

## RIVERTON DISTRICT BYLAWS

Provisions of the Bylaws shall not be in conflict with the Ute Conference Agreement. Any bylaws not covered within this document will default to the Ute Conference bylaws.

### **Article I. Purpose**

*Section 1.01* To give boys and girls within the boundaries of Riverton (as specified by the Ute Conference) the opportunity to participate in the game of football. Accompanying goals for the players include:

- (a) Learning the fundamentals of football
- (b) Building self-esteem
- (c) Learning and practicing exceptional sportsmanship

### **Article II. General Duties of the Board**

*Section 2.01* The Board is made up of three bodies; Executive, Appointed and Auxiliary. The primary duties of the combined Board are to establish, promulgate, adopt, and enforce the articles, bylaws, policies, and decisions of the District.

### **Article III. Executive Board Positions, Duties and Elections**

*Section 3.01* Riverton District shall be composed of an Executive Board Consisting of a President, 1st Executive Vice President, 2nd Executive Vice President, Secretary, Treasurer, and Equipment Manager.

*Section 3.02* Minimum terms will be two years for all Executive Board positions. A Term is based on a calendar year (Jan 1 – Dec 31). Elections will be held in the Odd years for President, 2nd Executive Vice President and Secretary. Even Year Elections will be held for 1st Executive Vice President, Treasurer and Equipment Manager (See Section 3.04, 3.05 and 3.06 for election information). Executive Board members will have voting rights on all matters before the Riverton Board, excluding the President who will have voting rights only in cases that require his/her vote to break a tie.

*Section 3.03* The Executive Board positions and duties are as follows:

- (a) *President:* To conduct all board meetings, to enforce the bylaws, to run the district on a day to day basis in conjunction with the bylaws set forth herein.
- (b) *1<sup>st</sup> Executive VP:* To assist in matters of the President and Board with a focus at the Gremlin, Pee Wee and Mity Mite division levels, and to perform duties assigned by the President.
- (c) *2<sup>nd</sup> Executive VP:* To assist in matters of the President and Board with a focus at the Midget, Bantam and Junior division levels, and to perform duties assigned by the President.
- (d) *Secretary:* To keep minutes at all board meetings. To prepare the rosters and update as directed by the Board.
- (e) *Treasurer:* To control all funds of the district as directed by the President and Board.
- (f) *Equipment Manager:* To purchase, maintain, disperse, collect and inventory all equipment as directed by the Board.

*Section 3.04* Nominations and elections for these positions will take place at the annual general meeting. If there are no other persons petitioning for these positions, there will be no election. This meeting will be held the last week in October of the election year and the meeting day/time will be announced two weeks prior. At this time, Parents/Guardians will be allowed to ask questions and gather information regarding the Executive Board. Anyone wishing to run for office on the Executive Board must submit their name in writing to any existing Executive Board member a minimum of 10 days prior to the election. Those wishing to run for President must be currently serving on the Executive or Appointed Board for at least one year. Those wishing to run for all other Executive Board positions must be currently serving on the Board (Executive or Appointed) for at least one year. If Executive Board positions cannot be filled within the existing football board, the Executive board will conduct interviews and select Executive board positions by majority vote of the Executive Board.

*Section 3.05* Elections will be in person and all Ballots will be placed in a locked box to be counted by the Ute Conference District Liaison with a representative from the Executive Board whom is not a candidate in the election. The results of the elections will be announced during the pre-playoff pep rally.

*Section 3.06* Each household with a child playing for the Riverton District is allowed one vote regardless of how many children play football, the result of this vote will be counted as 3 votes towards the election. All Board members from the Executive and Appointed bodies (including the President) will have a vote to be counted as 1 towards the election. The maximum number of votes is 15 (6 Executive Board votes, 6 Appointed Board votes and 3 Parent votes). In a situation that an Executive or Appointed Board member functions in multiple positions, that Board member will have 1 vote. If absence from the annual general meeting is unavoidable, appropriate proxies may be submitted before the meeting to an Executive Board member.

#### **Article IV. Appointed Board Positions and Duties**

*Section 4.01* The President may appoint new members to the Appointed Board with majority approval of the existing Executive Board.

*Section 4.02* The Appointed positions and duties are as follows:

- (a) *VP – Juniors:* To assist in matters relating to the Junior Division, and to perform duties assigned by the President.
- (b) *VP – Bantams:* To assist in matters relating to the Bantam Division, and to perform duties assigned by the President.
- (c) *VP – Midgets:* To assist in matters relating to the Midget Division, and to perform duties assigned by the President.
- (d) *VP – Mity Mites:* To assist in matters relating to the Mity Mite Division, and to perform duties assigned by the President.
- (e) *VP – Pee Wees:* To assist in matters relating to the Pee Wee Division, and to perform duties assigned by the President.
- (f) *VP – Gremlins:* To assist in matters relating to the Gremlin Division, and to perform duties assigned by the President.

#### **Article V. Auxiliary Board Positions and Duties**

*Section 5.01* The President may appoint Auxiliary members to the board with majority approval of the Executive Board.

