



## **BYLAWS 2016 OF REX PUTNAM YOUTH FOOTBALL**

### **ARTICLE 1 – PURPOSE AND OBJECTIVE**

1.1 This organization shall be known as the Rex Putnam Youth Football Association, hereinafter referred to as “RPYFA” or “Association”. RPYFA, will maintain status as a nonprofit corporation under the laws of the State of Oregon, and shall obtain and maintain tax exempt status under the Internal Revenue Code of the United States. RPYFA shall engage in lawful activity, none of which is for profit, pursuant to Chapter 65 of the Oregon Revised Statutes and 501(c)(3) of the Internal Revenue Code.

1.2 The following bylaws are adopted as the formal bylaws of the Rex Putnam Youth Football Association. RPYFA shall maintain its bylaws and policies in, compliance with the bylaws and policies of Tualatin Valley Youth Football League (TVYFL), or other member organization. In the event of any conflict between the bylaws and policies of RPYFA and the bylaws and policies of the organizations of which it is a member, the provisions of the organizations of which RPYFA is a member shall take priority.

1.3 The objective and purpose of the Rex Putnam Youth Football program is to provide all of its student athletes with a positive experience playing football. Our goal is to develop young men and women of strong character who strive to excel in the classroom and on the football field. It is our mission to build champions for life who possess the following life skills: leadership, teamwork, commitment, responsibility, discipline, work ethic, and most of all a positive attitude.

### **ARTICLE 2 – GENERAL**

2.1 The Association will not discriminate against any individual on basis of race, color, religion, age, sex, national origin, disability or sexual orientation.

2.2 The rules contained in the current edition of Robert’s Rules of Order, shall guide the Association in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Association may adopt.

2.3 Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

### **ARTICLE 3 – MEMBERSHIP**

3.1 Adult Members – Are the registered Adult Participants of the RPYFA.

3.2 Parent Members – Are the parents or legal guardians of the Youth Participants.

3.3 Voting by Members - At the Annual General Membership Meeting and any Special General Membership Meetings, all Adult Members and Parent members shall be eligible to vote on matters that are brought before the meeting, subject to the following limitations:

- (a) The President shall chair the meeting and may not vote on any issue before the meeting other than election of officers and directors.
- (b) Parent Members are limited to not more than 2 voting persons per family.
- (c) Each voting person is limited to one vote; regardless of the number of offices that person may hold.
- (d) Each person must have attended at least 3 meetings during the previous of current season prior to being eligible to vote.



## ARTICLE 4 – BOARD OF DIRECTORS

4.1 All questions of interpretation of the Bylaws of RPYFA shall be decided solely by the Board of Directors.

4.2 The business and affairs of the Association shall be managed by the Board of Directors, which also acts as the officers of this Association. Directors need to be residents of the State of Oregon, residing in Oak Grove or outlying area or a 10-mile radius of Oak Grove, , and within the North Clackamas School District.

4.3 The number of the Board of Directors shall consist of no less than four. The Board of Directors shall be nominated and elected at the general membership meeting held in the month of January. There are no term limits, however, each office must be voted on each year by eligible voting members. There are no automatic renewable positions.

4.4 Board members will attend all board meetings and all board functions unless prior notice is given.

4.5 The Board of Directors will have the full authority to direct the property, affairs and activities of this league. The Board of Directors will have full jurisdiction over rules, policies and protests and will conduct any investigations into rule violations as deemed necessary.

4.6 The Board of Directors has the right to enforce all rules and regulations and determines fees, which may be modified from time to time with regard to parents, players and coaches. Special meetings of the Board of Directors may be called by the President or Secretary or the written request of any Director on at least two day notice to each Director and shall be held at such place or places as may be determined by the Directors.

4.7 The Board of Directors will enforce a Parent Code of Conduct, which will be signed by parents during sign-ups each season. The Board of Directors has the right to enforce suspension or expulsion for any reckless behavior by players, parents or coaches.

