



**North Georgia Youth Football  
Association By-Laws**

*Revised  
January 2022*

**What is NGYFA?** The North Georgia Youth Football Association (hereinafter referred to as NGYFA) is a 5013c organization that's sole purpose is to provide youth with an opportunity to participate in a recreational football and cheerleading program. An emphasis will be put on teaching skills and techniques in a fun and safe environment, where good sp01tsmanship comes first.

**MISSION STATEMENT**

To provide youth, through fair competition, the oppo1tunity to participate in competitive recreational football and cheerleading with teams from community's throe gout North Georgia. Member agencies emphasize teaching fundamentals, player development, safety, fun, and sportsmanship for their players, coaches, and parents.

**Article I - Liability**

1. The NGYFA Board of Officers, Representatives, Coaches, Trainers, Officials, Associations, Agencies, or Supe1vis01y or participating personnel are not responsible for personal injuries or damage to property at any NGYFA sanctioned function.
2. All Agencies, Associations, and participating individuals such as cheerleaders, coaches, officials, parents, spectators, etc., participate at their own risk and shall not hold the NGYFA or any of its members responsible for any personal injuries or damage to property.

**Article II - Membership**

1. Any new Association or Agency desiring membership must meet the following criteria.
  - a. Submit a letter of application containing the name of the Association or Agency and a \$500 application fee stating the following:
    - i. For an Association:
      1. List of Board Members or officers including telephone numbers, email addresses, and mailing addresses.
      2. Number of teams it expects in each age group.
    - For an Agency:
      1. List containing the Recreation Director, Athletic Director and any other athletic staff's name that may be involved in NGYFA, phone numbers, email addresses, and mailing addresses.
      2. Letter of support from the High School Coach and/or the Athletic Director.
    3. Number of teams.
  - b. A representative from the applying Association or Agency must present the



Letter of Application at a NGYFA meeting and answer any questions from the member Associations and Agencies present.

- c. Approval for membership will first require a two-thirds majority of the NGYFA voting membership in attendance.
  1. If approval is given then agency or association will be allowed to play in the NGYFA Under probation for the first year.
  2. Any probationary member does not possess voting power in the NGYFA.
  3. Approval for permanent membership will require a second two-thirds majority vote of the NGYFA voting membership in attendance at the following December meeting.
- d. The NGYFA reserves the right to revoke membership by a two-thirds majority of the NGYFA voting membership in attendance.

### **Article III - Membership Requirements**

1. All teams fielded by a member Association or Agency must be entered in the NGYFA.
2. Each Association or Agency must present, in writing, a list of not more than three NGYFA Representatives designated to attend NGYFA meetings.
3. At least one representative from each Association or Agency must attend each NGYFA meeting. If an agency misses a regularly scheduled meeting, then that agency will be fined \$100 without prior notification to the NGYFA commissioner at least 24 hours before the scheduled meeting.
4. If a representative misses a meeting the representative is responsible for contacting an NGYFA board member for information missed at the meeting.

### **Article IV - Executive Board**

1. The NGYFA Executive Board shall be made up of an 8 member panel:
  - Commissioner
  - Vice-Commissioner of Commissioner
  - Vice-Commissioner of Eligibility
  - Vice-Commissioner of Finance
  - AFC Conference Representative
  - AFC Conference Representative
  - NFC Conference Representative
  - NFC Conference Representative
2. Those serving on the Executive Board, including the Commissioner, may be elected by a simple majority vote. All member schools have one vote for each position of Commissioner and Vice-Commissioner Positions. All member schools within a Conference have one vote for each Conference Representative. Conference Representative Positions will be elected every 12 months or as necessary in the event of a vacant position or due to Conference realignment after elections for the current year. Vice-Commissioner positions will be elected every 24 months or as necessary in the event of a vacant position. The Commissioner position, once he/she is



Elected, will serve a 4 year term or until he/she steps down, leaves the league membership, or is voted out of service by a 2/3rd majority vote of the league membership. The first 4 year term of the Commissioner begins in 2022.

3. One Vice-Commissioner, at the time of election, will be voted as Commissioner Pro-tem to serve concurrently with their 2 year term as Vice Commissioner. The Commissioner Pro-tem will serve will assume the duties of the Commissioner in his absence or complete his term if necessary. The Commissioner Pro Tem will also serve as the By-law and rules Committee Chairman.

## **Article V - Executive Board Duties**

### ***Commissioner***

The Commissioner will serve in the day to day operations of the NGYFA. Specific duties include but are not limited to: constructing the annual NGYFA game schedule, notifying members of meetings, coordinating direction of officials, coordinating web site management, coordinating ordering of awards, meeting with prospective new members and working with the Vice-Commissioner of Finance to annually develop a balanced budget for adoption by the Executive Committee.

