



BYLAWS



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Article 1: Name, Purpose, and Membership

1.1 Name

The name of the Organization shall be Buffalo Gap Quarterback Club, an affiliate of parent organization, Augusta County Quarterback Club. For purposes of abbreviation, acceptable names herein shall be BGQC and ACQC.

1.2 Purpose

The purpose of the BGQC shall be to promote youth football and cheerleading in the Buffalo Gap School District and to further promote the development of leadership, character, sportsmanship, tolerance, discipline and athletic ability, and to nurture youth fitness, volunteerism, a lifelong love of sports and shall serve as the central feeder system to the Buffalo Gap High School Bison Junior Varsity and Varsity football and football cheerleading programs.

1.3 Membership

Membership in the BGQC shall be open to all individuals in the Buffalo Gap School District regardless of sex, race, color, creed, or religion.

1.4 Non-Profit Status

BGQC is a non-profit organization exempt from taxation under Section 501(c) (3) of the Internal Revenue Code.

1.5 ACQC Participation

BGQC Youth Football participates in the ACQC Youth Football League and operates within the league Rules and Bylaws of the ACQC. The BGQC Constitution and Bylaws do not supersede ACQC bylaws.

Article 2: Finance

2.1 Business Checking Account

A Business Checking Account has been established at First Bank and is the only designated depository of the organization with the sole exception of the pre-existing capital investment fund. The President and Treasurer shall serve as executors of the BGQC checking account. The BGQC Board of Directors shall oversee the dissemination or usage of funds held with the capital investment fund. The capital investment fund's status will be reported by the Treasurer to the Board of Directors on a

quarterly basis. Only a unanimous vote by the Board of Directors can approve or disapprove the usage of capital investment funds.

2.2 Bank Withdrawals

Funds of the Organization in excess of \$500 may be withdrawn from the bank with which they are on deposit only on any two (2) of the signatures of the President and Treasurer. Funds of the organization in the amount of less than \$500.00 may be withdrawn from the bank by either the President or Treasurer.

2.3 Fiscal Year

The Fiscal year of the organization shall begin on January 1 and end on December 31 of the same year.

2.4 Reporting

The Treasurer shall present at each Annual Meeting/Awards Banquet an annual financial report, and, if necessary or feasible, a recommended budget of line item expenditures for the ensuing fiscal year.

2.5 Capital Expenditure Approval Process

Any proposed capital expenditure over \$1,500.00 shall require a minimum of three (3) bids presented to the Board of Directors (e-mail is acceptable).

2.6 Financial Advisory Committee

Upon the close of each fiscal year (December 31st), a Financial Advisory Committee (5 members, which will not include the President, Vice President, or Treasurer) shall be appointed to review that fiscal year's financial records. Upon completion of the Financial Advisory Committee's review, the records shall be sent to the Treasurer for filing purposes. A qualified certified public accountant (CPA) shall be utilized for tax filing purposes.

Article 3: Governance

3.1 Governance Ownership

The governance of BGQC shall be vested in the Board of Directors.

3.2 Board Positions

The Board of Directors of BGQC shall consist of the following eight (8) elected officers:

- President
- Vice President
- Treasurer
- Secretary
- Director of Cheerleading
- Director of Flag Football
- Director of Fundraising
- Director Concession

3.3 Election Process

The Board of Directors shall be elected by ballot to serve one two-year term. All Directors shall begin their term at close of the annual meeting at which they are elected. Directors who are stepping down shall be responsible for an orderly transition for the new person who replaces them.

3.4 Board Meeting Attendance

Any Director that fails to attend three (3) consecutive meetings will be subject to removal from the Board by a three-fourths (3/4) vote.

3.5 Board Member Resignation

Any Board Member can resign at any time by giving written notice of such resignation, to any other Board Member. The acceptance of such resignation shall not be necessary to make it effective.

3.5.1 Board Member Eligibility

No immediate (blood) family members (brothers, sisters, aunts, uncles) will be allowed on the board during the same term.

If a person has been removed from the board or past boards or quits without good cause (sickness or unforeseeable circumstances) they are not allowed to serve on the board for a period of 5-years.

