



Ferndale Youth Sports
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Ferndale Youth Sports (FYS)

By-Laws

Revised- Sep 21, 2021
Adopted- Nov. 18, 2021

Article I Name and Office

- 1.0 The name of the organization is Ferndale Youth Sports (FYS)
 - A. The principle office of the corporation shall be Ferndale, Washington at such place or places as the association "Executive Board " may from time to time determine.

Article II Purpose/ Mission Statement

- 2.0 The purpose of the organization is to offer affordable, safe, fun, community based sports to the youth of Ferndale.
- 2.1 Mission Statement: Our Goal is to teach Ferndale Youth teamwork, sportsmanship, safety, and commitment through sports. We are committed to teaching the style, technique and philosophy of the Ferndale High School coaching staff. This commitment allows for consistent development and a seamless transition from youth sports to the high school level.

Article III Non-Profit Operation

- 3.0 The FYS is a non-profit organization. It is intended that this organization shall have the status of an organization that is exempt from Federal income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c) (3) of the Internal Revenue Code. These By-Laws shall be construed accordingly and all powers and activities of the organization shall be limited accordingly. The organization shall not carry on propaganda or otherwise attempt to influence legislation to such extent under Section 501(c) (3) of the Internal Revenue Code. No activity of the organization shall consist of participating or intervening in (including the publishing or distributing of statements) any political campaign on behalf of, or opposition to, any candidate for public office.
 - A. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, officers, or private individuals. The organization shall be authorized, and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purpose of the organization. No Board Member may solicit funds in the name of The FYS unless all funds so raised are deposited directly into the Associations' common bank account.
 - B. Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for payment of all the liabilities of the organization, distribute all of the assets of the organization exclusively for charitable, educational or scientific purposes to such "qualified" organization as the Executive Board shall determine. The organization shall be deemed to be a "qualified" organization, for purposes of these

By-Laws, only if at the time of the distribution of such assets it is operated exclusively for the purposes described in Sections 170(c) (2) (b) and 501(c) (3) of the Internal Revenue Code.

Article IV
Membership

- 4.0 FYS membership is afforded annually from July 1 through June 30. Everyone serving in elected or volunteer capacity of any kind will complete a WSP background check form to be forwarded to the Washington State Patrol for a records check. Any background issues will be addressed and ultimately the decision will be made by the executive board.
- A. Executive Board Officers are defined by the positions listed below and are “regular members” of the board that allows one voting privilege per person, not per position or positions held.
- | | |
|--------------------------------|------|
| 1. President | 6.01 |
| 2. Vice President/ Fundraising | 6.02 |
| 3. Secretary | 6.03 |
| 4. Treasurer | 6.04 |
| 5. Registrar | 6.05 |
| 6. Equipment Manager | 6.06 |
| 7. Member At Large | 6.07 |
- B. Associate Members hold special voting privileges as directed by the Executive Board. Associate members will participate in the election of the executive board and associate board members must attend a minimum of 3 board meetings to be eligible for voting on executive board positions.
- C. The Associate positions support FYS in the areas of financial and morale operations. All positions are appointed by the Executive Board Members for a term of one (1) year. All must be confirmed by a majority vote of the Executive Board. Refer to Article VIII.
- | | |
|------------------------------|------|
| 1. Fundraising Manager | 7.01 |
| 2. Sport Coordinator(s) | 7.02 |
| 3. Concession Representative | 7.03 |
| 4. Head Coaches | 7.04 |
- D. “Honorary Members” are all FYS supporters including parents, guardians and sponsors. Honorary Members have no voting privileges. All Honorary Members have the right to nominate candidates for Executive Board positions.
- E. Membership may be terminated by resignation or action of the Executive Board. The Executive Board, by simple majority vote of those present at a duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member, of any class, for good cause. Prior to any discipline or involuntary termination of board membership the board member shall be notified in writing of the time and place of the meeting at which any discipline or termination of their membership shall be addressed. The member will be given an opportunity to be heard before action against the member shall be taken.
- F. All Executive Board Members and Associate Members are required to attend scheduled meetings. Any board member will forfeit their position if they miss three (3) consecutive duly constituted meetings. The Executive Board will view medical and/or personal issues on a case-by-case basis. Failure to attend a minimum of 80% of all meetings during the calendar year will result in immediate removal from the Executive Board at the end of that calendar year, without the option to be nominated for any Executive Board position for the following term.

