

Culpeper Football Association, Inc.

# Constitution

2020



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**2020 CFA Constitution****Table of Contents**

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## **Article I. Name of Organization**

This organization shall be known as Culpeper Football Association, Inc. hereinafter referred to as "CFA".

## **Article II. Mission**

CFA believes that the well-being of the sport depends on a broad appreciation of the game, excellence in coaching, an emphasis on safety and health, high levels of youth participation and collaborations with the many partner organizations involved in youth football and cheerleading. We will promote this through fun, family and fundamentals.

## **Article III. Purpose**

### ***Section 1. Nonprofit Purpose***

This incorporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### ***Section 2. Specific Purpose***

The specific and objective purpose of this organization shall be:

1. to manage, supervise, encourage and promote football games & practices and related athletic activities for youth
2. to achieved by providing supervised football games and related activities. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games or contests is secondary, and to develop unity, sportsmanship and enthusiasm along with maintaining safe and sound mental, physical and moral conditions at all times is of prime importance.

## **Article IV. Membership**

### ***Section 1. Eligibility***

Regular Members of CFA automatically include all current Coaches, Board Members, Officers of the Board, and any other person who is recognized by the Board as a volunteer in CFA.

### ***Section 2. Rights of Members***

Regular members in good standing with CFA will be eligible to vote at General Membership



Meeting held in January.

### ***Section 3. Resignation and Termination***

Any regular member may resign by written email to current President. A member can have their membership terminated by majority vote by the Board of Directors.

Any board member may resign by written email to current President. A board member may resign for reasons that are not seen in the best interest of the CFA is not considered in good standings, therefore; they are ineligible to run for a board seat for the following year. Exceptions to this are death, medical reasons, job, and/or a move which affects the board member and/or family member. This person may request a review of this by the nomination committee.

## **Article V. Meetings**

### ***Section 1. Regular Member Meetings***

Regular meetings shall be held on the 2nd Monday of each month from February to November, unless otherwise directed by the CFA Board of Directors.

Other Regular Membership Meetings may be held throughout the year. Notice of the meeting must be delivered either verbally or electronically to each Regular Member at least 7 days in advance of the meeting, setting forth the place, time and purpose of the meeting.

#### Regular Board of Directors Meetings

1. A quorum for meetings of the Board of Directors is 11. 2/3 plus one.
2. All Meetings will be held at a location in Culpeper County, unless mutually agreed upon by all participants.
3. Voting – Only Board Members shall be entitled to make motions and vote at Regular Board of Directors Meetings.
4. Guests - CFA Board may invite, admit and recognize guest for presentations or comments during Regular Board of Directors Meetings.
5. Based on board vote the board meeting may go into closed session, if necessary
6. The President only votes in the event of a tie.

### ***Section 2. Annual Member Meetings***

The Annual meeting of the Regular Members shall be held during the month of January of each year for the purpose electing the current year Executive Officers and the Board of Directors. The date, time and location will be determined by the Executive Officers of the previous year.

Regular Members will elect the Executive Officers of the Board of Directors at the Annual



General Membership Meeting – The Executive Officers will consist of 5 members (President, VP of Football, VP of Cheerleading, Secretary and Treasurer).

All Executive Officers of the Board of Directors must have served the previous year and a minimum of one (1) full year activity on the CFA Board of Directors.

Regular Members will elect the Board of Directors at the Annual General Membership Meeting – The Board of Directors will consist of 15 members; however, in case of a tie would occur we will allow 16 members.

### ***Section 3. Special Meetings***

Special meetings may be called either by the President, two other Executive Officers, or upon the request of four Board Members.

Notice of any special meeting, stating the place, day and time shall be given to each Board Member.

The purpose for the special called meeting will be stated in the notice.  
Based on board vote the board meeting may go into closed session, if necessary.

Other Meetings. Meetings may be held by any electronic communication device as necessary between regular scheduled meetings if every Board Member is included in the communication and each Board Member has an opportunity to comment (in a timely manner) and discuss issues presented. Electronic communication devices shall include telephone, text or email.

### ***Section 4. Voting***

Voting – Only Regular Members in good standing shall be entitled to make motions and vote. Votes may be cast orally, in writing or by electronic means.