3.6 General Membership Meeting

The general membership meeting during the fourth (4th) quarter shall be known as the Annual Meeting/Awards Banquet. The purpose of the meeting shall be for the annual election of Board of Directors members and to give current committee and financial reports. Eight board members shall serve two-year terms, unless resignation takes place. Directors from different areas would be good to maintain integrity in area representation.

3.7 Roberts Rules of Order

In all instances of governance not outlined with the BGQC Bylaws, Roberts Rules of Order shall be the governing document unless otherwise noted in the ACQC Bylaws.

3.8 Voting

A quorum three-fourths (3/4) of Directors (6) must be in attendance in order to vote on any matter, except when otherwise noted herein at all regular, Special, or Emergency Meetings.

3.9 Board Meeting Venue, Frequency, and Communication

Meetings of the Board of Directors shall be held in any reasonable public meeting facility. Board meetings shall be held at a time agreed upon by a majority of the Board Members unless otherwise directed by the President. Notice to Directors may take place via the BGQC Official website at www.buffalogapquarterbackclub.com, via email, U.S. Mail, or any other reasonable and accessible mode of communication. Regular monthly board meetings will be held on the first (1st) Tuesday unless otherwise scheduled by the President.

3.10 Board Meeting Minutes

Minutes of meetings shall be sent out to board members and kept on file by the Secretary and archived for historical references.

3.11 Alcohol/Tobacco Use

The consumption of alcohol and the use of tobacco are not permitted at practices or games.

Article 4: Duties of Officers and Directors

4.1 President

The President of the Board of Directors of BGQC shall:

- Represent the Organization in the general public and must facilitate all BGQC regular meetings as well as the Annual Meeting each December.
- Shall prepare each December an election ballot to replace outgoing Directors from the Board.
- Ensure coordination of all functions (i.e., home games, fundraising, activities, and volunteer efforts) or events (i.e., post season banquets) and serve as the supervisor of said events of functions.

- Address disputes/complaints from the general public and refer to the board if and when necessary.
- Enforce ACQC and BGQC policies and principles.
- Protect the use and dissemination of all official BGQC property (i.e., equipment, merchandise).

4.2 Vice President

The Vice President of the Board of Directors of BGQC shall:

- Assist the President in all activities and responsibilities outlined above.
- Fulfill the duties of the President in the President's absence.
- Perform background checks of coach's
- Assist with fundraising initiatives
- Coordinate safety and first aid certifications of coaches.
- Coordinate and work with Secretary for weigh in.
- Member of the Interview Committee for coaches.
- Coordinate make-up games as needed.

4.3 Treasurer

The Treasurer of the Board of Directors of BGQC shall:

- Maintain a day-to-day record of all financial transactions pertaining to BGQC funds and accounts.
- Keep and maintain all BGQC official documents and financial records.
- Prepare and submit monthly financial reports to the organization.
- Oversee all banking functions and communications, electronic, or otherwise.
- Collect and deposit all income funds for the organization, including but not limited to funds from concessions and fund raising.
- Maintain BGQC website and social media accounts.
- Prepare a year-end financial report for the organization and prepare or delegate each year its state and federal filings and tax returns.

4.4 Secretary

The Secretary of the Board of Directors of BGQC shall:

- Document, oversee, manage, and distribute all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings.
- Ensure that all board meetings are notified of the release of minutes in official or draft format via any reasonable mode of communications, including email notification.

- Maintain a player and volunteer database.
- Help coordinate player registration.
- Document and maintain official rosters and help coordinate BGQC official weigh in day.
- Distribute all BGQC literature, including but not limited to player roster for parents and handouts for schools.
- Schedule monthly meetings and send reminders.

