



Fort Chiswell Youth League

Bylaws

Fort Chiswell Youth League

By-Laws

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Article I – Name

The name of this organization shall be the Fort Chiswell Youth League (FCYL) This league is comprised of three former youth league organizations located at the eastern end of Wythe County. These youth leagues were Sheffey Athletic Booster Club, Max Meadows Community Boosters, and Jackson Memorial Elementary School Sports Boosters. These three community organizations dissolved to form the FCYL for the betterment of the youth recreation sport opportunities in the greater Fort Chiswell School District area **at the end of the 2022 sports season.**

Article II – Purpose

Section A - General

Fort Chiswell Youth League (FCYL) seeks to act as an organizer for youth sports programs involving students in the Fort Chiswell School District, this includes Jackson Elementary, Max Meadows Elementary, Sheffey Elementary and Fort Chiswell Middle School, as well as home-based students in accordance with Wythe County Parks and Recreation (WCPR) age/grade requirements. FCYL is committed to working together with WCPR to promote and develop league competition.

Section B – Educational Expectation

FCYL is committed to supporting education as the first priority. FCYL will therefore work with parents to take appropriate action if a student athlete neglects his/her studies or engages in behavior that results in disciplinary action at school.

Section C – Participation

FCYL advocates for the participation of all eligible students and volunteers. FCYL will therefore not discriminate against any person due to race, creed, gender, handicaps or financial status.

Section D – Operational Information

FCYL shall operate as a not-for-profit charitable organization as defined by the US Internal Revenue Code 501(c) (3) and State of Virginia tax codes. FCYL will also operate in accordance with all rules, guidelines, and regulations set by WCPR, Wythe County School Board, and all State and Federal Laws.

Article III – Specific Purpose

FCYL's specific objectives and purposes of this organization shall be:

- To provide instruction, opportunities and a safe learning environment for youth sports in the general Fort Chiswell area. These sports include but are not limited to: baseball, softball, t-ball, coach-pitch, pitching machine, soccer, basketball, football, flag football and cheerleading.
- To promote youth sports through hosting special events, clinics or other activities.
- To provide facilities, uniforms and equipment to support stated sports when WCPR is unable to do so.

Article IV – Membership

Section A – General Membership Information

FCYL's membership will consist of parents/guardians of children who are actively participating in FCYL activities or any adult who is actively working to promote and develop youth activities associated with FCYL.

Section B – Voting Members & Membership

To become a voting member, attendees must attend a minimum of 2 meetings.

- This may be waived at the inaugural FCYL meeting by a motion by the former executive members of Jackson, Sheffey, and Max Meadows Boosters.
- Members may be considered voting members by a motion and majority vote by the executive members in attendance.

All members of FCYL are expected to:

- Attend monthly meetings.
- Work concessions, volunteer with fundraising, or support in other manners.
- Attend and show support at games and other events; and
- Abide by the Code of Conduct set forth by WCPR and Wythe County.

Article V – Meetings

Section A – General Meeting Information

Monthly FCYL meetings will be conducted the 2nd Monday of each month during the school year. The president may change the dates of the general meeting in order to meet the organization's needs.

Meeting locations for FCYL should be rotated between areas (Sheffey, Max Meadows and Jackson) or if a central location may be secured to ensure membership attendance is fair.

The Annual Meeting in which general appointments and voting takes place will be during the July Meeting, after the baseball/softball season ends but prior to the beginning of football season.

Section B – Rescheduling Meetings

The President has the power to reschedule general membership meetings and their discretion, provided that a five (5) day notice of time, place and purpose of such meeting is made available to the members in good standing of the FCYL.

Section C – Agendas

It is important to have an agenda set prior to meetings so all members are prepared for discussions. Agendas are submitted by the Secretary and approved by the President. If a member of FCYL seeks to make a motion or proposal at an upcoming meeting, they will need to submit the proposal or motion to the Secretary no later than 3 days prior to the meeting. The Secretary will include the item(s) under New Business.

Section D – Executive Officer Meetings

Officers shall meet as needed and any officer can call for an Executive meeting. These meetings will not take place of regular meetings but to be used to hold discussions to present to the general membership.

Section E – Voting

All issues to be voted on will be decided by a simple majority vote of those members eligible at the meeting in which the vote takes place.

