



Culpeper Football Association (CFA)

Constitution

ARTICLE I – NAME

This organization shall be known as the 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

- The purpose of the Association shall be to control, supervise, encourage and promote football games and related athletic activities for youth.
- The purpose will be 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

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.

- All Regular members in good standing with the Association will be eligible to vote at General Membership Meetings.
- 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, Vice President of Football, Vice President of Cheerleading, Secretary and Treasurer).
- All Executive Officers of the Board of Directors must have a minimum if one year activity on the CFA Board
- 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.

ARTICLE V – EXECUTIVE OFFICERS RESPONSIBILITIES

CFA Executive Officers of the Board of Directors:

- 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.
- Shall be elected annually at the General Membership Meeting held in January.
- 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 un-expired portion of the term.
- Shall be comprised of the following positions:
 - a. President
 - b. Vice President of Football
 - c. Vice President of Cheerleading
 - d. Secretary



e. Treasurer

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

- Vice President of Football
- Vice President of Cheerleading
- Secretary
- Treasurer

The 5 Executive Board Positions are defined as follows:

1. The President shall –

- Preside at all meetings of the Board of Directors.
- In general, supervise and control all business and affairs of CFA.
- Be CFA's representative to all local government agencies.
- Create the Regular Board Meeting agenda and provide to the Secretary for distribution, at least 7 days prior to the next scheduled meeting.

2. The Vice-President of Football shall –

- In the absence of the President, or in the event of his/her inability or refusal to act, perform the duties of the President.
- Supervise and control all business and affairs of all the Football Teams.
- Act as the **Football Equipment/Uniform Coordinator** and be responsible:
 - a. For ordering all football equipment and uniforms
 - b. Keeping an electronic working inventory of all football equipment and uniforms
 - c. For devising a plan for equipment/uniform distribution and return procedures for all football players.
 - d. For scheduling the initial committee meeting at the January Board Meeting and the committee must meet prior to the February Board Meeting.
- Be responsible for the actions of the following Committees:
 - Championship Games
 - Field Maintenance
 - Football Coaches
 - Football Equipment & Uniforms
 - Officials
 - Division Coordinator
 - Draft and Evaluations
 - Football Camp

3. The Vice-President of Cheerleading shall –

- Supervise and control all business and affairs of all the Cheerleading Squads.
- Act as the **Cheer Equipment/Uniform Coordinator** and be responsible:
 - a. For ordering all cheerleading equipment and uniforms
 - b. Keeping an electronic working inventory of all cheerleading equipment and uniforms
 - c. For devising a plan for equipment/uniform distribution and return procedures for all cheerleaders.
 - d. For scheduling the initial committee meeting at the January Board Meeting and the committee must meet prior to the February Board Meeting.
- Be responsible for the actions of the following Committees:
 - Cheerleading Coaches



- Cheerleading Summer Camp
- Cheerleading Uniforms
- Cheer Competition

4. The Secretary shall –

- Keep the minutes of the meeting of the Board of Directors.
- See that all notices are given in accordance with the provision of the Bylaws, or as required by law.
- Keep a register of all phone numbers and the postal and electronic addresses of each board member and each alternate (if any).
- In general, 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.
- Be responsible for publication and distribution of all materials present to him/her by Committees to the rest of the board.
- Be responsible for the electronic mailing of all minutes and information matters of all meetings to the Board of Directors within 7 days.
- Be responsible for all publicity as required by contacting local newspapers, TV stations, radio stations, etc. with any upcoming CFA events or information.
- Be responsible for scheduling all dates/times for the board room and auditorium with Ramona Chapman at Culpeper Business Center .
- Be responsible for maintaining and updating the League Cancellations information through the , website and documenting this information for the Designated Manager books
- Be responsible for coordinating/scheduling all practice dates/times/locations for all teams in all divisions and distribute to board members
- Act as the **By-Laws Coordinator** and be responsible:
 - a. For reviewing and making revisions of all proposed rules.
 - b. For making recommendations of any changes to the Board of Directors.
 - c. For scheduling the initial committee meeting at the January Board Meeting and the committee must meet prior to the February Board Meeting
 - d. For providing copies of the By-Laws for participants at all registrations, for coaches at all drafts, for the website coordinator to update the website and for all Designated Manager books.
- .Be responsible for the actions of the following Committees:
 - By-Laws (Rules)
 - League Scheduling
 - Participation/Championship Awards
 - Game Scheduling
 - Registration
 - Website Coordinator