Article V
Executive Board

- 5.0 The affairs of the FYS shall be managed by its Executive Board except as specifically set forth in these By-Laws, references to the "Board" shall mean the FYS Executive Board. All operations of FYS including coaches, athletes, parents, sponsors and volunteers are governed by the Executive Board. Any and all decisions made are final and may not be appealed.
- A. Members of the Executive Board shall serve a minimum one (1) year term. No term limits shall apply to any Executive Board member.
 - B. President of the Board may occupy the position of head coach of any team affiliated with the FYS; however, it is NOT recommended. If there is more than one candidate vying for President, this issue should be heavily weighted i.e. preference given to candidate who will NOT be coaching.
 - C. The President of the Board will cast the deciding vote in the case of an even vote by the Board and/or any instance where there is no majority decision by the Board.
 - D. The Board shall confirm the nominations of Associate Members with a simple majority vote.
 - E. The Board shall manage the overall business operations of the league, including but not limited to, Association planning and organization policy, public relations, finance and budgeting. The board shall also have specific authority as set forth in these By-Laws.
 - F. Of the 6 elected Executive Board positions, terms which have expired or stand vacant will be open for nomination by the Executive Board Members first. If no nominations are forwarded then Associate Members or Honorary Members may bring forward their nominations for the said position at the next FYS Board meeting. The Board may vote on and fill vacant positions at any time that occur during the year. These elected Officers shall serve the remainder of the term. Terms that expire will have the voting take place during the FYS post-season organizational meeting of Executive Board Members. All new terms begin July 1 of the following year.
 - G. If at any time members of the Executive and/or Associate Board are related in any way (married, siblings, etc...), this may at times require impartial intervention by all other Board Members for compliance purposes.
 - H. No two members of the Executive Board shall reside from the same household.

Article VI
Officers and Duties

6.01 **President**

- A. Preside over all meetings of the Executive Board. Also, all meetings, both regular and special of all members.
- B. To serve as the Chief Executive Officer in the name of the Association by executing contracts, policies and decisions as directed and approved by the FYS Executive Board.
- C. To investigate and take decisive action on complaints, irregularities and grievances and give a report to the Executive Board.
- D. Promote community relations by attending municipal and county meetings and meetings of Whatcom community clubs and organizations. Present the image of FYS to sponsors and encourage donations.
- E. Pay FYS bills with the Treasurer and Secretary as authorized by the Executive Board. See article 10 B.
- F. The President shall only have an effective vote when the board is unable to determine a majority decision or any case supported by Roberts Rules.
- G. Perform deposits of all monies, keeping all receipts and records for the Treasurer to file.
- H. Responsible for obtaining Corporate Sponsorships and assisting with fundraising for all FYS subsidiary programs and events.
- I. Support and comply with FYS By-Laws and policies and mission statement.

6.02 **Vice President**

- A. Serve as President in the absence of the President.
- B. Supervise and be a part of FYS support committees.

- C. Perform all duties as assigned by the President.
- D. In charge of coordinating and organizing coaches selection committee, playbook organization and/or competition coordination, coaches training (drills, etc.) and the like.
- E. Support and comply with FYS By-Laws and policies and the mission statement.
- F. Help with fundraising for all FYS subsidiary programs and events.
- G. Act as the liaison with the school district to coordinate and schedule fields for games, practices, jamboree, and any additional League events.

