



Troy Youth Football Association  
"Troy Cowboys"  
By-Laws



**ARTICLE I**  
**NAME**

I. NAME OF THE ORGANIZATION

1. The name of this organization shall be the "Troy Youth Football Association".
2. The Troy Youth Football Association is a duly formed and recognized franchise of the Oakland Macomb Youth Football Association and also does business as and is recognized as the "Troy Cowboys", "TYFA" and "TC".
3. The terms Troy Youth Football Association, Troy Cowboys, TYFA and TC shall be recognized as synonymous as referenced throughout this and other official documents of this organization.

**ARTICLE II**  
**PURPOSE & COMMITMENT**

I. PURPOSE OF THE ORGANIZATION

1. The Troy Youth Football Association is committed to the development of the athletic capabilities of young people in a safe and encouraging environment. Through involvement in the team sport of football and related activities we strive to promote a physical, mental and moral sense of well being in all of the participating youth. We endeavor to teach our youth that dedication and commitment to a common cause, benefits not only the team, but the individual as well. As athletes, we want our young people to develop a keen sense of competition, exhibit true sportsmanship and understand the meaning of fair play. We intend that our youth will learn that they are capable of more than they thought, and that there should never be any shame as long as an honest effort has been given. By promoting these values, we provide the opportunity of instilling a positive attitude in the boys and girls in our community. For this we believe, that the participants and society, benefit as a whole.

II. COMMITMENT OF THE ORGANIZATION

1. The Troy Youth Football Association is committed to providing a competent and trained coaching staff, safe practice and game facilities, adequate and approved equipment for participation in its activities in order to protect the health and welfare of the youth involved.

## **ARTICLE III** **MEMBERSHIP**

### **I. DEFINEMENT OF MEMBERSHIP**

1. Troy Youth Football Association membership is open to the parents of all participating youth of the program.
2. No more than a total of two parents/guardians of a child will be allowed to be a member of the Board of Directors with voting privileges.
3. All members, parents/guardians and participants of this organization shall comply with the Troy Youth Football Association By-Laws and all future amendments.

### **II. REQUIREMENTS FOR MEMBERSHIP**

1. Any parent (mother, father or legal guardian) of a participating youth is eligible to be a prospective member of the Board of Directors of the Troy Youth Football Association.
2. Any person who does not have a participating youth in the program, of good moral character, considered appropriate and accepted by a majority vote of the Board of Directors is eligible to be a prospective member of the Board of Directors and must meet all requirements set forth in Article III, Section III, Sub-Sections 1 – 3.
3. Any person who does not have a participating youth in the program but has obtained their voting privileges on the Board of Directors by previously having a participating youth shall be allowed to keep their membership current and in good standing and maintain their voting privileges as outlined Article III, Section IV, Sub-Sections 1 – 3.

### **III. PROSPECTIVE MEMBERS**

1. All prospective members of the Board of Directors must attend sixty six percent (66%) of the regularly scheduled monthly board meetings within the last twelve month period.
2. Attendance at meetings shall be in person or by electronic, telephonic or video conferencing where all parties can hear and exchange dialogue in real time if this capability is available. This in no way obliges the Troy Youth Football Association to provide this service but rather is recognized as means if available.
3. Attendance by Proxy shall be allowed, however for not more than two (2) meetings within the last twelve month period.
  - i. Proxy holders shall attend any meeting in person
  - ii. Proxy holders shall provide to the President and Secretary proof that they hold the absent members proxy
  - iii. The proxy shall be recorded in the minutes by the Secretary as such.

#### IV. VOTING MEMBERS

1. All prospective members of the Board of Directors that have an attendance record of sixty-six percent (66%) or greater within the last twelve (12) meeting periods are Voting Members of the Board of Directors.
2. Attendance at meetings shall be in person or by electronic, telephonic or video conferencing where as all parties can hear and exchange dialogue in real time if this capability is available. This in no way obliges the Troy Youth Football Association provide this service but rather is recognized as means if available.
3. Attendance by Proxy shall be allowed, however for not more than two (2) meetings within the last twelve (12) meeting periods.
  - i. Proxy holders shall attend any meeting in person
  - ii. Proxy holders shall provide to the President and Secretary proof that they hold the absent members proxy
  - iii. The proxy shall be recorded in the minutes by the Secretary as such.