5. The Treasurer shall -

- Have charge and custody of, and be responsible for, all funds and securities of CFA.
- Be in charge of all registration payments and any financial arrangements.
- Deposit all funds received in the name of CFA in such banks and/or depositories selected in accordance to the Constitution.
- 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.
- Create an electronic copy of the Treasurer's report each month and email to the Secretary for record keeping.



- Act as the **Budget Coordinator** – Shall be responsible for presenting an Annual Budget at the February Board of Directors Meeting.
- Act as the **Audit Coordinator** - Shall be responsible for an internal and external financial review of all CFA operations.
- Be responsible for the actions of the following Committees:
 - Audit
 - Budget (executive committee officers are required to be on this committee)
 - Concessions
 - Fundraising (Other)
 - Jamboree/Pictures
 - Insurance
 - Sponsors

ARTICLE VI – BOARD OF DIRECTORS RESPONSIBILITIES

CFA Board of Directors:

- Shall be elected annually at the General Membership Meeting held in January
- 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.
- Shall be comprised of the following positions:
 - a. Anklebiter Division Director
 - b. Bandit Division Director
 - c. Cheerleading Coach Coordinator
 - d. Concessions Coordinator
 - e. Field Maintenance Coordinator
 - f. Football Coach Coordinator
 - g. Fundraising Coordinator
 - h. Insurance Coordinator
 - i. Awards Coordinator
 - j. Jamboree Coordinator and Picture Coordinator
 - k. League Information Coordinator and Registration Coordinator
 - l. Midget Division Director
 - m. Mighty Mite Director
 - n. Officials Coordinator
 - o. Scheduling Coordinator (League & Games) and
 - p. Championship Game Coordinator
 - q. Sponsor Coordinator
 - r. Website Coordinator – position is currently being held outside of the Board of Directors

The 15 Board of Director Positions are defined as follows:

1. Anklebiter Division Director shall –

- Ensure that all coaches in the Anklebiter Division are kept informed regarding all CFA information.
- Be the Point of Contact for all coaches in the Anklebiter Division.
- Be responsible for any and all issues with the Anklebiter Division.
- Not have a child participating in the Anklebiter Division.
- Be the first point of contact for parents/guardians during the grievance process

2. Bandit Division Director shall –

- Ensure that all coaches in the Bandit Division are kept informed regarding all CFA information.
- Be the Point of Contact for all coaches in the Bandit Division.