4.5 Director of Cheerleading

The Director of Cheerleading of the Board of Directors of BGQC shall:

- Service as the Board's initial liaison for coaching staff issues, needs or problems of any sort.
- Serve as the initial respondent to any immediate coaching or player issues or incidents and report those issues to the Board or refer those matters to the Board when necessary (i.e., Code of Conduct violation allegations or fact, player attendance issues).
- Conduct meetings and training sessions with the coaching staff; individually or collectively.
- Recruit and facilitate the recruitment of prospective coaches at the close of each season or prior to an ensuing season.
- Coaching Directors shall advertise for the need of coaches no shorter than 30-days prior to the scheduled date of coach interviews.
- Serve as a coach's liaison with parents or players if necessary.
- Annual review equipment needs, price equipment, and propose purchases to board.
- Collect attendance reports from head coaches each week during the season.
- Enforce all regulations, rules and codes as they pertain to coaches.
- Order coach's apparel.
- Coordinate online certification for coaches.
- Assist the Vice President with background checks.

4.6 Director of Flag Football

- Responsible for flag football program running effectively.
- Maintain equipment and uniform disbursement.

4.7 Director of Fundraising

The Director of Fundraising of the Board of Directors of BGQC shall:

- Coordinate all fundraising events or initiatives.
- Order souvenir merchandise and maintain a written inventory of the same.
- Supervise, coordinate or otherwise delegate, if necessary, the annual team pictures and possibility of annual yearbook.
- Develop new fundraising initiatives and set reasonable fundraising goals for the organization.
- Two (2) Board Members must account for all fundraising monies.

4.8 Director of Concessions

The Director of Concessions of the Board of Directors of BGQC shall:

- Coordinate all concessions sales/contracts.
- Coordinate concession stand parent volunteers.
- Ensure the receipt of monies and distribute funds to the Treasurer.

Article 5: Amendments to the Bylaws

5.1 Amendment Process

The power to adopt, alter, amend or repeal the bylaws is vested in the Board of Directors. Bylaws may be amended annually at the Annual Meeting or during the course of a Special Meeting that meets the Quorum standard. Bylaws may be adopted or repealed by a required quorum vote of all current and active Board Members. All Board Members must be given a minimum 24-hours' notice to attend a Special Meeting. Said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to members. The President shall appoint a standing bylaws committee that will review all bylaw amendment or special meeting and two readings at a regular board meeting must precede a vote to change or amend; bylaw readings may take place regular board meetings.

Article 6: Coaches

6.1 Age Requirements

All those who wish to serve as a head or assistant coach for the BGQC Youth Football/Cheerleading teams must be 21-years of age or older, unless approved by the ACQC League Director.

6.2 Coaching Application

Must complete, sign, and date the Coaching Application and Consent Form. By doing so, you are certifying that you have read and agree to comply with the terms and conditions defined by the BGQC and ACQC bylaws.

6.3 Background Check Authorization

Must submit a Full Background Information Sheet.

6.4 Interview Subcommittee

The BGQC Board of Directors of Interview Subcommittee will select one Head Coach per team.

6.5 Assistant Coach Pool

Once selected, a Head Coach will be given a list of Board-approved, interested assistants from which to choose up to two (2) assistant coaches and (1) play counter, with the Board having the final approval of each Head Coach's selection.

6.6 Head Coach Assistant Request

All Assistant Coaches must be presented, in writing, to the Board prior to March 31st of each year.

6.7 Coach Selection

Coaches will be selected based on positive attitude, communication skills, leadership, qualities, technical knowledge, and support of the BGQC objectives.

6.8 Background Check Review

Final approval of all coaches, including play counter, will be contingent upon the results of a criminal background check. All background information will remain strictly confidential.

6.9 Board Approval

The Board of Directors or Interview Committee has the authority to review, interview, or reject any coach application on any staff.

6.10 NYCA Certification

All coaches must be National Youth Sports Coaches Association (NYSCA) certified and a copy of the certification is to be given to the board for retention.

6.11 Coach Development

All coaches are encouraged to attend a coach's clinic held by Buffalo Gap High School Varsity Coaches on a designated date or dates.

6.12 Practice Plans

All head coaches must have a daily or weekly practice place schedule.

6.13 ACQC Bylaws for Coaches

All coaches are subject to ACQC Bylaws (Article 10.0 – 10.4.7).

6.14 Seasonal Termination

All coaching positions are automatically terminated at the close of each season. All coaches must reapply every year, and be approved by the BGQC Board of Directors.