#### V. DURATION OF MEMBERSHIP

1. Membership will continue as long as a person maintains membership in good standing, and will cease upon resignation or dismissal from the Troy Youth Football Association.

#### VI. RESIGNATION OF MEMBERSHIP

1. The membership of any member of the Troy Youth Football Association will terminate after the member has submitted a written request for such termination to the Executive Officers of the Board of Directors. The Executive Board will respond in written and/or verbal forms to said request.
2. A person who no longer has a participating youth in the organization falls below the sixty-six percentile (66%) requirements to maintain their voting privileges, shall be considered to have voluntarily resigned from the Troy Youth Football Association.

#### VII. SUSPENSIONS AND EXPULSION

1. The Executive Board or the President shall have the authority to suspend the membership and any offices held of any member for cause and reason:
  - i. For conduct which, in the opinion of the Executive Board or the President, disturbs the order, welfare, dignity, character, interest, business or harmonious operations of the Troy Youth Football Association.
2. The suspended member will be advised that they are suspended and shall have a hearing with the Board of Directors to be held at a special meeting, provided fifteen (15) days notice has been given for said meeting, or the next regularly scheduled Board of Directors meeting following such action, whichever is first.

3. The Board of Directors must approve the action taken by the Executive Board or by the President by a vote of not less than two-thirds (2/3) majority in order for the suspension to stand.
4. The Board of Directors must approve by a vote of not less than two-thirds (2/3) majority in order for any suspension to become an expulsion.

#### VIII. REINSTATEMENT

1. Any member, whose membership is suspended as provided for in Article III, Section VII, Subsections 1 – 3, shall have his/her membership reinstated as well as any offices held if a vote in excess of two-thirds (2/3) majority is not reached by the Board of Directors.

#### IX. NON-TRANSFERABILITY OF MEMBERSHIP

1. Membership in the Troy Youth Football Association is non-transferable and non-assignable.

## **ARTICLE IV** **GOVERNING BODY**

#### I. DEFINEMENT OF THE GOVERING BODY

1. A Board of Directors shall govern the Troy Youth Football Association.

#### II. MISSION OF THE GOVERNING BODY

1. The Board of Directors shall maintain the quality and integrity of the Troy Youth Football Association.

#### III. DUTIES AND RESPONSIBILITIES

1. The Board of Directors will perform the following functions
  - i. Elect Executive Officers to oversee the daily operations of the Troy Youth Football Association.
  - ii. Maintain control over the usage of the Troy Youth Football Association, Troy Cowboys, TYFA and TC insignia and logos.
  - iii. Oversee the management of property owned by the Troy Youth Football Association, and report to the membership monthly.
  - iv. Oversee the Troy Youth Football Association treasury and financial books, which may be reviewed by a C.P.A. annually. The Board of Director's may, at the direction of the majority of the Membership, call for an audit of the financial records at any time.
  - v. Appoint as necessary, all agents and employees of the Troy Youth Football Association and shall fix and determine any salaries, stipends and duties, and shall have the power, except as otherwise provided for, to regulate the same at it's pleasure.

## **ARTICLE V**

### **EXECUTIVE BODY**

#### **I. DEFINEMENT OF THE EXECUTIVE BODY**

- 1.** An Executive Body shall preside over the daily operations of the Troy Youth Football Association.
  
- 2.** No more than a total of one parent/guardian of a child will be allowed to serve on the Executive Board as an elected Officer with executive voting privileges.

#### **II. MISSION OF THE EXECUTIVE BODY**

- 1.** The Executive Body shall maintain the quality and integrity of the Troy Youth Football Association and be responsible for the daily operations of the organization.