- Be responsible for any and all issues with the Bandit Division.
 - Not have a child participating in the Bandit Division.
 - Be the first point of contact for parents/guardians during the grievance process
- 3. Cheerleading Coach Coordinator and Cheerleading Summer Camp Coordinator shall –**
- Be responsible for recruitment, evaluation and conduct of CFA cheerleading coaches
 - Be responsible for performing background checks and calling references when choosing eligible volunteers as cheerleading coaches.
 - Be responsible for recommending all cheerleading coaches (head and assistant) to the Board of Directors for approval.
 - Be responsible for creating a letter to be distributed to all head 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.
 - Be responsible for providing the League Information Coordinator with the original volunteer form, in order to use to add the cheerleading coach information. .
 - Be responsible for supplying a Cheerleading Head Coach contact sheet for all board members, coaches and for the Designated Manager books to include the following coach information: name, address, email address, phone numbers (home, work, cell – as appropriate), division and team.
 - Be responsible for planning, organizing, advertising and scheduling the Cheerleading Summer Camp to be held in early August. This event will be used as a cheerleading coach training clinic and a cheerleader's clinic.
 - Be the first point of contact for parents/guardians during the grievance process
 - Be responsible for creating, printing and distributing the evaluation forms around the middle of October.
 - Be responsible for reviewing the completed evaluation forms and presented an electronic copy of all findings (good and bad) to the Board of Directors at the November board meeting.
- 4. Concessions Coordinator shall –**
- Be responsible for contacting and securing concession duty for all games at all locations.
 - Be responsible for obtaining vendor contracts through P&R for vendors at CCC
 - Be responsible for keeping records of all income and expenses of the concession stand. All receipts must be given to the Treasurer as purchases are made.
 - Be responsible for creating a schedule of whom will work in the concession stands at Canavan
- 5. Field Maintenance Coordinator shall –**
- Be responsible for coordinating the initial markings of the Culpeper Community Complex Fields each season.
 - Be responsible for the weekly markings of all fields as needed throughout the season.
 - Be responsible for scheduling/coordinating and providing an electronic copy of all volunteer help (board members and coaches), who will paint the fields each weekend during the season.
 - Be 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.
- 6. Football Coach Coordinator shall –**
- Be responsible for recruitment, evaluation and conduct of CFA Football coaches
 - Be responsible for the interview process.
 - Be responsible for providing a coach's clinic plan to the Board of Directors for approval. This clinic will be held prior to the season starting.
 - Be responsible for performing background checks and calling references when choosing eligible volunteers as football coaches.
 - Be responsible for recommending all football coaches (head and assistant) to the Board of Directors for approval.



- Be responsible for contacting all head coaches with their board approved assistant coach(es) name(s) and for distributing the approved coach volunteer forms to the appropriate team.
- Be responsible for the coordination/planning of the contact division player evaluations to be held prior to the drafts.
- Be responsible for providing a player's clinic plan, to the Board of Directors for approval. This clinic will be held prior to the season starting
- Be responsible for providing the League Information Coordinator with the original volunteer form, in order to use to add the football coach information. .
- Be responsible for supplying a Football Head Coach contact sheet for all board members, coaches and for the Designated Manager books to include the following coach information: name, address, email address, phone numbers (home, work, cell – as appropriate), division and team.
- Be responsible for creating, printing and distributing the evaluation forms around the middle of October.
- Be responsible for reviewing the completed evaluation forms and presented an electronic copy of all findings (good and bad) to the Board of Directors at the November board meeting.

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7. Fundraising Coordinator shall –

- Be responsible for all fundraising activities for CFA to offset expenses. All fundraising activities shall meet all ethical and legal standards of the 501C3 guidelines.
- Be responsible for the league's major fundraiser & the fundraising item sales (T-shirt, magnets, bumper stickers, etc.)
- Be responsible for tracking all fundraising sales in an electronic format.
- Be responsible for the organization/planning of all fundraising item sales at the weekend football games and CFA's Championship Game Day.

8. Insurance Coordinator shall –

- Be responsible for the injury claim cover letter and to oversee all injury claims placed with the insurance company.
- Be responsible for the coordination of all other related items needed to secure insurance for CFA participants and board members.
- Be responsible for providing the LIC with all the necessary insurance letters, forms and injury sheets to be distributed in the Designated Manager books.
- Be 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.)

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9. Awards Coordinator shall-

- Be responsible for recommending league awards (football and cheerleading – participation and Championship) to the Board of Directors for approval.
- Be 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.

10. Jamboree Coordinator and Picture Coordinator shall –

- Be responsible for coordinating all related activities to the Jamboree (opening day) for CFA to include Division/Team & Squad announcements, Pictures and Scrimmage games. Recruit a singer for the National Anthem and person to say a prayer, Color Guard, etc., as needed.
- Be responsible for the coordination/planning and all related activities to CFA's league pictures , to include:
 - a. The recruitment and selection of a photographer for CFA's league pictures.
 - b. The scheduling and distribution of CFA's league pictures times to include the photographer and all CFA participants and coaches. Be sure a copy is obtained by the LIC



- c. The organizing of the volunteer help, as needed, for CFA's league pictures.
- d. The distribution all the sponsor plaques (football and cheerleading) to the appropriate sponsors when the plaques have come back to the league.
- e. The distribution all the team/squad pictures to the appropriate teams/squads when the pictures have come back to the league.