Article VI – Executive Board, Officers and Committees

Section A – Executive Board

Executive Officers, which are the result of nominations and elections, will make up the Executive Board of the FCYL, and will consist of President, Vice President, Treasurer, Secretary,

Section B – President

The president shall have the following duties, including but not limited to:

- Will preside at all membership meetings
- Approve Agenda for meetings
- Be main point of contact to WCPR
 - May be delegated to other officer's dependent on sport and school
- Be a point of contact between FCYL and area schools
 - Other point of contact for schools will be assigned Athletic Directors
- Have direction of all other officers of FCYL and see that their duties are performed properly
- Shall oversee financial transactions for FCYL and be a part of the audit committee that consists of the VP, Treasurer, and Secretary.
- Make sure that Max Meadows Community Field is maintained
 - Able to report major issues to WCPR
- In consultation with Athletic Directors and if needed WCPR to be able to place coaches, parents, or other participants on probation and/or suspension as warranted by a record of violation of rules, values, procedures or the code of conduct set forth by FCYL and WCPR.
- Have full authority to deal with situations or issues that may arise at athletic events
- Be the Representative to any required meetings set by WCPR.
- Assist with the Treasurer in maintaining non-profit status, insurance, taxes.

Section C – Vice President

The Vice-President will be vested with all the powers and will perform all the duties of the President during any absence of the President. The Vice President duties include but not limited to:

- Sign checks with the co-signature of the treasurer
- Chairs the audit committee that will provide monthly accounting oversight of all bank and financial transactions.
- Responsible for attending meetings of FCYL
- Responsible for attending meetings of WCPR should the president be unavailable.
- Responsible, along with the Secretary, for the upkeep, maintenance and postings of Social Media pages, webpages and all other related technology. May appoint a supplemental committee to be able to manage pages.
- May be liaison for additional committees, i.e. membership, fundraising, etc

Section D – Treasurer

Treasurer's duties include but are not limited to:

- Oversee the financial activities of FCYL
- Maintain financial records, these include:
 - Itemized receipts
 - Record of all expenditures
 - Bank statements
- Will maintain a financial ledger
- Provide a financial report at each membership meeting
- Write checks for all itemized bills/invoices, **Cosigned with Vice-President**
- Make all deposits in a timely manner, preferably within 48 hours
- Make sure the predetermined amount of monies are ready for concession use or for other fund-raising activities that need to utilize change
- Assist with President in maintaining non-profit status, insurance
- **Responsible for filing necessary taxes**

Section E – Secretary

The secretary shall attend all meetings of FCYL and Executive officer meetings and act as a recording clerk thereof. The duties of the Secretary shall consist but not limited to:

- Record all votes and minutes of all proceedings in an orderly fashion
- Distributing meeting minutes to members, executive officers, and WCPR

- Have meeting minutes ready for approval at the next members meeting
- Responsible for sending out thank you notes and various correspondences pertaining to FCYL
- Along with the Vice-President, responsible for the upkeep, maintenance and postings of Social Media pages, webpages and all other related technology. If a separate committee is organized, the Secretary will chair such a committee.
- **Along with Athletic Directors** assist with delivering notices pertaining to FCYL, i.e sign up dates, deadlines, etc.

Section F – Athletic Directors (3)

There will be three (3) Athletic Directors serving on the Executive Board. Each one will represent an elementary school within the FCYL district. (Sheffey, Jackson, and Max Meadows). Ideally each elected director will reside/be from the represented school district. Responsibilities will be shared amongst the 3 directors to cover needs at Fort Chiswell Middle School as needed. Each Director's duties will include but not limited to:

- Chair a school committee or recruit volunteers which will help with AD's responsibilities
- Distribute sport registrations
- Collect registration monies and turn into the Treasurer in an appropriate amount of time.
- Help recruit coaches and volunteers
- Assist with other AD in maintaining fields as needed, i.e. lining fields
- Supervise sports to coordinate with coaches, Parents WCPR and the other Ads
- Know rules for each sport or appoint a volunteer/coach to lead the sport for the season
- Direct practice schedules for each sport
- Be the point of contact for their associated schools

Section G – Removal of Officer

An officer shall be removed with the concurrence of $\frac{3}{4}$ of the members voting at the meeting. No officer will be removed without the opportunity to be heard and will be given thirty (30) days written notice prior to the meeting at which the motion will be presented.

