



**GRAPEVINE YOUTH FOOTBALL AND
CHEERLEADING ASSOCIATION**

2006 By-Laws

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Article I: Association

Section 1: Name

The name of this organization shall be the Grapevine Youth Football and Cheerleading Association, Inc. ("GYFCA") (hereinafter referred to as the "Association").

Section 2: Organizational Status

This shall be a non-profit corporation with tax exempt status.

Section 3: Parent Organization

The Association shall participate for football and cheerleading activities, as a member organization, in the Tarrant/Dallas Football Association.

Article II: Purpose and Objectives

Section 1: Purpose

The association is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2: Objectives

The main objectives of the Association shall be to provide supervised football and cheerleading programs that are enjoyable, educational and challenging to the youth of our community. In support of these objectives, our organization shall teach and promote the ideals of good sportsmanship, personal integrity and team cooperation through participation and instruction in the game of football and cheerleading.

Section 3: Secondary Statement

The attainment of exceptional athletic skill and the winning of games shall be secondary to the main objectives.

Article III: Membership

Section 1: Membership

General membership in the Association shall be open to any parent or legal guardian of a registered and participating child or any volunteer approved by the Executive Board, who sincerely desire to further the objectives as expressed by these By-Laws. All persons granted membership shall be eligible as a voting member, for Executive Board elections only, provided:

1. The Association has received completed and signed copies of all applicable application forms, registration forms and pledge forms from the person wanting membership.
2. The Executive Board has authorized the participation of the child registered or approved, by majority vote, the membership of a volunteer.

Section 2: Term of Membership

General membership in the Association is valid for each football "season". Football seasons typically begin in August of each calendar year and end on November 30 of that same calendar year. Membership to the Association must be renewed each football season.

Section 3: Limitations

Membership in the Association is limited to a maximum of two (2) parents or legal guardians for any single registered participant or two (2) or more registered participants who are siblings residing in the same household.

Section 4: Votes

Each qualified general member shall have one (1) vote to cast for each elected position, regardless of the number of children he/she has participating in the Association, and must be physically present to cast his/her vote. Proxy votes will not be allowed by the general membership.

Section 5: Withdrawal of Membership

The withdrawal of all registered participants by a parent/guardian from the Association will constitute automatic resignation of membership to the Association. For volunteers who received Executive Board approval, cessation of volunteer activities for a period of more than two weeks shall constitute automatic resignation of membership to the Association. Exceptions require approval by the Executive Board.

Section 6: Revocation of Membership

Any member of the Association may have his/her membership revoked by the Executive Board for conduct that is in opposition to the stated objectives of the Association, for violating any of the applicable "codes of conduct", for violating the by-laws of the Association or the by-laws of the Association's parent organization. The board will not restrict a child's participation in the Association because of revocation of a parent/guardian's membership.

Article IV: Governing Body

Section 1: Executive Board

The Executive Board (hereinafter referred to as the "Board"), excluding the position of President, is elected by the general membership of the Association. The Board is the governing body of the Association. The Board shall transact all business, enforce all rules and codes of conduct for the Association and shall have the power to settle all disputes and protests. All decisions of the Board are final.

Section 2: Executive Board Positions

The Executive Board shall be comprised of the following positions:

- | | |
|------------------------------------|---------------------------------|
| a. President | h. Sponsorship Officer |
| b. First Vice President | i. Football Coaching Officer |
| c. Second Vice President | j. Equipment Officer |
| d. Treasurer | k. Field Officer |
| e. Secretary | l. Concessions Officer |
| f. Cheerleading Director | m. Events and Marketing Officer |
| g. Assistant Cheerleading Director | |

Section 3: Term

- a. The Board members shall be elected for a one-year term.
- b. A term will begin on January 1 and end on December 31 of each calendar year.
- c. There will be no limitation to the number of terms a Board member may serve.

Section 4: Procedures

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by-laws, the by-laws of the parent organization and any special rules of order the corporation may adopt.