#### **III. DUTIES AND RESPONSIBILITIES**

- 1.** The Executive Board will perform the following functions
  - i.** Be responsible for daily operations of the Troy Youth Football Association.
  - ii.** Report to the membership monthly on all operations of the Troy Youth Football Association.
  - iii.** Represent and conduct business of the Troy Youth Football Association at the Oakland Macomb Youth Football Association.
  - iv.** Maintain rosters of all members of the Executive Board, the Board of Directors, participants and their families of the Troy Youth Football Association.
  - v.** Maintain control over the usage of the Troy Youth Football Association, Troy Cowboys, TYFA and TC insignia and logos.
  - vi.** Maintain and oversee the treasury of the Troy Youth Football Association financial books, which may be reviewed by a C.P.A. annually.
  - vii.** Issue a newsletter or other communications to the Troy Youth Football Association participating families, which will provide updates on practices, games, special events, and developments of interest to the organization as a whole.
  - viii.** Oversee the management of property owned by the Troy Youth Football Association.
  - ix.** Appoint as necessary, all agents and employees of the Troy Youth Football Association and shall fix and determine any salaries, stipends and duties, and shall have the power, except as otherwise provided for, to regulate the same at it's pleasure.
  - x.** Perform all other such assignments as may be ordered by the Board of Directors, or as may be in the best interests of the Troy Youth Football Association.

#### IV. COMPOSITION OF THE EXECUTIVE BOARD

##### 1. Elected Officers:

- i. The elected Executive Board shall consist of the following officers who will be elected by a simple majority vote of all members eligible to vote.
  1. President
  2. Vice-President
  3. Secretary
  4. Treasurer
  5. Member-at-Large
  6. Football General Manager
  7. Cheerleading General manager
- ii. To be eligible for the Executive Board, the nominated member must be in good standing on the Board of Directors
- iii. To be eligible for the office of President, the nominated member must have been a member of the Board of Directors for the full calendar year prior to their nomination in addition to meeting the eligibility requirements in Article V, Section IV, Sub-Section 1-ii.

##### 2. Appointed Officers:

- i. The President shall be able to make the optional appointment of the following support officers.
  1. Registrar
  2. Promotional Sales Director
  3. Public Relations Director
  4. Webmaster
- ii. The Football General Manager shall be able to make the optional appointment of the following support officers
  1. Football Equipment Manager
- iii. The Cheerleading General Manager shall be able to make the optional appointment of the following support officers
  1. Cheerleading Equipment manager

#### V. DUTIES OF EXECUTIVE BOARD MEMBERS

1. The **President** shall preside over all meetings of the Board of Directors and Executive Board. At all such meetings, he/she shall maintain order and require strict compliance with these By-Laws, and such rules and regulations that may be adopted pursuant hereto. While occupying the chair, he/she shall not participate in debate without relinquishing the chair. He/she shall appoint all non-elected officers of the Board unless otherwise precluded by these by-laws, members of all standing and special committees as well as designate the chairman of any committee unless otherwise precluded by these by-laws, and may serve as an ex-officio member on all committees. He/she shall, with the Secretary, sign all contracts and other official documents authorized by the Board of Directors or the Executive Board and with the Treasurer, countersign all checks authorized by the Board of Directors or the Executive Board. He/she shall perform any other such duties as may be prescribed of him by the Board of Directors or the Membership.

2. The **Vice-President** shall discharge the duties of the office of the **President** in the absence of the **President**. Furthermore, the **Vice-President** is recognized as the chair of all fundraising activities and standing or special committees formed for such activities for the organization and may designate and appoint persons to committees to assist him/her in accomplishing this task. He/She shall serve as the chair of a standing committee to publish the annual participant membership directory. He/she shall execute all other such assignments as may be ordered by the Board of Directors or **President**. This shall include presiding at Membership meetings and/or Board meetings, at the request of the **President**.
3. The **Secretary** shall be responsible for all books, documents, papers, and records of the Troy Youth Football Association not otherwise entrusted, temporarily or permanently, to other officers or to standing/special committees. He/she shall transcribe all minutes of meetings of the Troy Youth Football Association and the Board of Directors, and shall submit it for approval or amendment at the next meeting thereof. When so required, he/she shall conduct the general correspondence of the Troy Youth Football Association. He/she shall, with the President, attest and seal all duly authorized and approved contracts of the Troy Youth Football Association, and keep copies thereof in their files. He/she shall maintain rosters for meetings and events. At the expiration of his/her term of office, he/she shall deliver to their successor, the seal and all books, papers, documents, and records in his/her possession. He/she shall execute all other such assignments as may be ordered by the Board of Directors or by the President.
4. The **Treasurer** shall be the custodian of all funds of the Troy Youth Football Association. He/she shall issue all checks duly authorized by the Executive Board or the Board of Directors of the Troy Youth Football Association for disbursement of funds. He/she will keep an itemized record of all receipts and disbursements. He/she shall deposit all funds collected in a bank approved by the Board of Directors. He/she shall set up special accounts for special funds and allocate to each, respectively, the amounts allocated or collected thereof. He/she shall make monthly reports to the membership as to the conditions of the funds. At the expiration of his/her term of office, he/she shall deliver to his/her successor all monies, securities, books, and records in his possession. He/she shall execute all other such assignments as may be ordered by the Board of Directors or by the President.
5. The **Member-at-Large** shall preside over the organization and execution of special events and activities as well as coordinate all volunteer activities of the organization and perform all duties as may be directed by the Board of Directors or by the President. He/she will keep records of specific jobs that need to be completed by volunteers both for game day operations and general organization operational activities and ensure that there are people assigned to those tasks.