## **Article VI. Nomination and Election of Officers**

### ***Section 1. Nomination***

The President shall appoint a Nominating Committee, to nominate candidates for the elected officers of the Association of five (5) positions (President, Vice President of Football, Vice President of Cheerleading, Secretary and Treasurer). The Nominating Committee will select a slate of candidates, to fill at least one for each office, after soliciting nomination from members. The Nominating Committee will accept nominations from regular members, in good standing with CFA, at the January General Membership Meeting. The committee will ensure all the nominees are valid (meet requirements of Article V Section 2) and willing to accept the office, if elected.



The Nominating Committee shall have the responsibility of selecting a committee member or impartial guest to conduct the General Membership Meeting. Nominations shall be called and accepted from the floor following the Nominating Committee's report. Following the close of the nominations, the Committee shall certify all floor nominations are valid and all nominees are willing to accept the office, if elected.

Nominees for Elected Officers positions may be present at this meeting or made special verbal communication to the Nominating Committee be included on the ballot. A brief introduction of prospective elected officers and board members will be conducted prior to the vote.

Nominating Committee will produce written ballot, if more than one person is running for the same position.

Upon the completion of electing Officers, Regular Members will elect the 15 Board of Directors. Ballot votes listing all persons interested in becoming a board member will be distributed to all members present. The written ballots will be tallied by the elected Officers. In the event of more than 15 members on the ballot, the extra members will become alternate board members (based on the number of votes obtained from the most to the least). Those board members will serve open positions, if available.

Each regular member shall be privileged to cast one vote for each elected office position.

## **Article VII. Executive Board of Directors**

### ***Section 1. Executive Board of Directors Function***

1. Shall be elected annually at the General Membership Meeting held in January.
2. Shall have the power to conduct any ordinary business of CFA between meetings of the Board of Directors, which does not conflict with the rules and Bylaws of the League.
3. Executive Officer Vacancy – A vacancy in any Office, because of death, resignation, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.
4. Shall serve on at least two (2) Field Manager duty.
5. Actively serve on a minimum of 3 committees.
6. Shall serve on the budget committee.
7. Actively participate in fundraising events, registration, equipment distribution and equipment return.
8. Attend monthly board meetings. Excused absences must be emailed or texted to other Executive Board, in advance of scheduled monthly meeting. Three (3)



unexcused absences will be reviewed by the other Executive Board of Directors for dismissal. Dismissals due to unexcused absences qualifies as “not in good standing” with CFA.

9. Always represent CFA in a professional manner and refrain from discussing pending or confidential Board issues with non-Board members, including parents, coaches, and former Board members.

Shall be comprised of the following positions:

1. President
2. Vice President of Football
3. Vice President of Cheerleading
4. Secretary
5. Treasurer

The order of Succession to the Office of President shall be:

1. Vice President of Football
2. Vice President of Cheerleading
3. Secretary
4. Treasurer

The CFA Executive Board acts as chairperson of the following Committees:

1. By-Laws Committee
2. Pre-Season Committee
3. Coaches Selection Committee

## ***Section 2. Executive Board of Directors Roles and Responsibilities***

### **The President:**

1. Must preside at the meetings of the Board of Directors.
2. Must supervise and control all business and affairs of CFA.
3. Must represent CFA's to local government agencies.
4. As a member of the Executive Board, serve as a Chairperson of committees listed in Article VII, Section 1.
5. Must create the Board of Directors meeting agenda and provide to the Secretary for distribution, in advance of the next scheduled meeting.

### **The Vice-President of Football:**

1. In the absence of the President, or in the event of his/her inability or refusal to act,





- perform the duties of the President.
2. Must supervise and control all business and affairs of all the Football Teams.
  3. As a member of the Executive Board, serve as a Chairperson of committees listed in Article VII, Section 1.
  4. Must be responsible conduct of CFA Football coaches
  5. Must be responsible for the actions of the following Committees:
    - a. Football Division Coordinators
    - b. Equipment and Officials
    - c. Field Maintenance

**The Vice-President of Cheerleading:**

1. Must supervise and control all business and affairs of all the Cheerleading Squads.
2. As a member of the Executive Board, serve as a Chairperson of committees listed in Article VII, Section 1.
3. Must be responsible for conduct of CFA Cheerleading coaches.
4. Must be responsible for the actions of the following Committees:
  - a. Cheer Division Coordinator
  - b. Cheer Camp Coordinator/Committee
  - c. Cheer Competition Coordinator/Committee