Section 5: Executive Board Meetings

- a. The Board will conduct regularly scheduled meetings that are open to general members. The purpose of these meetings is to conduct normal Association business, enforce rules and codes of conduct and to settle disputes and protests.
- b. Meetings may be called into "closed session" at any time by the President. During a closed session, only Board members may remain present.
- c. The Board shall hold "specially called" meetings at the request of the President of the Association, upon the request of three Board members or by written request from five (5) or more general members.
- d. All meetings shall be conducted by following a previously prepared agenda. The President shall have the responsibility of conducting the meeting according to the prepared agenda and will provide the agenda at least 24 hours in advance of the meeting.
- e. Meeting minutes will be recorded and made available to the general membership upon request.

Section 6: Quorum

A quorum shall consist of 50% of the Executive Board members (excluding vacant positions), one of whom must be either the President or First Vice President, unless otherwise stipulated by these By-Laws.

Section 6: Board Voting

Each Board member shall have one (1) vote. The President shall cast a vote only in the case of a tie vote or in other specific cases set out herein. Proxy votes will be accepted only if assignment of the proxy is submitted in writing by the absent Board member.

Section 7: Polling

In order to minimize the number of Board meetings, the President of the Association may poll Board members in order to reach decisions regarding specific questions. The President must report the polling results to the Board in writing. The results reported by the President must include how each member's vote was cast. The Secretary will record the reported results and provide them as minutes at the next conducted Board meeting.

Section 8: Forced Abstention

Any contract or other transaction between the Association and any corporation, firm or individual, in which any of the Association's Board members is directly or indirectly interested, will be considered appropriate and shall be recognized as valid, provided that the Board member with interest abstains from voting when the decision regarding the contract and/or transaction is made.

Section 9: By-Law Changes

- a. The Association's By-Laws may be altered, amended or repealed by the Executive Board of the Association. Changes to the By-Laws will require that at least two-thirds (2/3) of the Board members (excluding vacant positions) be present at a specially held By-Laws meeting. Further, such changes require two-thirds (2/3) affirmative vote of the Board members present. The two-thirds (2/3) requirement will be calculated by taking the total number of members/votes, dividing by three and then multiplying by 2. If the number is not a whole number, the resulting calculation will be truncated to determine the two-thirds requirement.
- b. Proxy votes will not be allowed for By-Law changes. Executive Board members must be present at the By-Laws meeting to cast a vote.
- c. By-Law changes shall be presented and voted on once per year on or before December 31.
- d. All changes approved by the Executive Board shall take effect on January 1 of the next calendar year.

Section 10: Resignation

Any Board member may resign his/her position by written resignation to the board. Such resignation shall take effect at the time specified therein, or immediately if no time is specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 11: Removal

- a. Any Board member who is absent from three or more board meetings, having been notified 72 hours prior to each meeting, may have his/her office declared vacant, unless the absences have been excused by the Board.
- b. Any Board member who willingly neglects his/her duties to the detriment of the Association or who has conduct unbecoming may be brought to a hearing by the Board and a vote may be called for his/her removal.
- c. A vote of removal by the Board may only be executed if at least two-thirds (2/3) of the Board members are present at the hearing and the vote to remove a member must pass by two-thirds (2/3) majority of the present Board members. The Board member whose position is being questioned will not be counted as part of the total members or members present and that member may not cast a vote.

Section 12: Vacancies

Any vacancy on the Executive Board shall be filled by presidential appointment with ratification by a 50% majority of the remaining board members. The appointed person shall fill the position for the remaining unexpired term.

Section 13: Compensation

All Board members and other general members of the Association shall be volunteers receiving no compensation for performance of their duties. No officer or director of the Association shall willingly use his/her position for personal gain or to obtain any benefits that are not available to the entire membership.