6. The **Football General Manager** shall preside over all football operations of the Troy Youth Football Association and be one of two representatives of this organization to the League. He/she will supervise the coaches, make player squad assignments, supervise the safety of players, enforce League rules and TYFA rules regarding eligibility of players. He/she will schedule practices, scrimmages and games. He/she shall annually nominate head coaches for the approval of the Board of Directors at the regularly scheduled Board of Directors meeting in January of each year and shall approve all assistant coaches and other support members as may be needed on their staff.
7. The **Cheerleading General Manager** shall preside over all cheer operations of the Troy Youth Football Association and be one of two representatives of this organization to the League. He/she will supervise the coaches, make cheerleader squad assignments, supervise the safety of cheerleaders, enforce League rules and TYFA rules regarding eligibility of cheerleaders. He/she will schedule practices and be familiar with the game schedule as executed by the Football General Manager. He/she shall annually nominate head coaches for the approval of the Board of Directors at the regularly scheduled Board of Directors meeting in January of each year and shall approve all assistant coaches and other support members as may be needed on their staff

#### VI. DUTIES OF APPOINTED BOARD MEMBERS

1. The **Registrar** shall be responsible for all registration documents, papers and participant rosters as they relate to football and cheer. He/she shall work directly with the Football General Manager and the Cheerleading General Manager in maintaining registration documents, papers and participant rosters and ensuring that any and all documents, as may be required by the Troy Youth Football Association and/or Oakland Macomb Youth Football Association, are filled out completely and correctly and available at practice and game fields at all times.
2. The **Promotional Sales Director** shall be responsible for designing, ordering and maintaining storage of promotional items and gear of the Troy Youth Football Association. He/She will ensure that the usage of the Troy Youth Football Association, Troy Cowboys, TYFA and TC insignia and logos on any and all merchandise is proper.
3. The **Public Relations Director** shall be responsible for score reports, press releases and articles for local papers and media outlets.
4. The **Webmaster** shall be responsible for ensuring the web site of the Troy Youth Football Association is updated with current and accurate information for the benefit of the organization.
5. The **Football Equipment Manager** shall be responsible for the ordering, disbursement, maintenance and storage arrangements of the football equipment of the Troy Youth Football Association.

6. The **Cheerleading Equipment Manager** shall be responsible for the ordering, disbursement, maintenance and storage arrangements of the cheer equipment of the Troy Youth Football Association.

#### VII. TERM OF OFFICE AND ELECTIONS

1. The Executive Board Officers of the Board of Directors shall be elected for a term of one (1) year, with their term commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.
2. The seven (7) elected Executive Board positions shall be elected by the Board of Directors annually at the Annual Meeting held on the third (3<sup>rd</sup>) Tuesday of December
3. Nominations and elections will be held at the same meeting.
4. Members nominated for an elected office on the Executive Board, who accept their nomination, by so doing acknowledge their candidacy for that office.
5. There is no limit to the number of terms a member may serve in office at any level if so elected
6. All members of the Elected Executive Board shall have one vote.
7. Appointed Officers serve at the pleasure of the Elected Officers and the Elected Officers may change appointments at any time that it would serve the best interest of the organization.