*Section 5.02* The Auxiliary positions and duties are as follows:

- (a) *Equipment Manager Assistant* - To help in the dispersal, collection and inventory of all equipment as directed by the Equipment Manager
- (b) *Snack Shack Manager* – To oversee all matters pertaining to the procurement and sale of items out of the snack shack.
- (c) *Public Relations Liaison* – To promote and advertise for the league.
- (d) *Team Mom Liaison* – To organize team moms for each team. To coordinate and direct the activities of each team.
- (e) *Technical Liaison* – To organize and help in all technical matters related to the district, including but not limited to district website development and updates.
- (f) *Fundraising Liaison* – To organize all fundraising efforts as assigned by the Board.
- (g) *Player Safety Liaison*- To oversee all matters pertaining to coaches and player safety and training according to the Ute Conference

*Section 5.03* Additional members of the Auxiliary Board may be appointed as deemed necessary by the Executive Board. These positions will be considered short-term. These positions will be appointed by majority vote of the Executive Board. Article VIII refers to amending the bylaws if it's decided the additional position warrants permanency.

## **Article VI. Removal of a Board Member**

*Section 6.01* If a member of the Executive, Appointed or Auxiliary Boards does not fulfill duties required as described in Articles III, IV or V, that member will be notified in writing of a meeting with the Executive Board at which removal from the Board will be discussed and voted upon. At that meeting, the blamed Board Member may present statements to the Executive Board in an effort to retain the position.

*Section 6.02* Removal will occur if so voted by majority of the Executive Board members present at the meeting or voting by appropriate proxy. The President will only vote in the case of a tie.

## **Article VII. General Board Responsibilities**

*Section 7.01* The Board shall meet monthly, January through November. Additional meetings may be held if deemed necessary by the President. This organization will be ruled by Parliamentary Procedure.

*Section 7.02* Advance notice will be given to all board members with time, date and place for all meetings.

*Section 7.03* Any vacancies occurring in the Board shall be filled for the unexpired term by majority approval of the Board.

*Section 7.04* Board members attendance at meetings is important. Excessive absences or multiple absences without prior communication to the President may result in removal from the Board through the process indicated in Article VI.

*Section 7.05* No vote can be taken that is in violation of Ute Conference requirements or outside budgeting expectations from the Ute Conference.

## **Article VIII. Amendments in the Bylaws**

*Section 8.01* Any and all amendments, deletions, additions, or corrections shall be submitted in writing to any Executive Board member for vote consideration as deemed necessary, and must be approved by majority of the Executive Board.

## **Article IX. Coaches**

*Section 9.01* All coaches must be 18 years of age. They must abide by the bylaws of the district and conference. A football coach or assistant should, at all times, set a good example by his behavior.

*Section 9.02* Coaches Selection Committee is composed of the following Board Member:

- (a) President (votes only in a tie)
- (b) 1st Executive VP
- (c) 2<sup>nd</sup> Executive VP
- (d) Equipment Manager
- (e) All Appointed Board Members

*Section 9.03* All coaches should be approved by the Coaches Selection Committee by majority vote.

*Section 9.04* A coach may be removed permanently or temporarily by majority vote of the Executive Board at the discretion of the Executive Board. . If immediate action is necessary to maintain the purpose of the District (Article I) and cannot wait for a meeting of the Executive Board then the President, Executive VP, or Division VP may take necessary action.

## **Article X. Mandatory Play Rule**

*Section 10.01* Every player that comes to practice must play at least ten (10) plays per game or the player shall play one half of the next game. The only exception to this is for disciplinary action or injuries, which must be communicated in writing to the President prior to game time.

## **Article XI. Coaching and Team Selection Considerations**

*Section 11.01* No assistant coach in the B team divisions will be approved until the completion of the fourth (4<sup>th</sup>) day of tryouts, upon which time the B team head coaches may select assistants, excluding those who's sons/daughters have been selected for the A team. This will avoid coaches "stacking" the team with specific players. The only exceptions to this are indicated below.

- (a) Exception 1: The number of approved B team head coaches exceeds the number of available B teams (i.e. the anticipated number of players was overestimated). The board reserves the right to appoint coaches together for the purpose of allowing all available coaches the opportunity to be involved.
- (b) Exception 2: An assistant coach will be allowed prior to the draft if that assistant coach does not have a son/daughter in that age group.

- (c) The B team head coach's son is exempt from the A team selection process. There are no exceptions placed for assistant coaches sons.

Section 11.02 Drafting rules and procedures are to be ratified by the Board each year.

**Article XII. Scholarship Policy**

Section 12.01 The District has a no scholarship policy in general. Any deviation from this will be handled on a case by case basis and ALL of the following must apply before it can or will be considered.

- (a) District must be on solid financial footing.
- (b) An unexpected financial hardship whether it be short-term or long-term (i.e. loss of employment or severe medical hardship).
- (c) The Participant has willingly accepted and performed the fundraising that has been set aside specifically for Scholarships.

This will all be considered and discussed in private with the President to protect the individual's privacy.



In Witness thereof, the existing Riverton Executive Board approves these bylaws on this day March 4<sup>th</sup>, 2014, and the date below:

<b>Board Member (Printed Name)</b>	<b>Board Member Signature</b>	<b>Date Signed</b>
Patrick Chapman (President)		
Brett Candalot (1st Exec. VP)		
Chuck Elliot (Treasurer/ 2nd Exec. VP)		
Kate Larsen (Secretary)		
Tim Brown (Equipment Mgr.)		