Article V: Officers

Section 1: President

- a. Shall oversee all Association activities.
- b. Shall preside over all Association meetings, assign duties to Board members and general board members as necessary, appoint committees, break any tie votes and countersign any orders and checks when necessary.
- c. Shall be given the authority to take prudent and reasonable action in circumstances not covered with these By-Laws and the By-Laws of the parent organization.
- d. Shall serve as one of the Association's representatives to the parent organization and shall appoint other Association Board members to serve on the parent organization board as required.
- e. Shall serve as the representative to all City of Grapevine meetings.

Section 2: First Vice President

- a. Shall succeed to the powers of President in the President's absence.
- b. Shall organize and conduct registration activities for the Association.
- c. Shall assume the duties of any Board position that is vacant.
- d. Shall assume the duties of any Board member who is unable to perform his/her duties.

Section 3: Second Vice President

- a. Shall inventory and monitor the Association's inventory of equipment.
- b. Shall ensure the soundness and safety of the Association's equipment.
- c. Shall oversee the expenditures for the Association's equipment and make equipment purchases.

Section 4: Treasurer

- a. Shall manage all Association money, maintain necessary bank accounts, record and pay all bills and maintain accurate and current records of the Association's finances.
- b. Shall retain all purchase orders, invoices and receipts for purchases.
- c. Shall collect any dues, fines or other monies due to the Association.
- d. Shall present at all regularly scheduled meetings, a current Association financial report to the Board. This report will be presented in writing.
- e. Shall present annually, a financial report for auditing by the Board.
- f. Shall submit all required tax filings to the proper governmental agencies.

Section 5: Secretary

- a. Shall record the minutes of all meetings and distribute those minutes to Board members.
- b. Shall attend to all Association correspondence.
- c. Shall keep members aware of upcoming events by printing a weekly letter to all teams.

Section 6: Cheerleading Director

- a. Shall coordinate and administrate all cheerleading related activities.
- b. Shall develop the cheerleading program for the Association.
- c. Shall be responsible for fitting of cheerleading uniforms for participants.
- d. Shall order cheerleading uniforms and other cheer related supplies for the Association.
- e. Shall communicate to the cheerleading parents and participants.
- f. Shall coordinate an annual cheerleading camp.
- g. Shall identify and select coaches for the cheerleading program.
- h. Shall assign duties to Assistant Cheerleading Director and other cheer program volunteers as necessary.
- i. Shall coordinate all cheerleading coaching activities and program.

Section 7: Assistant Cheerleading Director

- a. Shall assist the Cheerleading Director in his/her responsibilities.
- b. Shall act as the Cheerleading Director in his/her absence.

Section 8: Sponsorship Officer

- a. Shall work to identify potential individual and corporate sponsors for the Association.
- b. Shall present sponsorship opportunities to potential sponsors.
- c. Shall coordinate activities between the Association and active sponsors.
- d. Shall maintain and develop sponsorship programs and events.

Section 9: Football Coaching Officer

- a. Shall coordinate football coaching activities, including grass drills, draft and weigh-ins.
- b. Shall conduct grading of coaches in the Association.
- c. Shall coordinate football coaching certification programs.
- d. Shall identify coaching clinics and administer the Association's football coaching development program.
- e. Shall educate football coaches on all responsibilities and codes of ethics.
- f. Shall educate football coaches on parent organization rules and regulations.

Section 10: Equipment Officer

- a. Shall assist the Second Vice President in managing the Association's equipment.
- b. Shall report equipment conditions and needs to the Executive Board.

Section 11: Field Officer

- a. Shall interact with city parks and recreation department to maintain facilities for practice and playing purposes.
- b. Shall establish schedule for set-up and take down game field equipment.
- c. Shall establish schedule for home field clock operations and TDFA field representatives and publish schedule to other Board members.
- d. Shall ensure trash and other material is removed from game facilities.

Section 12: Concessions Officer

- a. Shall maintain the equipment for the concession stand.
- b. Shall monitor and purchase concession stand supplies.
- c. Shall act as liaison to boosters/owners of concession facilities utilized by the Association.
- d. Shall set the schedule for operating the concession stand and distribute said schedule to the Association's members.