#### VIII. REMOVAL FROM EXECUTIVE OFFICE

1. The entire Executive Board or any individual officer may be removed from office at any time by a vote of two-thirds (2/3) of the voting membership of the Troy Youth Football Association.
2. If any or all officers are so removed, then new officers shall be elected at the same meeting and will hold office for the remainder of the term.
3. Any member of the Executive Board who is absent without an acceptable excuse from two (2) consecutive Executive Board meetings and/or regular meetings may be replaced at the discretion of the membership.
4. A hearing shall be held within 15 days or at the next regularly scheduled Board of Directors Meeting, whichever is first, of a decision to replace the Executive Board member. This hearing is open to all members of the Board of Directors. A vote on replacement shall take place at said hearing and if replacement is desired a nominee will be confirmed by majority vote of all members present.

5. In the event of death, resignation, or termination of any member of the Executive Board, the President shall call a special Executive Board meeting. At this time, the Executive Board will appoint an individual to replace the departed member, until which time the membership can vote at the next regular meeting on a permanent replacement for the vacant position.
6. If the individual in question should be the President, the Vice-President shall fulfill the President's duties for the remainder for his or her term of office and a new Vice-President shall be elected.

## **ARTICLE VI**

### **GRIEVANCES & COMPLAINTS**

#### **I. GRIEVANCE PROCEDURE**

1. A participant or family member having a grievance or dispute on operational matters of the Troy Youth Football Association must proceed to resolve the matter in the following manner.
  - i. Discussion of the matter with the Football General Manager or Cheerleading General Manager which ever is appropriate to make the decision for the participant based upon their squad assignment.
  - ii. Discussion of the matter with the President
  - iii. Discussion of the matter with the Executive Board
  - iv. Discussion of the matter with the Board of Directors

#### **II. GRIEVANCE DISPOSITION**

1. After the process has elevated to the Board of Directors, the governing body of this organization, their decision on the matter shall be considered final and binding.

## **ARTICLE VII**

### **EXECUTION OF INSTRUMENTS**

#### **I. CHECKS**

1. All checks, drafts and orders for payment of money shall be signed in the name of the Troy Youth Football Association and shall be countersigned by Executive Officers and agents that the Board of Directors and these By-Laws designate for that purpose.

#### **II. CONTRACTS, CONVEYENCES AND ETCETERA**

1. The Executive Board or their designated agents shall have the power and authority to execute agreements and instruments on behalf of the organization.

#### **III. FISCAL YEAR**

1. The fiscal year of the Troy Youth Football Association shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **ARTICLE VIII**

### **PARTICIPANTS**

#### **I. ELIGIBILITY OF PARTICIPANTS**

- 1.** The Football Players and Cheerleaders of this organization shall meet all requirements of the Troy Youth Football Association and the Oakland Macomb Youth Football Association to be eligible to participate.

#### **II. REGISTRATION OF PARTICIPANTS**

- 1.** Participant registration shall be conducted annually, supervised by the Football General Manager and Cheerleading General Manager and administered by the registrar.
- 2.** Participant registration will be completed in two (2) segments. The first segment shall be for returning participants and the second segment shall be for new participants.
  - i.** Returning participants shall be defined for registration purpose in the following manner:
    - 1.** A football player or cheerleader who has participated and completed the season in the year previous to the year for which registration is being conducted.
    - 2.** A sibling who has not previously registered for the Troy Youth Football Association of a returning football player or cheerleader who has participated and completed the season in the year previous to the year for which registration is being conducted.
  - ii.** New participants shall be defined for registration purpose in the following manner:
    - 1.** A youth who was not registered for the prior year in the Troy Youth Football Association.
- 3.** Participants shall be required to complete all registration forms of the Troy Youth Football Association and the Oakland Macomb Youth Football Association in their entirety in order to be eligible to be assigned to a squad.

#### **III. ASSIGNMENT OF PARTICIPANTS**

- 1.** The Football General Manager and Cheerleading General Manager shall have complete authority regarding all squad assignments within the parameters that no such assignment is in direct conflict with the Oakland Macomb Youth Football Association Rules.

#### **IV. SQUAD SIZE**

- 1.** The Football General Manager and Cheerleading General Manager shall decide on the number of participants for each squad.

## **ARTICLE IX**

### **MEETINGS**

#### I. LOCATION OF MEETINGS

1. Meetings for conducting the business of this organization shall be held within the geographical limits of the City of Troy, Oakland County, Michigan.