**The Secretary:**

1. Must perform all the duties incident to the office of Secretary as may, from time-to-time, be assigned to him/her by the President of the Board of Directors.
2. As a member of the Executive Board, serve as a Chairperson of committees listed in Article VII, Section 1.
3. Must record meeting minutes from the Regular Board of Directors monthly meetings.
4. Must be responsible for the electronic mailing of minutes and information matters of meetings to the Board of Directors prior to the next meeting.
5. Must adhere to giving notices in accordance with the provision of the Bylaws, or as required by law.
6. Must keep a register of all phone numbers and electronic addresses of each board member and each alternate (if any).
7. Must be responsible for publication and distribution of all materials present to him/her by Committees to the rest of the board.
8. Must be responsible for all publicity as required by contacting local newspapers, TV



- stations, radio stations, etc. with any upcoming CFA events or information.
9. Responsible for scheduling all dates/times for the Board of Directors monthly meeting and other CFA sponsored events.
  10. Responsible for maintaining and updating the League Cancellations information through the global communication electronic mail system and documenting this information for the Field Manager books.
  11. Responsible for creating play sheets for games in all divisions, to include the Championship Games.
  12. Responsible for creating reports or files relating to team rosters, volunteers, and coaches.
  13. Responsible for organizing the Field Manager books for all playing fields with pertinent information in include, play sheets, Field Manager schedule and football and cheerleading rosters.
    - a. Equipment & Officials Coordinator (Anklebiter Referee schedule and Paid Officials Sign-In sheet)
    - b. Pre-Season Committee (division game schedules by date, time and field)
    - c. Football & Cheerleading Division Coordinators (head coach contact information)
    - d. Insurance Coordinator (Insurance injury letter and forms, contact injury sheet to list injured players by game)
    - e. Sponsor Coordinator (Sponsor list by division/team)
  14. Responsible for creating play sheets for all contact divisions.
  15. Responsible for the scheduling and distributing the Field Manager schedule to Board Members and Coaches.
  16. Responsible for coordinating the Field Maintenance Schedule with the Field Maintenance Coordinator
  17. Pick up mail from PO Box; deposit checks and report amounts to Treasurer; forward bills to Treasurer
  18. Register coaches, volunteers and players within parameters of online registration.
  19. Responsible for electronic record of all the team parents contact information
    - a. Hold occasional meetings as needed with the team parents
  20. Responsible for depositing funds received in the name of CFA in such banks and/or depositories selected in accordance to the Constitution.
  21. Responsible for the actions of the following Committees:
    - a. Website Coordinator
    - b. Community Outreach
    - c. Pictures/Trophies



d. Opening Day/Championship Games

**The Treasurer:**

1. Have charge and custody of, and be responsible for, all funds and securities of CFA.
2. Shall be responsible for an internal and external financial review of all CFA operations.
3. Oversee financial arrangements and outstanding registration payments.
4. Invoice and collect all CFA fees the Treasurer must issue; at the Board of Directors meeting, a financial statement reflecting receipts, expenditures and balance at the end of the previous calendar month; and at the annual meeting, a financial statement reflecting cash flow from the previous annual meeting.
5. Create an electronic copy of the Treasurer's report each month and email to the Secretary for record keeping.
6. Act as the Budget/Audit Coordinator – Shall conduct initial Budget meeting after January Board meeting but before February Board meeting; be responsible for presenting an Annual Budget at the February Board of Directors Meeting.
7. Be responsible for the actions of the following Committees:
  - a. Fundraising
  - b. Concessions
  - c. Sponsorship
  - d. Merchandise
  - e. Insurance

**Article VIII. Board of Directors**

***Section 1. Board of Directors Function***

1. Shall be elected annually at the General Membership Meeting held in January.
2. Board of Directors Vacancy – A vacancy of a member, because of death, resignation, disqualification, or otherwise, may be filled by the next alternate board member in line.
3. Shall serve on at least one (1) Field Manager duty.
4. Actively serve on a minimum of 3 committees.
5. Attend monthly board meetings. Excused absences must be emailed or texted to Executive Board, in advance of scheduled monthly meeting. Three (3) unexcused absences will be reviewed by the Executive Board of Directors for dismissal. Dismissals due to unexcused absences qualifies as “not in good standing” with CFA.
6. Actively participate in fundraising events, registration, equipment distribution and equipment return.