6.15 Dress Code

All coaches must will be asked to comply with a dress code of team shirt and black shorts or pants (khakis and wind pants are acceptable). All other exceptions must be approved by the board.

6.16 Alcohol/Tobacco Use

The consumption of alcohol and the use of tobacco are not permitted at practices or games.

6.17 Coach / Parent Interaction/Conflict During Scheduled Practices and Game Day

No verbal interaction by Parent(s)/Guardian(s) will be permitted with any Coaches before or during scheduled practices. All verbal interaction will be discussed at the end of scheduled practices by the Parent(s)/Guardian(s) and Coach(es) only, and in a private setting.

No verbal interaction by Parent(s)/Guardian(s) will be permitted with any Coaches on Game Day, neither before, during, or after. A meeting can be requested with the Coach(es) via the BGQC Parent Advocate and/or any Board Member for another time and date exceeding 24 hours after Game Day.

Article 7: Area Subdivisions

7.1 Territorial Boundaries

ACQC Bylaws 4.1

7.2 Waiving Territorial Boundaries

ACQC Bylaws 4.2

Article 8: Rules for Off-Field Operations

8.1 Fees

ACQC Bylaws 6.1

8.1.1 Registration Fees and Refunds

No registration refund will be permitted after two weeks of the football season's start date.

8.2 Registration

ACQC Bylaws 6.2

8.3 Age Limitations

ACQC Bylaws 6.3

8.4 Weight Limitations

ACQC Bylaws 6.4

8.5 League Rosters

ACQC Bylaws 6.5

8.6 Team Assignment Process

8.6.1 Team Assignment Process

In the event that teams become too large, BGQC reserves the right to have two teams in each age group. The teams will be split as Buffalo Gap Gold and Buffalo Gap Black. The following steps will be used to ensure fairness and equality in the selection of team players:

Step 1: Determine how many teams need to be split.

Step 2: If the football player/cheerleader parent(s) will be coaching, the child will be assigned to the same team (i.e., Buffalo Gap Black/Buffalo Gap Gold) that the parent is coaching.

Step 3: If only Junior/Midget teams will need to be split, start with establishing rosters for Senior Football and Cheerleading. This Senior Team will be established as Buffalo Gap Gold. Any siblings, whether they are Junior or Midge will also be assigned as Buffalo Gap Gold.

Step 4: For all other football players, determine if this player is a first or second year player for the particular age group. Divide these player names into two separate bags, writing their names on pieces of paper. Make sure to count how many names you have for each bag.

Step 5: Determine if players already assigned (based on their parents is a coach or their sibling is assigned as Black or Gold) are first or second year players. This will

determine how many picks each coach will get. Each team will have the same number of second and first year players.

Step 6: Once steps 1-5 have been completed, allow the head coaches or their designee to alternately draw names from the appropriate bag until all names are drawn.

Step 7: In the event that additional registrations are received after the initial drawing, the Board of Directors, ensuring each team is equal across the board, will assign players.

8.6.2 Team Assignment Exceptions

There will be no exceptions to the above-mentioned process. Parents or players will not be allowed to choose the team or coach they will play for. The club has made exceptions to assure that siblings are on the same color team allowing parents/guardians the ability to attend all games at the same location.

8.7 Equipment Requirements

ACQC Bylaws 6.6

8.8 Protests

ACQC Bylaws 6.7

Article 9: Rules for On-The-Field Administration

9.1 Virginia High School League

ACQC Bylaws 7.1

9.2 Football Fields

ACQC Bylaws 7.2

9.3 Game Times/ Length

ACQC Bylaws 7.3

9.4 Player Participation

ACQC Bylaws 7.4

9.5 Time Keepers and Announcers

ACQC Bylaws 7.5

9.6 Officials Safety

ACQC Bylaws 7.6

9.7 Practice Restrictions

ACQC Bylaws 7.7

9.8 Number of Coaches

ACQC Bylaws 7.8

Article 10: Team Rating and Position Points

10.1 Post Season Games

ACQC Bylaws 8.1