#### II. ANNUAL MEETINGS

1. An annual meeting of the Board of Directors shall occur for the purpose of electing officers of the Executive Body of the Board of Directors.
2. This meeting shall occur on the third Tuesday of December at a location and time as selected by the Executive Board.
3. This meeting shall also serve and comply as the monthly meeting for December as required in Article IX, Section III, Sub-Section 1.

#### III. MONTHLY MEETINGS

1. A monthly meeting of the Board of Directors shall occur for the purpose of conducting business of the organization and for the Executive Board to make any reports as may be necessary.
2. This meeting shall occur on the third Tuesday of each month at a location and time as selected by the Executive Board.
3. In the event of a time and location change, notification of such change shall occur no less than five days prior.

#### IV. SPECIAL MEETINGS

1. Special Meetings may be called by the President or the Executive Board as may be required to conduct business of an emergent nature.
2. This meeting shall occur on a date and time as selected by the Executive Board.
3. A minimum of five (5) days notice shall be required of any special meeting.

#### V. QUORUM

1. A minimum of three (3) members of the Board of Directors shall constitute a quorum for a meeting.
2. The presence of the President or Vice-President shall be necessary for the transaction of business.
3. Members of the Board of Directors and the Executive Board may designate their vote by proxy and said proxy shall count towards the minimum attendance requirements to establish a quorum for meetings

## **ARTICLE X**

### **FEES & SECURITY DEPOSITS**

#### **I. FEES**

- 1.** The Troy Youth Football Association shall have the ability to assess fees, dues and raise funds for the organization.
- 2.** Fees per participant will be established to be used for the administration of the Troy Youth Football Association.
- 3.** Fees charged by the Troy Youth Football Association are non-refundable if a participant leaves the organization.

#### **II. SECURITY DEPOSITS**

- 1.** The Troy Youth Football Association shall have the ability to collect security deposits on behalf of the organization.
- 2.** Security deposits may be established to ensure a commitment be met by the participant, or their family.
- 3.** Security deposits held by the Troy Youth Football Association shall be returned provided all commitments are met by the participant and family. If any and/or all commitments are not met, the security deposit shall not be refunded and forfeited to the Troy Youth Football Association.

## **ARTICLE XI**

### **AMENDMENTS**

#### **I. ABILITY TO AMEND THE BY-LAWS**

- 1.** These By-Laws may be amended by resolution made proposing such amendment, and must be approved by not less than two-thirds of the Board of Directors.

#### **II. PROCEDURE TO AMEND THE BY-LAWS**

- 1.** The resolution for amendment shall be read to the Board of Directors at the meeting following its proposal. The resolution shall then be published in the minutes of the meeting at which time the amendments shall be considered and passed if affirmed by a two-thirds vote of the members in attendance.
- 2.** The most current edition of Robert Rules of Order Modern Edition shall be used to settle any procedural disputes, and will prevail in all cases not in conflict with these By-Laws.

**ARTICLE XII**  
**EXISTENCE**

I. TYPE OF EXISTENCE

1. The Troy Youth Football Association shall exist as a non-profit organization.


II. TERM OF EXISTENCE

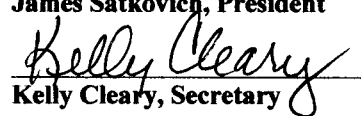
1. The Troy Youth Football Association shall have a perpetual existence.

III. DISSOLUTION

1. The Troy Youth Football Association may be dissolved by a majority vote of no less than two-thirds of the membership.
  
2. The Troy Youth Football Association exists to develop the athletic abilities of young people within the City of Troy and surrounding communities not franchised to compete in the same league as the Troy Youth Football Association; and upon any such dissolution of this organization, all assets and equipment shall be distributed to the City of Troy, Parks and Recreation Department, which is a designated department of the City of Troy, Michigan, a recognized Municipal Corporation with tax-exempt status.

**Troy Youth Football Association**  
**Troy Cowboys**  
**By Laws**  
**Adopted:**

  
\_\_\_\_\_  
James Satkovich, President

  
\_\_\_\_\_  
Kelly Cleary, Secretary

1-7-08  
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Date

1/7/08  
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Date