4.8 A majority vote of the Board of Directors shall constitute a quorum for the transaction of business.

4.9 Directors of the corporation shall not receive wage or salary for their Board services but may be reimbursed for expenses, with backup documentation, related to Board service. The Association shall make no loans.

4.10 The Board of Directors shall consist of the following positions: **President, Vice President, Secretary, Treasurer, Registrar and Coach of Coaches**. Each of these Board of Director positions will represent one vote, regardless of the number of positions or titles that person holds in the Association. There are no proxy votes.

4.11 The **President** shall supervise all activities of RPYFA and Board. The President chairs the Board of Directors and shall be the presiding Officer at all RPYFA meetings. The President shall be the registered agent for the corporation with the State of Oregon. The President shall be the ex-officio member of all committees, shall appoint committees as needed or when charged to do so by a majority of the elected officers. The President shall be the official representative of RPYFA in all interactions with the public, except when another person has been given that authority by the President with the approval of the Board. The President shall act as the Risk Management Coordinator for RPYFA. The President or his/her designated alternate shall act as RPYFA voting representative at TVYFL general meeting or any other organization's meeting. This position is a voting position.



4.12 The **Secretary** shall keep and publish an accurate record of all meeting, maintain the files of RPYFA. This member shall notify all Board Members of all matters pertaining to meetings and schedule meeting locations. This member shall handle all general mailings required by RPYFA. This position shall retain all meeting minutes of RPYFA and bring to the general meetings at least the last year's minutes. This position is a voting position.

4.1 The **Treasurer** shall be in charge of the financial affairs and activities of RPYFA, shall keep an accurate, informative, timely and verifiable record of all money received and disbursed by RPYFA, all assets owned or controlled by RPYFA and all debts owed by RPYFA. The Treasurer shall publish: profit & loss, budget to actual, and a summary of assets and debt we owe by RPYFA a quarterly basis on the website. The Treasurer shall maintain checking account(S) with signature authority vested in no fewer than three (3) RPYFA officers. The Treasurer shall disburse funds for authorized purposes in accordance with authorized procedures, prepare and submit annual financial information to the general membership at the AGM, and shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed. The Treasurer, shall prepare, or cause to be prepared, all documents required to allow RPYFA to maintain its tax exempt status under the Internal Revenue Code and the laws of the State of Oregon. The Treasurer is responsible for working with an accountant and/or auditor and/or review committee to maintain all Association accounts. The accountant and/or auditor shall be approved by the Board of Directors and have no Association with RPYFA. The Treasurer shall also keep records of all incoming and outgoing funds directly related to individual teams. This person must keep accurate records as well as keeping all receipts given by the teams for reimbursements. Receipts need to be copied for the coaches' accounts. No coach shall receive a check for his or her account without producing a receipt. This position is a voting position.

4.14 The **Registrar** is responsible for communicating with parents and the community with regards to registration/sign up. The Registrar compiles and maintains all player registrations from the initial sign up phase to placement on a team. The Registrar tracks the completeness and accuracy of required forms, as well as registration fees received vs. outstanding in coordination with the Treasurer. The Registrar ensures compliance with RPYFA and TVYFL Bylaws, in particular, compliance to school boundary rules as well as the rules regarding the division of teams and proper numerical balance at every grade level. The Registrar prepares "Team Books" for each tackle team and ensures all required forms, including player contract and medical releases are complete and accurate as required and meets with the Division Presidents prior to the start of the season to verify Team Books prior to game day. The Registrar is also responsible for compiling and maintaining all Coach Registrations from the initial sign up phase to assignment to a team. The Registrar will track and report to the Coach of Coaches the completeness of required coaches training and/or certifications. This is a voting position.

4.15 The **Coach of Coaches** shall be responsible for all matters pertaining to the acquiring of coaches. That person has general supervision, direction and control of coaches, or such other instances that arise concerning coaches. The Coach of Coaches shall have one vote, in representation of all coaches of the Association. The Coach of Coaches shall be nominated by the Board of Directors. The Coach of Coaches will investigate any complaints regarding any Team Coach or Assistant Coach, and shall report any charges of misconduct and the results of his/her investigation to the Board. This is a voting position. All Board positions shall be bonded.