6.03 Secretary

- A. Provide the agenda and record minutes of all meetings and maintain all FYS files.
- B. Refer special payment cases to the FYS Treasurer.
- C. Perform other duties as are customarily incident to the office of Secretary and as may be assigned by the Executive Board.
- D. Work with Webmaster in providing updated League info for website and social media outlets.
- E. Support and comply with FYS By-Laws and policies and mission statement.
- F. Serve as main communication hub between Executive Board, Associate Board, and Honorary Members.
- G. Annually will order yard signs and banners as needed and coordinate their distribution.
- H. Annually will send out the electronic flyer through the Ferndale School District advertising our program.

6.04 Treasurer

- A. Be the Chief Financial Officer for FYS and manage all areas of finance and bookkeeping.
- B. Maintain, in writing, and in accordance with good bookkeeping, detailed financial records of the Association.
- C. Establish a bank account in a local bank. All FYS accounts will have the name of the President and the Treasurer on them.
- D. Provide a current financial report at every scheduled Board meeting including a current cash flow report. Provide current year's budget and projects. Provide detailed reports for each fundraiser and percentage of profits associated with each.
- E. Prepare an annual report in cooperation with the FYS President.
- F. Obtain insurance and handle all claims
- G. Audit fundraising and concession operations as well as all financial dealings of FYS
- H. Support and comply with FYS By-Laws and policies and mission statement.

6.05 Registrar

- A. Overall responsibility to maintain a current and accurate record of all FYS Players
- B. Shall have all of the powers and duties that may be prescribed by the Board of Directors including but not limited to:
 - i. Maintain past and current membership database
 - ii. Register players
 - iii. Communication and Announcements to all members in regards to registration dates, times, and locations (including online registration)
- C. Point person for all social media outlets (Web page, FB, Twitter, etc...)
- D. Shall be the point of contact with the website hosting company and maintain the website.
- E. Perform social media duties as assigned by the Board.

6.06 Equipment Manager

- A. Point person for all aspects of FYS Equipment. Maintain and inspect all equipment inventories of FYS and provide a detailed report including values to the President for the Annual post-season meeting.
- B. Keep written records of FYS equipment inventories.

- C. Responsible for care and storage of all FYS equipment.
- D. Work in cooperation with the Head Coaches for issue and return of equipment and handle delinquent or partial equipment returns.
- E. President, Equipment Manager and Sport Representative should be the only ones with keys/lock combos.
- F. Submit requests to the Executive Board for maintenance, replacement and additional equipment purchases as needed.
- G. Assess all equipment needs for each team in all FYS divisions. Work with the President to select prospective sports equipment vendors to supply FYS equipment.
- H. Support and comply with FYS By-Laws and policies and mission statement.
- I. Apply for any applicable grants.

6.07 Member At-Large

- A. Runs all background checks for FYS
- B. Support and comply with all FYS By-Laws and policies and mission statements.
- C. Supports Executive Members when necessary.

**Article VII
Duties of Associate Members**

7.01 Fundraiser/ Sponsorship Coordinator

- A. Responsible for applying for any applicable grants each year.
- B. Work closely with the Vice President and the FYS Board to ensure enough funding to support FYS programs.
- C. Ensure that all coaches have provided required team sponsorships.
- D. Supervise all Fundraising operations and develop ideas and implementations of programs. Responsible for handling of all monies generated working closely with the *President, Vice President* and Treasurer.
- E. Request assistance as necessary from the Treasurer, *President and Vice President* for accounting of fundraising expenses, income and payments.
- F. Conduct Fundraising meetings with the Honorary Members and all sponsors.
- G. Submit a list of Fundraising ideas to the Executive Board and expedite the approved plans.
- H. Work to achieve adequate funding for purchase of Fundraising items. Submit reports of all expenses and sales income to the Treasurer within 72 hours of any FYS event.
- I. Purchase all Fundraising items and establish a selling price list as to insure reasonable profit.
- J. Responsible for ordering and distribution of company sponsorship plaques, banners and thank you cards.
- K. Support and comply with FYS By-Laws and policies and mission statement.