11. . League Information Coordinator and Registration Coordinator shall –

- Be responsible to enter all participant, coach, volunteer and sponsor information in the website for both Football and Cheerleading
- Be responsible for creating the Midget and Bandit playing time sheets for all games for all divisions, to include the Championship Games.
- Be responsible to create any other reports or files relating to team rosters, volunteers, coaches and sponsors (as needed for verification of data, insurance purposes and to be placed in the Designated Manager books).
- Be responsible for the coordination/planning and all related activities to CFA's registration, to include:
 - a. The creation of the football player registration forms, cheerleading registration forms and volunteer registration forms
 - b. Coordinate computer and printers for registration in order to print return player's information
 - c. Taking the big blue registration sign back to Black Forest Signs to get the registration dates changed.
 - d. The Coordination of the hanging of the registration sign over Main Street with the Light & Power Department.
 - e. The creation and printing of the registration pamphlet, (minimum 800) to be distributed at all registration dates.
 - f. The creation and printing of the updated registration pamphlet, (minimum 800), to be distributed to all coaches at the Pre- Practice coaches meeting. This updated pamphlet will include all sponsors, coaches, all confirmed events (dates, times, etc.) and where does the money go page.
 - g. The scheduling of volunteers (board members) as needed for all registration steps during all registration dates.
 - h. The registration date advertising through the newspapers, radio stations, all schools with approval from school board, day cares, local doctor offices, etc.
 - i. Securing a place/date/time to hold all registrations.
 - j. The scheduling of the initial committee meeting at the January Board Meeting and the committee must meet prior to the February Board Meeting.
 - k. Be responsible for coordinating the Designated Manager books for all playing fields with all the pertinent information from the:
 - i. League Information Coordinator (playing time sheets, updated registration pamphlet, football and cheerleading rosters by division/team, football and cheerleading rosters in alphabetical order)
 - ii. Officials Coordinator (Anklebiter Volunteer Referee schedule and Paid Officials Sign-In sheet)
 - iii. Game Scheduling Coordinator (score sheet for the contact games, game schedules for all divisions by date, time and field, games schedules for all divisions by division, date, time and field)
 - iv. Football & Cheerleading Coach Coordinators (head coach contact information)
 - v. Insurance Coordinator (Insurance injury letter and forms, contact injury sheet to list injured players by game)
 - vi. Sponsor Coordinator (Sponsor list by division/team)
 - vii. Football Equipment/Uniform Coordinator



- viii. Be responsible for creating and printing the Designated Manager's Duties, as taken from the By-Laws, to be distributed in all the Designated Manager books.
- ix. Be responsible for the scheduling/coordinating and printing of the Designated Manager Schedule, to be distributed to all board members, coaches and to be placed in the Designated Manager books. Each coach/team should be responsible for one Designated Manager duty, while each board member should be responsible for two Designated Manager duties.
- x. Be responsible for coordinating the Field Maintenance Schedule with the Chairman of the Field Maintenance Committee.

12. . Midget Division Director shall –

- Ensure that all coaches in their league are kept informed regarding all CFA information.
- Be the Point of Contact for all coaches in the Midget Division.
- Be responsible for any and all issues with the Midget Division.
- Not have a child participating in the Midget Division.
- Be the first point of contact for parents/guardians during the grievance process

13. . Mighty Mites Division Director shall –

- Ensure that all coaches in their league are kept informed regarding all CFA information.
- Be the Point of Contact for all coaches in the Mighty Mites Division.
- Be responsible for any and all issues with the Mighty Mites Division.
- Not have a child participating in the Mighty Mites Division.
- Be the first point of contact for parents/guardians during the grievance process