## ARTICLES 5 – MEMBERS AT LARGE

5.1 **Member(s) at Large** – will represent the Associations and fulfill request given to them by the Board of Directors. The board may appoint coordinators to manage the programs that RPYFA provides. Appointed positions shall serve for the seasonal year in which they are appointed, unless another term is set by the Board upon appointment. Appointed positions serve at the pleasure of the Board and may be removed or added by a majority vote of the Board at any Board meeting. Appointed positions shall attend regular Board meeting, shall advise the Board on all matters pertaining to the programs under their jurisdiction, and may participate in Board discussions. Appointed positions shall not, however, be entitled to vote on issues before the Board and shall not



be considered in determining whether a quorum is present for conducting business at a Board meeting. Such positions shall include, but are not limited to, Webmaster, Officials Coordinator, Fundraising Coordinator, Equipment Manager and Field Manager as well as other positions created throughout the year.

5.2 The **Website Coordinator** shall be responsible for carrying out any and all website related activities approved by the Board. This includes creation and maintenance of the RPYFA website, domain name and server contracts, and creation and maintenance of RPYFA email accounts. The Communication/Website Coordinator will work closely with all members of the board to ensure all information is published in an efficient and timely manner. The Website Coordinator will ensure there is accurate, up-to-date, meaningful content the RPYFA website throughout the year.

5.3 The **Officials Coordinator** shall coordinate with all youth officials for training as per required by the TVYFL. The Officials Coordinator is responsible for officials gear handed out for the season and returning all gear back to TVYFL. The Officials Coordinator shall be responsible for scheduling referees for RPYFA games and maintaining records for payroll as needed. The Officials Coordinator shall report to the Board on all matters and activities concerning referees.

5.4 The **Fundraising Coordinator** shall be the point of contact for all youth fundraising activities. The Fundraising Coordinator is responsible for gathering, presenting to the board, setting up, and coordinating all fundraising activities. The Fundraising Coordinator shall communicate and organize all volunteers needed. All fundraising purchases must be approved by the Board of directors.

5.5 The **Equipment Coordinator** shall be responsible for the purchase, distribution, return, management and inventory of uniforms and equipment for RPYFA. The Equipment Coordinator shall maintain all RPYFA equipment and ensure it is clean, safe and in good working order. The Equipment Coordinator will be responsible for purchasing all needed equipment and coordinate return of same RPYFA at the end of the season. All purchases must be approved by the Board of directors.

5.6 The **Field Coordinator** shall be responsible for the set-up and team-down of the field on all games days including the security of any field related equipment owned by the association. The Field Coordinator will ensure field related equipment is properly stored and maintained. This includes end zone pylons, yard markers, down markers, weight-scale and other equipment as appropriate. The Field Coordinator shall communicate with the Team Parent(s) regarding volunteer needs such as Field Greeters.

5.7 The **Corporate Sponsorship Coordinator** shall be responsible for proactively seeking monetary donations from local businesses. The Corporate sponsor coordinator shall also maintain existing relationships with local businesses. All business contacts shall be reported to the President and Vice President with any donations given to the Treasurer. Follow up to all business contacts are expected.

5.8 The **Player Safety Coach** shall be responsible for all player safety. The Player Safety coach will take all required training, including USA Heads Up Football coaching certification, concussion training, and USA Heads Up PSC certification training. The Player Safety Coach will be expected to train all Head and Assistant coaches on USA Heads Up techniques. The PSC will also be expected to monitor practices and correct any unsafe drills or technique. During hot weather, the Player Safety Coach will monitor the heat index and determine what precautions need to take place for practice. This includes limiting the gear worn, the amount of breaks and/or cancelling practice. Neither coach nor any member of the board (or TVYFL) can overrule any practice limitations set by the PSC due to heat.

