football Secretary will maintain record of all adopted, amended or repealed operating code or amendments.

Section 8.04 Effective Date of Amendments to the Bylaws;

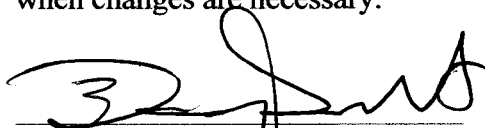
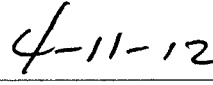
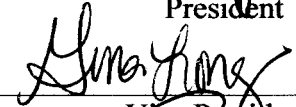
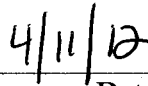
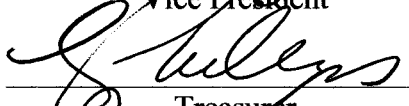

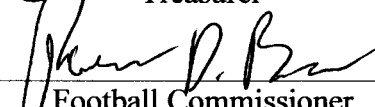
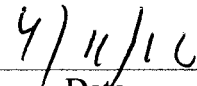

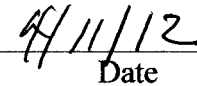
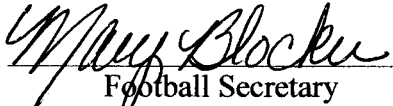
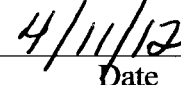

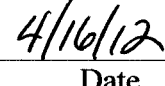

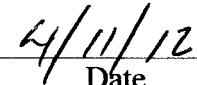
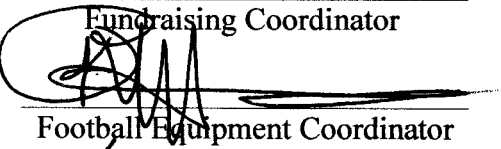
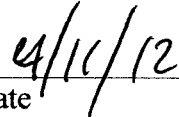



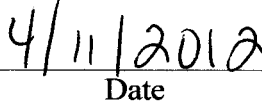
Once adopted, these amendments will take effect immediately and remain in effect for two years. At which time they shall be reviewed.

ARTICLE IX

Dissolution

Section 9.01 In the event of the dissolution of The La Plata Youth Football Association, Inc. the Board of Directors will donate all remaining assets to the Charles County Department of Public Facilities (Parks and Grounds Outdoor Sports) located in La Plata, MD. The donated items are to be distributed among the other local non-profit youth football and cheerleading organizations to help promote the sport in Charles County.

The Bylaws for year (2012) have been reviewed and approved by the LPBK BOD as signed and dated below. Amendments and additions may be made by a vote of the BOD when changes are necessary.

 _____ President	 _____ Date
 _____ Vice President	 _____ Date
 _____ Treasurer	 _____ Date
 _____ Football Commissioner	 _____ Date
 _____ Cheer Commissioner	 _____ Date
 _____ Football Secretary	 _____ Date
 _____ Cheer Secretary	 _____ Date
_____ Sergeant at Arms	_____ Date
 _____ Concessions Coordinator	 _____ Date
_____ Merchandise Coordinator	_____ Date
_____ Fundraising Coordinator	_____ Date
 _____ Football Equipment Coordinator	 _____ Date
 _____ Asst. Football Equipment Coordinator	 _____ Date
 _____ Cheer Equipment Coordinator	 _____ Date

Shannon Stewart
Historian

4/11/12
Date