7. Shall represent CFA in a professional manner at all times and refrain from discussing pending or confidential Board issues with non-Board members, including parents, coaches, and former Board members.
8. Other duties as assigned.

Shall serve as one (1) of the following positions (in alphabetical order):

1. Anklebiter Division Coordinator
2. Bandit Division Coordinator
3. By-Laws Committee Chair
4. Cheer Camp Coordinator
5. Cheer Competition Coordinator
6. Cheer Division Coordinator
7. Coaches Selection Committee Chair
8. Community Outreach Coordinator
9. Concessions Coordinator
10. Equipment & Officials Coordinator
11. Field Maintenance Coordinator
12. Flag Division Coordinator
13. Fundraising Coordinator
14. Insurance Coordinator
15. Merchandise Coordinator
16. Midget Division Coordinator
17. Mighty Mite Coordinator
18. Opening Day/Championship Games Coordinator
19. Pictures/Trophies Coordinator
20. Pre-Season Committee Chair
21. Sponsorship Coordinator
22. Website Coordinator

***Section 2. The Board of Director roles and responsibilities:***

**Anklebiter, Bandit, Mighty Mite, Midget and Flag Division Coordinators:**

1. Division Coordinators are ineligible to coach in the same division they coordinate.
2. Ensure coaches within the division are kept informed regarding CFA information.
3. The Division Coordinator is the Point of Contact (POC) for Division coaches.



4. Responsible for resolving issues within the Division and report to Board.
5. Be the first point of contact for parents/guardians during the grievance process.
6. Collect information from teams regarding ordering needs Division.
7. Keeping an electronic working inventory for equipment for the Division.
8. Work equipment/uniform distribution and return procedures for Division.
9. Be responsible for conduct of coaches within Division.
10. As a member of the Coaches Selection Committee, be responsible for interviewing, evaluating, and recommending football coaches to the Board of Directors for approval.

**By-Laws Committee Chair and Committee:**

1. Chaired by the Executive Board.
2. Responsible for reviewing and making revisions of all proposed rules.
3. Responsible for making recommendations of any changes to the Board of Directors.
4. Responsible for scheduling the initial committee meeting at the January Board Meeting and the committee must meet prior to the February Board Meeting
5. Responsible for providing a copy of the By-Laws to the website coordinator to post on the website; placing a copy in Field Manager books; having a printed copy available at all in-person registrations and all drafts.

**Cheer Camp Coordinator and Committee:**

1. Responsible for planning, organizing, advertising and scheduling the Cheer Camp. This event will be used as a cheerleading coach training clinic and cheerleader's clinic.

**Cheer Competition Coordinator and Committee:**

1. Consists of the Cheer Competition Coordinator, VP of Cheer, Cheer Division Coordinator, any Board member interested, and one representative from each cheer squad (head coach, asst coach, or parent).
2. Responsible for the coordination/planning of related activities to CFA's Cheer Competition, including:
  - a. The scheduling of the gym for rehearsals and competition.
  - b. Creating and printing of the day's program, to include the team rosters and the sponsors.
  - c. The coordination of selecting a singer for the National Anthem, emcee, judges, entertainment and volunteers for the event.

**Cheer Division Coordinator:**

1. Ordering all cheerleading equipment and uniforms.
2. Keeping an electronic working inventory of all cheerleading equipment and uniforms.



3. Plan for equipment/uniform distribution and return procedures for cheerleaders.
4. Scheduling the initial committee meeting at the January Board Meeting and the committee must meet prior to the March Board Meeting.
5. As a member of the Coaches Selection Committee, responsible for recruiting, evaluating, and recommending Cheer coaches to the Board of Directors
6. Responsible for conduct of CFA cheerleading coaches.
7. Be the first point of contact for parents/guardians during the grievance process
8. Must attend a meeting with the VP of Cheer before the March meeting
9. Must participate on Cheer Competition Committee.