5.8 The Board of Directors may appoint such other officers and agents as it may deem advisable who shall hold their offices for such terms and shall exercises such powers and perform such duties as shall be determined from time to time by the Board of Directors.

## ARTICLE 6 – REMOVAL OF OFFICERS, DIRECTORS AND APPOINTED POSITIONS



6.1 A Board member may be suspended or removed from the office for failure to meet the responsibilities or for otherwise acting in a manner detrimental to the interests of RPYFA per the policies and procedures and the Association code of conduct.

- (a) Appointed positions may be removed or added from office by a majority vote of the eligible voting members of the board at any board meeting.
- (b) Elected members of the Board may only be removed from office under this section following a disciplinary hearing held in accordance with the procedures of the applicable Section 6.2 of this Bylaw.

6.2 If the Board receives a complaint regarding the conduct of an elected Officer or other Board member or otherwise becomes aware of allegations of misconduct regarding a board member.

- (a) The President or Vice President shall appoint an impartial committee of fact finders to review allegations within 15 days.
- (b) The committee shall conduct a hearing in accordance with the procedures outlined in the applicable RPYFA procedural manual.
- (c) The committee will present a report on the findings of the hearing to the board within 30 days following appointment.
- (d) If the committee's report recommends removal from office, the Board shall vote whether to call a special membership meeting to consider removal of the elected director.
- (e) If the Board votes to call for a special meeting of the members, the Board shall set the time and place for the meeting and shall direct the Secretary to send notice of the meeting to all eligible members of the Association.
  - (i) The Notice shall be sent at least 7 days prior to the date of the scheduled meeting.
  - (ii) The notice shall state the date, time and place of the meeting and shall also state the purpose of the meeting is to consider the removal of the named officer or director from the Board.
- (f) The vote of the majority of the eligible voting members present at the special membership meeting shall be sufficient to remove a person from office.

6.3 If an elected office is made vacant by the removal of a person from the Board in accordance with either section 1 or section 2, above, the vacant office shall be filled as described in section 7.1.

6.4 Any Board member who is barred from participation in RPYFA as a result of risk management decision shall not participate in any activity on the Board during the period of ineligibility. If the banned individual does not resign, the Board shall either remove the non-elected Board member or shall call for a special meeting of the members to remove the person from office in accordance with section 6.2(e) and (f), above.

## **ARTICLE 7 – FILLING VACANT OFFICES**

7.1 If a Board position becomes vacant more than 60 days prior to the next scheduled election for that position, the Board shall by majority vote appoint someone to fill that position until the next Annual General Membership Meeting.

7.2 When a Board position has become vacant between scheduled elections for that position, the members at the next Annual General Meeting after the vacancy occurs shall elect a person to the position to serve until the next election scheduled for that position.

## **ARTICLE 8 – COMMITTEES**

8.1 The Board may create committees for the purpose established by the Board. The duration of such ad hoc committees shall be established by the Board. The Board may adopt policies that specify details of committee formation, staffing, and reporting to the Board.



8.2 The President shall be an ex-officio member of all committees established by the Board, although the Board may appoint another person to chair the committee.

## **ARTICLE 9 – BOARD OF DIRECTORS MEETINGS**

9.1 Regular Board meetings shall be held monthly at the time and place designated by the Board. The Board shall publicize to the membership the time and location of regular Board meetings.

9.2 Executive Committee or Special Board Meetings shall be held at a time and place specified by the President, or by a majority vote of the Board or Executive Committee. Special meetings may be called upon with 2 days' notice to members.

9.3 The President shall set the order of business for all Board Meetings.

9.4 A quorum for the board meeting shall be a majority of the voting members of the board.

9.5 Conflict of Interest – No member should vote on any issues if he/she appears to have a conflict of interest, particularly if the member stands to gain financially from the outcome.

## **ARTICLE 10 – GENERAL MEMBERSHIP MEETINGS**

10.1 The Annual General Membership Meeting (AGM) shall normally be held in January. At this meeting election of officers will occur. Voting shall be by the eligible voters as specified in Section 3.3.