7.02 Sport Coordinator(s)

- A. Point person for all FYS Players and coaches. To act as a liaison between the Coaches, Players and their parents or guardians, to the Executive Board and between all parties.
- B. Attend League games and practices to oversee compliance and settle grievances as needed.
- C. Assist in the semi-annual equipment inspections and inventories to represent player interests.
- D. Support and comply with FYS By-Laws and policies and mission statements.
- E. Appoint enough help to get all players represented.
- F. Work with the FYS Coaches if there are any League or team issues
- G. Inform the FYS Coaches of all the draft rules and oversee the draft, if applicable.
- H. Organize and disperse "Coaches Packets" (including Certified Birth Certificates of players, medical, team rosters, release forms, and signed Codes of Conducts Forms)
- I. Attend the annual Coaches meeting
- J. Attend any player "draft" sessions as required, to help mediate any coach's conflicts.
- K. Schedule Field Supervisors for all home games.

- L. On game day, responsible (or training Field Supervisor for that day) for ensuring that all sponsorship banners are installed prior to the beginning of home games and removed and stored at end of game day and season.
- M. Verify all necessary First Aid training is up to date for all coaches in FYS, if required by individual leagues.
- N. Coordinate offseason coaches meetings with Ferndale High School coaches and FYS Head Coaches. These are mandatory to ensure that the youth in the FYS organization are taught the right style, technique and philosophy.

Tackle Football Coordinator Responsibilities Will Also Include:

- Act as NCYFL League Representative
- Act as liaison between FYS and NCYFL.
- Responsible for general supervision in compliance with policies, rules and regulations of both organizations.
- Attend all Board of Directors meetings as a representative of FYS for the NCYFL and report back to the Executive Board all happenings and decisions of meetings.
- Attend the annual Coaches meeting to explain every aspect of all rules and regulations for any event in NCYFL.
- Responsible for voting in accordance with the direction of the Executive Board.
- Support and comply with FYS By-Laws and policies and mission statement.
- Ensure each team has a trained field monitor for each game (home and away).
- Keep record of the Minimum Count Sheets and Game Day Score Sheets

7.03 Concession Representative

- A. Supervise all Concession operations working with Concession Liaison and develop ideas and implementations of programs. Responsible for handling of all monies generated working closely with the Treasurer.
- B. Request assistance as necessary from the Treasurer for accounting of fundraising expenses, income and payments.
- C. Conduct Concession meetings with Concession Liaison, Honorary Members and all sponsors.
- D. Submit a list of Concession ideas to the Executive Board and expedite the approved plans.
- E. Ensure that all concessions are open at all home games.
- F. Develop a schedule to provide adequate manning of the concession stand during all home games.
- G. Work to achieve adequate funding for purchase of concession items. Submit reports of all expenses and sales income to the Treasurer within 72 hours of any FYS event.
- H. Purchase all concession items and establish a selling price list as to insure reasonable profit.
- I. Ensure cleanliness of the operation and concessions staff obtain and/or possess food handler's permits.
- J. Responsible for scheduling, maintenance, insurance, licensing of the concessions trailer.
- K. Support and comply with FYS By-Laws and policies and mission statements.

7.04 Head Coaches

- A. Assist in the semi-annual equipment inspections and inventories to represent player interests.
- B. Assist in the annual Coaches meeting with the Sport Coordinator.
- C. Support and comply with FYS By-Laws and policies and mission statements.
- D. FYS Board will reimburse all coaches the cost of completing the required Coaching Certifications once proof of certification is submitted and approved.
- E. Responsible for the conduct of the players, coaches, and parents of their team.
- F. Responsible for adhering to League rules and game procedures.
- G. Violations of above can result in a coach being removed from the FYS program.