Section 13: Events and Marketing Officer

- a. Shall coordinate all Association sponsored events, including but not limited to the Kick-Off Event, home coming parade activities and award ceremonies.
- b. Shall communicate Association activities with local media outlets, schools and other entities assisting in the promotion of the Association.
- c. Shall create and obtain Association marketing information, including fliers, signs and other advertising media.

Article VI: Executive Board Elections

Section 1: President Position

- a. Candidates for President must come from sitting board members.
- b. The sitting board will nominate and elect the President for the following year.
- c. In the case that no existing board member desires to fill the position of President, candidates may be identified from the general membership.

Section 2: Candidates

- a. Candidates for all Board positions, excluding the position of President, will come from the general membership and sitting Board members.
- b. Members may request candidacy by submitting a written notice to the chairperson of the nominating committee.
- c. Members previously removed from the Board per Article IV Section 11 Item C of these By-Laws are not eligible for candidacy to any Board positions.

Section 3: Nominating Committee

The President of the Association shall appoint a nominating committee for the sole purpose of identifying candidates for Board positions. The President will adhere to the following guidelines when assembling the nominating committee:

- a. Committee shall consist of five general members who are not existing Board members.
- b. One representative shall be picked from each football division: Flag, Bantam, Junior and Senior
- c. One representative shall be picked for the cheerleading program.
- d. The President shall name a chairperson from the five appointees.
- e. The committee shall be appointed no later than the fifth game-Saturday of the season.

The committee shall have the following duties:

- a. To solicit from the general membership, two nominees for each Board position. One nominee may be an existing Board member.
- b. The committee shall notify the general membership that nominees are being considered.
- c. The committee shall certify the nominees' willingness to serve on the Board prior to having their names placed on an election ballot.
- d. The final list of nominees will be delivered to the Board, in writing, one-week prior to the scheduled election.

Section 4: Election

- a. The election of Board members shall be conducted at a season-ending meeting or meetings for which the general membership has been appropriately notified and invited.
- b. Ballots shall clearly indicate when a candidate is an incumbent for the position listed.
- c. If a position has a single nominee, the ballot must clearly indicate that the candidate is running unopposed.
- d. All general members in attendance shall be given one ballot clearly listing all positions and candidates.
- e. Each member given a ballot must sign a verification sheet indicating the receipt of the ballot.
- f. Proxy votes are not allowed. Members must be present to cast a vote.
- g. The votes shall be tallied by the nominating committee and the chairperson shall provide written results to the Executive Board.
- h. When the margin of victory for a position is less than 5 votes, there will be an automatic re-count of that position's votes by the nominating committee.

Article VII: Coaching

Section 1: Board Responsibilities

The Board recognizes that coaches are vital to the existence of the Association, however, coaching in the Association is a granted privilege and not a right of any member. The Board further recognizes that individuals aspiring to coach in the Association will have an opportunity to mold the impressions of the young participants which is a responsibility to be taken very seriously. Because of the importance coaching positions, the Board has an obligation to the membership and the participants to screen carefully individuals applying for positions as coaches.

Section 2: Coaching Candidates

Any individual may apply to become a coach in the Association. In order to be considered for any coaching position (head or assistant) in the Association, an individual must provide the following:

- a. Completed and signed Association coaching application form.
- b. Signed release to allow the Association to conduct any and all back-ground checks as deemed necessary by the Board.
- c. Provide proof of completed coaching certification course required by the Association.
- d. Signed coaching ethics statement.

Section 3: Background Checks

All coaching candidates will be subject to screening that includes verification of references and criminal background checks. The review of the criminal background checks will be conducted by the President, First Vice President and Second Vice President and will be kept confidential, except where a report to legal authorities is deemed necessary. The President, First Vice President and Second Vice President will only indicate a status of acceptable or unacceptable when reporting the results to the Board for coaching selections.