10.2 Special Membership Meetings may be scheduled or called by a majority vote of the Board.

10.3 The Board must provide not less than 7 days' notice to eligible voting members prior to any membership meeting.

10.4 The Board shall set the order of business for the General Membership Meetings. Bylaw revisions shall be submitted to the eligible voting members as provided in Section 3.3.

10.5 A quorum for action at a membership meeting shall consist of the eligible voting members present at the meeting. A majority vote of those eligible members present at any membership meeting shall be required for the approval of any issue brought to a vote at such meeting except for Bylaw changes which require a 2/3 vote.

## **ARTICLE 11 – ADMINISTRATION**

### **11.1 Policies:**

- (a) The Board may adopt policies to govern the operations of the Association. A majority of vote of those Board members present at any Board meeting at which there is a quorum is sufficient to adopt, repeal or amend a policy.
- (b) Once adopted, a policy will govern the operations of the Association until amended or repealed.
- (c) The Board shall make appropriate provisions to inform its members of Association policies.

### **11.2 Financial Policies:**

- (a) The Board shall adopt financial control policies that provide details for the handling of the Associations' financial affairs. Such policies shall be reviewed annually and modified as required by the Association's auditors.
- (b) The Board shall establish a budget for each year.





(c) The Board shall cause an annual review of financial statements by an independent source. A review may be done by a responsible individual while preparing the tax statement for filing with the IRS. IRS tax filings are due annually on the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the corporation's taxable year.

(d) The Board shall cause tax reports to be prepared and submitted to the IRS in accordance with IRS rules for non-profit and tax exempt organizations.

(e) The Treasurer shall provide financial statements acceptable to the board at each regular meeting of the Board or as otherwise directed.

### 11.3 Officials:

(a) Officials selected by the Association shall serve as independent contractors.

(b) Any individual official receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

(c) All officials shall be certified by TVYFL, or other member Association.

## ARTICLE 12 – AMENDMENTS

### 12.1 Bylaw Changes and Amendments:

(a) Changes or amendments to these bylaws may be adopted at any General Membership Meeting upon two-thirds (2/3) majority vote of the accredited voting members present. Each eligible person may only cast one vote, regardless of the number of offices held.

(b) A proposed change or amendment must be submitted in writing to the President or Secretary of the Association not later than thirty (30) days before the General Membership Meeting. Such changes shall be transmitted to Board Members and eligible voting members of the Association not later than fifteen (15) days prior to said meeting.

### 12.2 Provisional Bylaw Changes:

(a) The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Association to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Section 12.1 as a proposed Bylaw amendment at the next General Membership Meeting.

### 12.3 Severability and Precedence

(a) Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

(b) The bylaws and policies of the organizations of which the Association is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Association bylaws at the Association's next General Membership Meeting to eliminate the cause of any conflict.

## ARTICLE 13 – LIMITATIONS OF LIABILITIES AND INDEMNIFICATION

13.1 Nothing herein shall constitute members of the corporation as partners for any purpose. Neither member, officer, or agent of this organization shall be liable for the acts or failure to act on the part of any member, officer, agent of employee of RPYFA, nor shall any member, officer, or agent be liable for the acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance unless otherwise stipulated under Oregon Law.

13.2 Any officer or director of the corporation or former officer or director of RPYFA shall be reimbursed against reasonable expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceeding in which he/she or any of them are made parties or a party, by reason of having been directors or a director or officer, shall be adjudged in such actions, suits, or proceedings to be liable for gross



Rex Putnam Youth Football  
P.O. BOX 68212, Milwaukie, OR 97268  
Tax ID #: 93-1314965

[info@putnamyouthfootball.com](mailto:info@putnamyouthfootball.com)  
[www.putnamyouthfootball.com](http://www.putnamyouthfootball.com)

negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability.

**UPDATED JANUARY 1<sup>st</sup>, 2016**