14. . Officials Coordinator shall –

- Be responsible for scheduling all Anklebiter volunteer referees and for the creation and distribution of this schedule to include the LIC and the website coordinator to update the CFA website. Copies need to be distributed during the Pre-Practice meeting.
- Be responsible for coordinating game schedules with the paid referees to include getting a copy of the paid referee schedule and their names and phone numbers for contact information, if needed. Copies need to be distributed during the Pre-Practice meeting.
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- Be responsible to contact head paid official with any issues that occur throughout the season.
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- Be responsible for having a meeting with the head paid official to discuss which referees the board recommends for the CFA Mighty Mite, Midget and Bandit Championship Games.
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15. Scheduling Coordinator (League & Game) shall –

- Be responsible for coordinating/scheduling the entire league schedule for the whole year by month (Board meetings, registration, equipment distribution, equipment return, etc.) and present it to the Board of Directors for approval. Once approved, responsible for supplying the LIC and website coordinator with the entire approved League Schedule to be updated on the website.
- Be responsible for scheduling, printing and distributing all regular season and Championship game schedules for all teams in all divisions, this includes supplying the website coordinator with this schedule (all divisions and each individual team within each division) to be updated on the website. Please Note: All 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.

- Be responsible for creating a score sheet for all contact games by field, to be placed in the Designated Manager books.
- Be responsible for supplying the Anklebiter game schedule to the Officials coordinator, in a timely manner, in order for him or her to create the Anklebiter referee schedule that will need to be printed and distributed to all coaches at the Pre-Season Coaches’ meeting held in early August.
- Be responsible for scheduling the initial committee meeting at the January Board Meeting and this committee must meet prior to the February Board Meeting
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16. Championship Game Coordinator shall –

- Be responsible for the coordination/planning and all related activities to CFA’s Championship Game Day, to include:
 - a. The scheduling of the playing field for the Championship Games.
 - b. Creating and printing (minimum 500) of the day’s program, to include the team rosters of the 4 teams playing in the Championship Games.
 - c. The coordination of a singer for the National Anthem for each game.
 - d. The coordination of a prayer being said before each game.
 - e. The coordination of announcers for all games.
 - f. The coordination of a chain gang for all games.
 - g. The coordination of volunteer officials for the Anklebiter game, if needed.
 - h. The coordination of volunteers to hand out the programs.

17 . Sponsor Coordinator shall –

- Be responsible for the coordination/planning of recruiting all levels of CFA sponsorship and having them in place by the end of May. This includes: Football/Cheer Division Sponsors (\$2500), , Football Teams/Cheerleading Squads Sponsors (\$500),, Scholarship Sponsors (\$100), and any other sponsors. A minimum the same number of each sponsor type should be recruited from the previous year.
- Be responsible for electronically documenting each sponsor’s information to include the business name, the business mailing address, a point of contact name, phone number(s), email address and the team/division the business is sponsoring.
- Be responsible to get all the sponsor information to the League Information Coordinator, in order to update in the software.
- Be responsible for providing the appropriate coordinator with all sponsor information as needed throughout the year for pamphlets/programs, etc.
- Be responsible for getting the “Thank You” advertisement in the local newspapers for all sponsors, prior to the season starting.
- Be responsible for organizing the purchase of all sponsor signs, prior to the season starting.
- Be responsible for scheduling the initial committee meeting at the January Board Meeting and this committee must meet prior to the February Board Meeting.

Website Coordinator shall –

- Be responsible for updating and maintaining current and accurate information in all aspects of the CFA website.
- Note: This position is currently being held outside of the Board of Directors.

The Board of Directors and Executive Officers shall –

- Serve and be active on a minimum of 3 committees.



- Make an effort to attend each board meeting, once a month or as needed. In the event that 3 meetings are missed, a board decision will determine if an automatic dismissal from the board will occur.
- Act as a Designated Manager during Saturday and weekday games.
- Participate in all fundraising endeavors, registration, equipment distribution and equipment return.
- Represent CFA in a professional manner at all times.
- Executive Officers shall serve on the budget committee

ARTICLE VII – COMMITTEES

At the January Board of Directors Meeting, all committees will be formed and shall be chaired by a Board Member.