**Coaches Selection Committee Chair and Committee:**

1. Chaired by the Executive Board and consists of all Division Coordinators; may also include other interested Board Members.
2. Responsible for performing background checks and calling references when choosing eligible volunteers as football and cheerleading coaches. Be responsible for recommending all football and cheerleading coaches (head and assistant) to the Board of Directors for approval. Be responsible for creating a letter to be distributed to all head football and cheerleading coaches, that they have been approved by the league. Be responsible for contacting all head coaches with their board approved assistant coach(s) name(s) and for distributing the approved coach volunteer forms to the appropriate squads.
3. Responsible for supplying a Football/Cheerleading Head Coach contact sheet for all board members, coaches and the Field Manager books to include the following coach information: name, email address, phone numbers (home, work, cell – as appropriate), division and team.

**Community Outreach Coordinator and Committee:**

1. Responsible for the Student/Athlete Awards by actively promoting CFA Goals and Guidelines and making prominent those individuals who display leadership on and off the field through academic measures throughout the CFA season. This will be done by active assessment of Coaches, family and current teachers for each individual chosen. A submitted questionnaire from CFA which will then be evaluated by an individual panel comprised of current and retired school teachers and or school officials. One recipient per age division and subsequent sport. (I.E. cheer, football.)
2. Coordinate CFA's participation in community events such as, canned food drive, coat drive, used equipment donation; also organize and plan use of booth at CulpeperFest, entry in Culpeper Fireman's Parade.
3. Any outside groups requesting a community drive through CFA must contact Community Outreach Coordinator, which will be submitted for Board or Executive Board approval.

**Concessions Coordinator and Committee:**



1. Responsible for contacting and securing concession duty for all games at all locations.
2. Responsible for obtaining vendor contracts through P&R for vendors at CCC, with Board approval.
3. Responsible for keeping records of all expenses of the concession stand. All receipts must be given to the Treasurer as purchases are made.
4. Responsible for ordering all food and supplies for concessions, working within the budget; menu/food choices/pricing requires Board approval.
5. Responsible for creating a schedule of volunteers that will work in the concession stands; provide to Secretary for updating in Field Manager books.
6. Must complete a CFA Funds Collection form with an Executive Board member at the end of each game day; funds will be counted by both parties, placed into a locked bank bag, and dropped in the night deposit at designated banking institute.

**Equipment & Officials Coordinator and Committee:**

1. Responsible for ordering all Football equipment and uniforms
2. Keep an electronic working inventory of all Football equipment and uniforms
3. Devise a plan for equipment distribution and return procedures for all football divisions.
4. Schedule and hold initial meeting prior to March Board meeting
5. Work with all Football Division Coordinators
6. Responsible for scheduling all Anklebiter volunteer referees (MM, M, B Head Coaches) and for the creation and distribution of this schedule to include the Secretary and the Website Coordinator to update the CFA website. Must be distributed during the Pre-Practice meeting.
7. Responsible for coordinating game schedules with the paid referees. Must get a copy of the paid referee schedule and their contact information, if needed. Must be distributed during the Pre-Practice meeting and given to the Secretary for the Field Manager books.
8. Responsible to contact head paid official with any issues that occur throughout the season.
9. Responsible for having a meeting with the head paid official to discuss which referees the Board recommends for the CFA Mighty Mite, Midget, Bandit and Flag Championship Games.

**Field Maintenance Coordinator and Committee:**

1. Responsible for coordinating the initial markings of the Culpeper Sports Complex fields.
2. Responsible for the weekly markings of all fields and as needed throughout the season.
3. Responsible for scheduling/coordinating and providing an electronic copy of all volunteer help (coaches), who will paint the fields each weekend during the season. Must be distributed to the Secretary for record keeping purposes.



4. Responsible for purchasing the paint and any other supplies, as needed, throughout the season. All receipts must be given to the Treasurer as purchases are made (working within budget)

**Fundraising Coordinator and Committee:**

1. Responsible for all fundraising activities for CFA. All fundraising activities shall meet all ethical and legal standards of the 501(c)3 not for profit guidelines.
2. Responsible for the CFA's major fundraiser & spirit nights
3. Responsible for tracking all fundraising revenue and expenses in an electronic format.
4. Any outside groups requesting fundraising through CFA must contact Fundraising Coordinator, which will be submitted for Board or Executive Board approval.