Article VIII
Meetings

- 8.0 Unless the Executive Board adopts other procedures, Robert's Rules of Order shall govern the proceedings of all FYS meetings.
- A. FYS will hold an Executive Board meeting the first Tuesday of each month, or as necessary.
 - B. FYS will hold an open board meeting the second Tuesday of each month.
 - C. Written notice of all meetings and a copy of the agenda shall be provided to each Board Member prior to each meeting. The Secretary shall call, or email, all Members.
 - D. A simple majority vote is required to pass motions presented to the board.
 - E. All FYS Coaches shall attend a mandatory pre-season meeting to define coaching policies, review League and FYS rules and discuss the desired goals for the upcoming season.
 - F. At the June meeting, the Associate board will vote in the "new" Executive Board. The following July meeting the Executive Board will appoint "new" associate members.
 - G. Honorary members are allotted 15 minutes (or more as allotted by the President) at the beginning of designated meetings to speak and/or discuss issues.

Article IX
Coach and Draft Policies and Procedures

- 9.0 Refer to FYS Coaching Policy Handbook.
- A. Coach Selection:
 - B. Draft Process: **See Attachment 1A**

Article X
Finance and Accounting

- 10.0 The FYS Executive Board shall decide all matters pertaining to the finances of the organization and shall place all funds in a local bank account.
- A. No Member shall receive, directly or indirectly, any salary or compensation from FYS for services rendered.
 - B. The Vice President and the Treasurer will be the joint account holders for all of the FYS bank accounts. Two signatures are required on all checks over \$2000.00 and must be the Vice President and Treasurer. For all single purchases that exceed \$1000.00 Executive Board approval will be required.

Article XI
Amendments

- 11.0 These By-Laws may be amended, repealed or altered in whole or in part by majority vote of the Executive Board if a ten day notice is given to each Board Member setting forth the specific proposed change or changes and the date of the meeting at which changes are to be considered.
- A. Whenever any notice is required to be given under these By-Laws, a signed notice from a Board Member in writing shall be deemed equivalent to the giving of such notice.
 - B. Any action, which could be taken by the Executive Board at a meeting, may be taken without a meeting, if consent, stated clearly in writing, and signed by a majority of the Board Members. The action statement shall be communicated promptly to all Board Members.

Article XII

12.0 FYS Sexual Abuse Prevention Policy & Procedures

As a youth-serving organization, FYS considers the safety and well-being of the youth in our program a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.

We will report suspected abuse to the proper law enforcement agencies.

Policy and Procedures:

FYS has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, athletes, and their families.

- 1) The Coach Recruitment process shall include the following:
 - a. Volunteer Application – Every coach working with youth must complete our organization’s written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct.
 - b. Screening – A designated representative(s) of the organization will interview each prospective coach/volunteer.
 - c. Background Check – All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated at least every 2 years for each coach.
- 2) A Board Member will review this policy with coaches each year.
- 3) The Following Behavior is Prohibited:
 - a. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
 - b. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behaviors by players.
 - c. Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
 - d. Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
 - e. Non-related one adult/one child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative of the Board to inform her or him of this contact and the reason for it.
 - f. If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.
- 4) Reporting of Suspected Child Sexual Abuse
 - a. A member of the Board of Directors or other official representative will be designated to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
 - b. All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative of the Board of Directors. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
 - c. The designated representative will keep other Board members fully informed.
 - d. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
 - e. The Board of Directors, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected.
- 5) FYS League Representative, in an effort to enforce these policies and ensure the safety and well-being of our youth, will attend random practices and provide oversight.
- 6) Any FYS Coach or Volunteer requiring access to players or the playing field must obtain a Field Pass which requires acknowledgment of the aforementioned policy and a signed Code of Conduct form to be on file with FYS.

Ferndale Youth Sports - **Adopted 11/18/2021**

The within and forgoing By-Laws of Ferndale Youth Sports were duly adopted by the Executive Board on this 18th day of November 2021.

_____ President, Mollie Gandy

_____ Vice President, Stefani Erickson

_____ Secretary, XXXX

_____ Treasurer, Heather Larson

_____ Registrar, Donna Gilday

_____ Equipment Manager, XXXX

_____ Member At-Large, XXXX