Section 4: Coaching Selections

The Board will make all coaching selections at its discretion and will approve selections by a Board vote. The board will take into consideration the following items when making selections:

- a. Previous coaching experience with the Association.
- b. Prior coaching experience in related activity (football or cheerleading).
- c. Football or cheerleading background/experience.
- d. Coaching certifications.
- e. References.
- f. Back-ground check results.
- g. Conduct in the Association.

The Board will not approve a selection of a coach without having information required by candidates as outlined in Article VII Section 2 of these By-Laws.

Section 5: Coaching Responsibilities

- a. All head coaches will be appointed by the Board and will be notified of their selections.
- b. All head coaches will receive an Association card indicating their team assignment and position.
- c. A head coach is given authority to direct the activities of his/her team as long as those activities do not violate any legal codes, the Association's By-Laws, the By-Laws of the parent association or any of the Association's stated codes of conduct.
- d. Assistant coaches may be identified by head coaches, however, the Board must approve all assistant coaches. Assistant coaches are required to provide information outlined in Article VII Section 2 of these By-Laws.
- e. Head coaches will be held responsible for the conduct of all assistant coaches for his/her team and has the authority to remove an assistant coach from his/her position.
- f. Head coaches are responsible for educating assistant coaches, participants, parents/guardians of all applicable rules, by-laws and codes of conduct.

Section 6: Removal

The Board may remove any head coach or assistant coach at will.

Article VIII: Miscellaneous

Section 1: Registration

- a. The Board shall determine registration dates and registration prices on an annual basis.
- b. All participants must be registered according to the guidelines set forth by the parent organization.

Section 2: Age Requirements

- a. The Association will comply with the parent organization's age requirements for football.
- b. Cheerleading participants will be 5 – 12 years old on or before August 1 of the current year. Four year olds may participate with Executive Board approval.

Section 3: Scholarships

The Association will provide need based scholarships for participants who cannot afford the registration fees and live in the City of Grapevine. Scholarships will be issued to cheerleaders and football players in accordance with the HERO program operated by the City of Grapevine. The President may approve scholarships on a need basis to participants who are not residents of the City of Grapevine.

Section 4: Refunds

The Association will provide partial refunds to football participants using the following guidelines:

1. If the Association has not ordered the participant's uniform and jersey and the weigh-in has not occurred, the participant will be refunded the full registration fee paid, less a \$10.00 administrative fee.
2. If the Association has not ordered the participant's uniform and jersey and the weigh-in has occurred, the participant will be refunded the full registration fee paid, less the TDFA participant fee for that season and a \$10.00 administrative fee.
3. If the Association has ordered the participant's uniform and jersey and the weigh-in has not occurred, the participant will be refunded the full registration fee paid, less the cost of the uniform, jersey and a \$10.00 administrative fee.
4. If the association ordered the participant's uniform and jersey and the weigh-in has occurred, the participant will not receive a refund.

The Associaton will provide partial refunds to cheerleading participants using the following guidelines:

1. If the Association has not ordered the participant's uniform and the Association has not paid the parent organization the participation fees, the participant will be refunded the full registration free paid, less a \$10.00 administrative fee.
2. If the Association has ordered the participant's uniform and the Association has not paid the parent organization the participation fees, the participant will be refunded the full registration fee paid, less the cost of the uniform and a \$10.00 administrative fee.
3. If the Association has not ordered the participant's uniform and the Association has paid the parent organization the participation fees, the participant will be refunded the full registration fee paid, less the parent organization's participation fee and a \$10.00 administrative fee.

If the Association has ordered the participant's uniform and the Association has paid the parent organization the participation fees, no refund will be given.

Section 5: Football Practices

Coaches shall conduct practices in accordance with the following guidelines.