- Constructing the annual NGYFA game schedule.
- Drawing Region/Conference alignment to be adopted by the NGYFA Board.
- Meeting with and handling prospective new members.
- Coordinating a balanced annual budget and provision of awards with the Vice- Commissioner of Finance.
- Coordinating the management of [www.ngyfa.org](http://www.ngyfa.org) and advertisement of meetings with the Vice-Commissioner of Communication.
- Coordinating the provision and evaluation of officials for every NGYFA sanctioned game With the Director of Officials.
- Coordinating the enforcement of player eligibility.
- Coordinating the details of the annual NGYFA Cheer Exhibition with the Director of Cheerleading.
- Appoints the Director of Officials annually
- Appoints the Director of Cheerleading annually
- Appoints the Sports Information Director
- Appoints Committees as necessary
- Present contract annually for officials to member agencies to be passed by majority vote during the rules approval meeting in February.
- Authority to make rulings on league matters including actions by players, coaches, fans, and member schools. Commissioner rulings are subject to appeal to the Executive Board outlined in Article 7, number 1.
- All other duties as assigned.

### ***Vice-Commissioner of Finance***

- Work with Commissioner to develop a balanced budget for adoption by the NGYFA Executive Committee.
- Handle accounts payable.
- Handle accounts receivable.
- Bonded for a minimum of \$10,000.
- Produce monthly budget reports for NGYFA meetings as needed.
- Prepare written reports for every NGYFA meeting.



***Vice-Commissioner of Communications***

- Work with Commissioner & Sports Information Director to manage [www.ngyfa.org](http://www.ngyfa.org).
- Handle minutes from every NGYFA meeting to be posted on [www.ngyfa.org](http://www.ngyfa.org).
- Advertise NGYFA meetings to all member parks.



#### ***Vice-Commissioner of Eligibility***

- Work with Commissioner to develop policies and guidelines for enforcement of player eligibility.
- Insure all players league-wide are legal based on eligibility rules.
- Production and distribution of all coaches' badges for every approved coach league wide.

#### ***Conference Representatives***

- Serve at the pleasure of their conference members.
- Bring conference related issues to the NGYFA Executive Board or Commissioner.
- Vote, electorally, on behalf of the majority of their conference members.
- Final approval of all drafts conducted by their conference members

### **Article VI - Officials and Cheer Directors**

#### ***Director of Officials***

- Work with Commissioner to establish per game rate for officials.
- Assign all game officials based on NGYFA game schedules.

#### ***Director of Cheerleading***

- Coordinate with the Commissioner the details of the annual NGYFA Cheerleading Exhibition.
- Handle all details pertaining to the Cheer Bowl.
- Ensure all cheerleaders, league-wide, are legal based on eligibility.

### **Article VII - Voting**

1. The Executive Board will vote on player appeals, eligibility, and other matters as necessary. The NGYFA membership will vote on rule changes at the February meeting each year with a majority vote needed to change/amend rules. In case of a tie, the Commissioner will cast a tie-breaking vote. The Commissioner may veto a decision by the Executive Board. However, the Executive Board may override any veto with a 2/3rd majority vote.
2. All Conference representatives will vote electorally on behalf of the interests of their member parks.
3. At least two-thirds of the eligible voting membership must be present before an issue can be presented for a vote.
4. Voting rights will be denied to any member association or agency when fees are not paid within thirty days from the due date.
5. The membership of each conference will vote on its Super bowl and playoff hosts.
6. If there are 2 members of the Executive Board representing the same school, then only one may vote on behalf of their school on issues that come before the Executive Committee.

### **Article VIII - Spending**

Any expenditure in excess of five hundred dollars or any contract with value in excess of one hundred dollars must be approved by a majority of the NGYFA membership. If time is of the essence approval may be obtained by email and/or fax.



#### **Article IX - Rule and/or By-Law Changes**

1. The Rules and/or By-Laws of the NGYFA can be altered or changed at the February membership meeting. The Commissioner will provide any rules clarification/ruling as needed throughout the year.
2. For Rules and/or By-Laws to be altered or changed a NGYFA Rule and By-Law Change and Amendment form must be completed and received by the NGYFA Commissioner one week prior to the January membership meeting.

#### **Article X - Meeting Dates and Schedule**

**1<sup>st</sup> Wednesday in December** - Meeting will be held to review past season, elect new officers, declare each Association or Agency Representative, and discuss any new Associations or Agencies that are seeking membership.

**January**- Meeting will be held to discuss potential rule changes for upcoming season and Any associations or agencies seeking membership.

**February** - Meeting will be held to vote on rule and/or by-law changes, add or deny new Associations or Agencies that are seeking membership into the NGYFA, and discuss officials for the upcoming season.

**May**- Meeting will be held (if necessary) to discuss any amendments to upcoming season Schedule, housekeeping items or other related issues.

**July** - Meeting will be held to find out the number of teams competing in each age group throughout the NGYFA. At the meeting Conferences will be realigned if necessary.

**August** - Rosters and Birth Certificates will be verified and turned into the Vice Commissioner of Eligibility and any issues will be discussed before the start of the season.

#### **Article XI - By-Laws Revision**

-The Commissioner will appoint a by-law committee annually (during the December meeting) so that they can review and discuss any changes or additions that may need to be made.

**NGYFA Members-** Appalachee, Banks County, Cherokee Bluff, Commerce, Elbert County, East Hall, East Jackson, Flowery Branch, Franklin County, Gainesville, Habersham County, Hart County, Jackson County, Jefferson, Johnson, Madison County, North Hall, North Oconee, Oconee County, Oglethorpe County, Rabun County, Stephens County, West Hall, Winder-Barrow, Monroe-Area, Loganville, Walnut Grove, Social Circle, Cedar Shoals, Clark Central, Bethlehem Christian Academy.