**Insurance Coordinator:**

1. Responsible for the injury claim cover letter and to oversee all injury claims placed with the insurance company.
2. Responsible for the coordination of all other related items needed to secure insurance for CFA participants and board members.
3. Responsible for providing the Secretary with all the necessary insurance letters, forms and injury sheets to be distributed in the Field Manager books and uploading to website.
4. Responsible for the coordination of the 1st aid kits, (refilling them each season, marking them for distribution, keeping an up-to-date list on which team has which 1st aid kit, etc.)

**Merchandise Coordinator:**

1. Coordinate Merchandise booth operation, set-up and clean-up on game day and during events.
2. Be responsible for presenting to the Board all shopping research and merchandise ideas/suggestions for Board approval.
3. Upon Board approval, be responsible for ordering and inventorying of merchandise, presenting all receipts to Treasurer immediately (working inside the budget).
4. Collect receipts and complete a CFA Funds Collection form with an Executive Board member at the end of each game day; funds will be counted by both parties, placed into a locked bank bag, and dropped in the night deposit at designated banking institute.
5. Maintain record of procedures, contacts, suppliers, etc. for future reference

**Opening Day/Championship Games Coordinator:**

1. Responsible for coordinating all activities, if any, on Opening Day for CFA to include Division/Team & Squad announcements, Scrimmage games, etc.
2. Responsible for the coordination/planning and all related activities to CFA's Championship Game Day, including:





- a. The scheduling of the playing field for the Championship Games.
- b. The coordination of a singer for the National Anthem, prayer, announcer, chains crew, and volunteers (entrance fee collection) for each game.
- c. The coordination of volunteer officials for the Anklebiter game, if needed.

**Pictures/Trophies Coordinator:**

1. Responsible for the coordination/planning and all related activities to CFA's league pictures.
2. The recruitment and selection of a photographer for CFA's league pictures.
3. Scheduling and distribution of CFA's league pictures times to include the photographer and all CFA participants and coaches. Copy must be given to the Secretary and Website Coordinator.
4. Organizing of the volunteer help, as needed, for CFA's league pictures.
5. Distribution all the team/squad pictures to the appropriate teams/squads when the pictures have come back to the league.
6. Responsible for recommending league awards (football and cheerleading – participation and Championship) to the Board of Directors for approval.
7. Responsible for the ordering of the awards and the organizing of the distribution of the awards at the end of each team's season, including the Championship Games

**Pre-Season Committee Chair and Committee:**

Chaired by the Executive Board.

1. Responsible for the coordination/planning and all related activities to CFA's registration, evaluation, draft, and game scheduling.
2. Responsible for the development and printing of football, cheerleading, and volunteer/coach registration forms.
3. Responsible for notifying public of registration and evaluation dates by advertisement through newspaper, Facebook, etc. and signage.
4. Responsible for the scheduling of volunteers (board members) as needed for registration, sizing and evaluation dates.
5. Securing the place/date/time to hold all registrations, sizing, evaluations and draft.
6. Coordinate evaluation with the VP of Football and the Division Coordinators.
7. Responsible for the development of evaluation and draft sheets.
8. Responsible for coordinating/scheduling the league schedule for the whole year by month and present it to the Board of Directors for approval. Once approved, responsible for distributing to the Secretary and Website Coordinator for updating the website.
9. Responsible for scheduling, printing and distributing all regular season and Championship



game schedules, this including Website Coordinator. Please Note: All fall game schedules must be completed by the end of July – they will need to be printed and distributed to the coaches at the Pre- Practice Coaches’ meeting held in early August.

10. Responsible for supplying the Anklebiter game schedule to the Equipment & Officials Coordinator, in a timely manner, in order to create the Anklebiter referee schedule that will be distributed to coaches at the Pre-Season Coaches’ meeting.
11. Responsible for scheduling the initial committee meeting at the January Board Meeting and this committee must meet prior to the March Board Meeting

#### **Sponsorship Coordinator:**

1. Responsible for obtaining CFA sponsorships for football and cheer divisions, to include but not limited to, Division Sponsorships, Team Sponsorships and Scholarship program. Sponsorships should be secured by start of playing season.
2. Responsible for electronic documentation of sponsor’s information to include business name, mailing address, contact name, phone number(s), email address and the team/division the business is sponsoring.
3. Responsible for sharing sponsor information with CFA Secretary who will retain for records.
4. Responsible for providing the appropriate coordinator with all sponsor information as needed throughout the year for pamphlets/programs, etc.
5. Responsible for placing the “Thank You to Sponsors” advertisement in the local newspapers, prior to start of season.
6. Responsible for coordinating and purchasing materials (i.e. sponsorship signs, names on jerseys, etc) in Sponsorship agreement with businesses, prior to start of season.
7. Responsible for scheduling the initial committee meeting at the January Board Meeting and this committee must meet prior to the March Board Meeting.
8. Responsible for distributing sponsor plaques to the appropriate businesses.