1. Practices will be held on Mondays, Tuesdays and Thursdays, from 5:30pm until 7:30pm at Parr Park.
2. No practice sessions will be held on Sundays or on game days.
3. Practices may be held on Fridays, but shall not begin before 5:30pm and will end by 6:30pm.
4. A practice session may be held on a Wednesday only if there was no practice on the Monday or Tuesday of that same week due to an Association cancellation. A coach cannot cancel a practice on Monday or Tuesday and schedule a Wednesday practice.
5. There will be no more than four practice sessions per week.
6. There will be no less than three practice sessions per week for tackle divisions and no less than two practice sessions per week for the flag division (weather permitting).
7. Practice may not be conducted at locations other than Parr Park without the written approval of the President or the Board.

Section 6: After Season Football Games

Individual head coaches following the conclusion of the league play may not schedule games outside of the parent organization without written approval of the Association's Executive Board and the parent organization.

Section 7: Medical Conditions

- a. It is the responsibility of parents and/or legal guardians to make the Association aware of any known medical conditions of registered participants.
- b. All participants with known medical conditions shall furnish a written doctor's statement authorizing the child to participate in Association sanctioned events (games, practice sessions, camps, etc.).

Section 8: Severe Weather

The President shall be responsible for delaying or terminating Association sanctioned events when severe weather occurs. All activities will cease immediately upon the President's notification.

Article IX: Cheerleading Rules

Section 1: Team Assignments

The Cheerleading Director will establish cheer team assignments after the football draft has occurred. The Cheerleading Director will make team assignments using the following guidelines:

1. If a cheerleader has a sibling that plays football, the cheerleader will be assigned to the cheer team assigned to the siblings football team when possible.
2. If a cheerleader has a sibling that is also cheering, the siblings will be assigned to the same team when possible.
3. Any cheerleader with a parent / legal guardian holding a position as a head coach will be assigned to the team that her parent coaches.
4. Cheerleaders from preceding season will be placed with prior cheerleading coach when possible.
5. Cheerleaders from preceding season will be placed together when possible.
6. Assignment according to age when possible.

Section 2: Cheerleading Practices

1. Practices will be held on Mondays, Tuesdays and Thursdays at Parr Park.
2. Practice times will be determined by the Cheerleading Coach, not to begin before 5:30 and not to end after 7:30.
3. A practice session may be held on a Wednesday only if there was no practice on the Monday or Tuesday of that same week due to an Association cancellation. A coach cannot cancel a practice on Monday or Tuesday and schedule a Wednesday practice.
4. Practice may not be conducted at locations other than Parr Park without the written approval of the President & Cheerleading Director.

Section 3: Mascots

Mascots must be at least four years old on or before August 1 of the current year. A parent/guardian must be present with a mascot at all times including practice.

Section 4: Uniforms

Cheerleaders must wear uniforms provided by and approved by the Association's Board.

Article X: Parent Organization

Section 1: Parent Organization

The Association recognizes the Tarrant/Dallas Football Association (TDFA) as its parent organization and will participate as a member association in the TDFA.

Section 2: Rules

The Association agrees to participate in the TDFA and will adhere to the By-Laws, codes of conduct and rules of the TDFA. Therefore, the By-Laws, codes of conduct and rules of the TDFA are hereby incorporated by reference and will be the governing documents of all participants and members of the Association.

Section 3: Disassociation

Any decision, by the Association, to resign from participation in the TDFA shall require a three-fourths (3/4ths) majority vote by the Executive Board and requires at least 9 Board members present, including the President, at the time of the vote.

Article XI: Conduct Statement

Section 1: Statement

The Association recognizes that the conduct of its members reflects on the entire organization and has significant impact on the attitudes and experiences of the children participating in the programs. Therefore, if any Board member, coach or other Association member is guilty of misconduct such as abusive language, fighting, intoxication or other unbecoming behavior which proves to be a detriment to the Association or its objectives at games, game sites, practice sessions, practice locations, or organization/Association meetings, disciplinary action may be taken up to and including the revocation of membership. The Board of Directors is required to review the membership of individual(s) guilty of this type of behavior. The revocation of membership in the Association will not result in a participant losing his/her team membership.