Article VII – Fundraising/Finances

Section A – Fundraising

All fundraising programs must be presented to and approved by the executive board of FCYL. All group funds will go into the treasury for the benefit of all programs sponsored by FCYL. Concession and registration fees are considered general funds and will be used for the benefit of all programs sponsored by FCYL. A FCYL officer must be present during any and all fund-raising activities. All monies raised must be given immediately to the treasurer for deposit into the FCYL account.

Specific sport/private fundraising must be approved by the officers of FCYL. All private funds raised will go into the treasury for the specific purpose of which it was intended

Section B – Sponsorships

Sponsorships may be obtained for any sport. All sponsorships must be approved by the FCYL executive board. Sponsorships must align with the purpose of FCYL. Sponsorships cannot be political in nature.

Section C – Finances

An amount up to \$200 may be spent by the President without prior approval of the FCYL officers and general membership. An amount of \$200 and \$800 may be spent by the officers upon majority vote without prior approval of the general membership. Any amount over \$800 must be approved by majority vote of the FCYL general membership and executive board.

Article VIII – Committees

The President or executive board may appoint members in good standing of the FCYL to be chairperson of a committee necessary to accomplish the objectives of the FCYL. (e.g. membership, fundraising, awards, public relations, etc.)

Article IX– Coaching/Participant Guidelines

All participants, volunteers, parents, etc. associated with FCYL are expected to abide by the Wythe County Code of Conduct. Any disciplinary actions (suspension, probation) will be advised by WCPR for actions within FCYL. Any incidents at a WCPR event will be handled by WCPR with FCYL inclusion. Expectations of those associated with FCYL are detailed below in addition to the WCPR/Wythe County Code of Conduct. [+Info for FCYL Coach Code of Conduct info...](#)

Section A – Coaches

FCYL expects those who volunteer as coaches to conduct themselves in an appropriate manner, displaying good sportsmanship at all times. There is to be no profanity, throwing of equipment, unsportsmanlike conduct towards a player, obvious displays of anger or the use of tobacco or alcohol. Any of these behaviors will result in the ejection from practices and games. [Ejection from any two games of the season will result in the dismissal from coaching](#)

All coaches are required to fill out a background check provided by WCPR. WCPR has the final authority to deny coaches based on information found in the background check as well as from other governmental sources. This will also fall in line with the WCPR's Criteria for Exclusion for all volunteers.

The FCYL Executive Board reserves all rights and authority on who is eligible to coach. Questions on decisions made regarding this fact can be brought forth to the Executive Board for discussion.

Section B – Players

FCYL expects those that participate as a player in the youth league to display good sportsmanship at all times. Any profanity, throwing of equipment, unsportsmanlike conduct toward another player, coach, or official or displays of anger will result in immediate and permanent removal from the activity.

At the conclusion of all games, participants are expected to shake hands/congratulate/acknowledge the opposing team despite who won or lost.

Any player that does not attend school or checks out early due to illness will not be allowed to participate in that day's practice/game. Any player that is suspended from school will not be allowed to participate in practices and/or games until suspension is over.

Section C – Spectators/Parents

FCYL expects those that participate as spectators to display good sportsmanship at all times. The use of profanity or unsportsmanlike conduct towards players, coaches, officials, or other spectators will result in immediate removal. Removal may result in suspensions, probations or permanent removal from all FCYL/WCPR events. WCPR will be consulted or take lead in these cases.

Parents/Guardians are expected to discuss concerns first with the coach. Coaches and teams may have a 24-hour rule after games. If situations are not resolved, it should be brought up to executive board members of FCYL.

Article X – Indemnification

Section A – General

To the full extent authorized under the laws of the State of Virginia, the FCYL shall indemnify any officer against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having such an officer, suit or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution or otherwise

Section B – Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action suit or proceeding may be paid by the FCYL in advance of the final disposition of such action, suit or proceeding, if authorized by the officers, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to indemnified hereunder.

Article XI– Amendments

The Executive Board may amend these bylaws by a simple majority vote at any regular or special meeting. Any amendments may be suggested by any member of FCYL in good standing. All suggested amendments must be submitted in writing outlining the proposed amendment, or a summary of changes to be affected. Written suggestions must be submitted and distributed to members at a minimum of seven (7) days prior to the next FCYL meeting.

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Bylaws updated February 2024, and are awaiting approval by FCYL members/Executive Board members.