The Executive Officers may appoint any new committees, as the need arises, with the majority consent of the Board of Directors.

All committee recommendations must be Board Approved.

Clarification of Standing Committees and minimum number of committee members:

- Audit
- Budget
- By-Laws (Rules)
- Championship Games
- Cheerleading Coaches
- Cheerleading Summer Camp
- Cheerleading Uniforms
- Cheer Competition
- Concessions
- Field Maintenance
- Football Coaches
- Football Equipment & Uniforms
- Fundraising
- Game/League Scheduling
- Insurance
- Jamboree/Pictures –
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- Officials
- Participation/Championship Awards (Football and Cheerleading must be represented)
- Registration –
- Sponsors
- Website (Every director/coordinator is responsible for getting their committee's information to the website coordinator)
- Draft/Evaluation
- Football Camp
- Division Coordinators/Directors

ARTICLE VIII – MEETINGS

Regular Member Meetings –

- An annual meeting of the Regular Members shall be held during the month of January of each year for the purpose of the electing the Executive Officers and the Board of Directors.



- The Regular Members will elect the 5 Executive Officers first. Written ballot votes are required if more than one person is running for the position.
- Then 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 Executive Officers and in the event of more than 15 persons on the ballot, the extra persons will become alternate board members (based on the number of votes obtained from the most to the least), in the event that a board member position is vacant for any reason.
- A board member who resigns from the board for reasons that are not seen as in the best interest of the CFA is not considered in good standings with the league, 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. Voting – Only Regular Members in good standing shall be entitled to make motions and vote at Regular Membership Meetings.
- A nominating committee will be appointed at the November Regular Board Meeting of the current season to come up with a slate of Executive Officers and potential Board Members to be nominated at the January General Membership Meeting.
- Nominations will also be accepted from any of the regular members at the January General Membership Meeting. All nominees must be a regular member in good standing.
- The nominating committee shall be in charge of the January General Membership Meeting by having a member of the committee or an impartial guest, run the meeting.
- Other Regular Membership meetings may be held throughout the year provided notice of the Meeting has been delivered either personally or electronically to each Regular Member at the last recorded address at least 7 days in advance of the meeting, setting forth the place, time and purpose of the meeting.
- Based on a board vote meetings may go into closed session if necessary

Regular Board of Directors Meetings –

- A regular meeting of the Board of Directors shall be held on a specified day of each month, unless otherwise directed by the Board of Directors.
- A quorum for meetings of the Board of Directors is 11.
- All Meetings will be held at a location in Culpeper County, unless mutually agreed upon by all participants.
- Voting – Only Board Members shall be entitled to make motions and vote at Regular Board of Directors Meetings. However the CFA Board may invite, admit and recognize guest for presentations or comments during Regular Board of Directors Meetings.
- Based on board vote the board meeting may go into closed session if necessary

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 presented to each Board Member.
- Based on board vote the board meeting may go into closed session if necessary

ARTICLE IX – FINANCIAL POLICY

- 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.
- Purchases over \$1000.00 must obtain approval by the CFA Board. The Executive Board can approve purchases up to \$1000.00 without CFA Board approval.



- 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.
- All funds of CFA shall be deposited to the credit of CFA in Stellar One . If CFA's deposits are moved to another Bank, which may happen from time to time, this will be a decision that is voted on and approved by CFA's board of directors.
- The Organizational-Year of CFA for purposes of Organizational Function, such as the terms of elected Officers, shall begin on the First Day of January in each year and end on the thirty-first Day of December of that 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.
- 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.
- CFA and its board can recommend to the Executive Board to incur debt up to \$25,000. 3 out of 5 Executive Board members must approve this expenditure. The President, Vice President of Football and the Treasurer will sign the promissory note.

ARTICLE X – DISSOLUTION

- Dissolution of CFA can only be executed with a unanimous vote of Regular Members in good standing.
- Dissolution of the Board of Directors can only be executed with 100% vote of all Board Members.
- 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-C3 approved.

ARTICLE XI – 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.