#### **Website Coordinator:**

1. Keep website updated as information is provided by various Committee Coordinators.
2. Keep weekly scores updated after games, no later than 24 hours after end of last game.
3. Seek Executive Board approval for all website related issues/changes.

## **IX. Committees**

### **Section 1. General Information**

1. Shortly after the January Board of Directors Meeting, all committees will be formed and shall be chaired by a Board Member.
2. The Executive Officers may appoint any new committees, as the needed, with the majority



consent of the Board of Directors.

3. All committee recommendations must be approved by the Board of Directors.

**Section 2. Clarification of Standing Committees and minimum number of committee members:**

1. Anklebiter Division Coordinator (1)
2. Bandit Division Coordinator (1)
3. Bylaws Committee (Exec Board & any interested parties)
4. Cheer Camp Committee
5. Cheer Competition Committee (Coordinator, VP/Cheer, rep from each squad)
6. Cheer Division Coordinator (1)
7. Coaches Selection Committee (Exec Board & Division Coordinators)
8. Community Outreach Committee
9. Concessions Committee
10. Equipment & Officials Committee
11. Field Maintenance Committee
12. Flag Division Coordinator (1)
13. Fundraising Committee
14. Insurance Coordinator (1)
15. Merchandise Committee
16. Midget Division Coordinator (1)
17. Mighty Mite Coordinator (1)
18. Opening Day/Championship Games Committee
19. Pictures & Trophies Committee
20. Pre-Season Committee (Exec. Board)
21. Sponsorship Committee
22. Website Coordinator

**X. Financial Policy**

**Section 1. General Information**

1. The Board of Directors shall decide all matters pertaining to the finances of CFA and it shall be a permanent policy to place all incomes in the CFA Treasury.
2. Purchases over \$1,000.00 must obtain approval by the CFA Board. The Executive Board can approve purchases up to \$1,000.00 without CFA Board approval.



3. All checks, drafts or other orders of payment of money shall be signed by one of the following officers: President, Vice-President of Football, or Treasurer.
4. All funds of CFA shall be deposited to the credit of CFA in designated bank. All CFA bank transfers must be voted and approved by Board of Directors.
5. All monies collected from Concessions and/or Merchandise will be counted with an Executive Board member, signed for by both parties, secured in a locked bank bag, and deposited in the night deposit by an Executive Board member
6. The Organizational-Year of CFA for purposes of Organizational Function, such as the terms of elected Officers, shall begin on the January general membership meeting and end on the January general membership meeting of the following year. For Financial purposes and the filing of all Regulatory Reports with the Federal, State and Local Agencies, the Fiscal Year shall be coincidental with Organizational Year.
7. The Executive Officers shall institute policy relative to the preparation and acceptance of an annual budget and periodic and annual Article presentation for financial reports. Annual budget to be prepared no later than the February Board Meeting.
8. The CFA Board of Directors can recommend to the Executive Board to incur debt up to \$25,000. Three (3) out of five (5) Executive Board members must approve this expenditure. The President, Vice President of Football and the Treasurer will sign the promissory note.

## **XI. Dissolution**

### **Section 1. Dissolution Process**

1. Dissolution of CFA can only be executed with a unanimous vote of Regular Members in good standing.
2. Dissolution of the Board of Directors can only be executed with 100% vote of all Board Members.
3. In the event of dissolution of CFA all physical equipment will be sold and all monetary funds will be given to a youth sports non-profit organization that is 501(c)3 approved.

## **XII. Amendments**

This constitution may be amended, repealed or altered in whole or in part by a 75% vote at any duly organized meeting of the Regular Members provided notice of the proposed change is included in the notice of such meeting.