

By-Laws

Conshohocken Youth Football Association

Revised: February 2014

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ARTICLE I ADMINISTRATION OF BY LAWS

The Association shall be administered in accordance with Robert's Rules of Order unless otherwise specified in these BY LAWS.

ARTICLE II NAME

The name of the organization shall be the Conshohocken Youth Football Association. (C.Y.F.A.)

ARTICLE III OBJECTIVES

The purpose of the association shall be to implant firmly in its members and in the youth of Conshohocken and vicinity, the highest ideals of good sportsmanship, honesty, loyalty, and courage. Also, to provide competitive athletic activities in order that they may become finer, stronger and healthier individuals.

ARTICLE IV THE BOARD

Section 1) Criteria

- a. Shall consist of fourteen (14) directors elected by the membership. President, Vice- President, Treasurer, Secretary, Athletic Director, Cheerleader Director, League Representative, Equipment Manager, Snack Stand Chairperson and five (5) Members at Large.
- b. Meet at least once a month after the regular monthly membership meeting.
- c. Have sole responsibility and authority for disbursement of funds.
- d. Give final approval of any project under taken by the association and or any committee.
- e. Give final approval of all coaches and first aid persons.
- f. Act with discipline and good general conduct in regard to both children and adults directly connected with the program. Any parent serving as an officer whose child or direct relative is involved in a dispute, shall not take an active part in the final decision concerning the matter.
- g. Refer all decisions concerning the policies and goals.

Section 2) Quorum Definition – Five (5) Board members shall constitute a Quorum

ARTICLE V ELECTION OF OFFICERS

Section 1) Nomination of officers shall be from the floor in the months of Nov. and Dec., Members being nominated must indicate acceptance in person at a regular meeting prior to the elections.

Section 2) The election of officers shall be held at the monthly meeting in Dec. The new Board members take office at the January meeting.

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- Section 3) Only members twenty one (21) years of age or older are eligible to be nominated and hold office.
- Section 4) The results of the election of officers shall be determined by a majority of those qualified voters present and the vote shall be by secret ballot.
- Section 5) The terms of office for officers shall be for one year or until their successors are elected.
- Section 6) No member may hold two (2) offices simultaneously.
- Section 7) Any runoff election shall be determined by a majority ballot vote.
- Section 8) Once a decision has been rendered by either the membership or the Board, that decision shall remain irrevocable for a period of one year, unless overturned by a 2/3-majority vote of the qualified members present.
- Section 9) In order to be nominated and elected to office you must have attended four (4) meetings during January through December.

ARTICLE VI VOTER QUALIFICATIONS

- Section 1) Criteria
 - a. To be eligible to vote in the up coming elections each member must have attended at least five (5) regular monthly meetings of CYFA.
 - b. The regular monthly meetings must be attended in the months between January and December of the year of the outgoing regime.
 - c. No one under eighteen (18) may vote.

ARTICLE VII OFFICERS DUTIES

- Section 1) The President Shall:
 - a. Call and preside over all regular monthly meetings.
 - b. Announce all business
 - c. Put all motions to a vote and announce results.
 - d. Enforce the rules of decorum and discipline.
 - e. Be fair and impartial.
 - f. Utilize his/her vote as a tie breaker when the board has reached an impasse.

- g. Counter sign all checks with the treasurer.
- h. Be ex officio of all committees.
- I. Call special meetings when he/she deems necessary. (Emergency, board, etc.)
- j. Appoint an auditing committee of qualified members to audit the treasurer's books once a year. (all officers excluded).
- k. Not hold office for more than two consecutive years, unless elected, for each succeeding year by 2/3 majority vote.

Section 2) The Vice President Shall:

- a. In the absence of the President, preside and perform the duties of the President.
- b. Becomes President in the event that the current President resigns or becomes incapacitated.
- c. Serve as an aide to the President.
- d. Act as liaison in legal capacity with CYFA lawyer.
- e. Will preside at registration when available or designate someone in his/her place.
- f. In charge of the awards banquet
- g. Be responsible for first aid at home games.

Section 3) The Secretary Shall:

- a. Keep minutes of all meetings. The minutes shall be official record of all business transacted, activities undertaken, and plans projected. They shall be the record of all proceedings (what is done) and shall not record debate. (what is said?)
- b. Take roll call and mark absentees.
- c. Read all correspondence.
- d. Record the name of the member who introduces a motion. (The name of the person who seconds the motion is not required.)
- e. Notify all officers and members for up and coming meetings by whatever means necessary. (mail, phone, etc....)
- f. Conduct correspondence as directed.
- g. Keep an active list of all members. (Name, address and phone number)

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- h. Be prepared to open the book of minutes of the organization upon request, from the members during the regular monthly meetings and one hour thereafter. Exceptions to these hours may be granted to the President if he/she deems it imperative.
- I. Keep all organization records on file with the exception of the Treasurers.

Section 4) The Treasurer Shall:

- a. Receive and bank all monies due the association in CYFA's account.
- b. Maintain bookkeeping records of all funds
- c. Pay bills wherever possible by check, countersigned by the President and his/herself.
- d. Pay bills only when authorized by a quorum of the Board to do so.
- e. Disburse all money as the Board may direct and only when a quorum of the Board directs.
- f. Give a written monthly report, to include the opening account balance, description of receipts, disbursements, and closing balance, at the monthly meeting, or whenever directed to do so by the President. Also forward the latest bank statement to the CYFA's current auditor.
- g. Give an annual financial report, which has been audited.
- h. Have his/her accounts subject to audit by the Board at any time.

Section 5) The Athletic Director Shall

- a. Carry out the overall athletic program.
- b. Be direct supervisor of all coaches.
- c. Receive any and all complaints from the membership, concerning CYFA Athletic program.
- d. Inform the President, immediately, about any and all complaints, no matter how minor. (If President not available, next in the chain of command)
- e. Be responsible for maintaining order at all practices and games where feasible.
- f. If unavailable, designate a responsible person for those functions. Submit an oral report, monthly, to the Board.
- g. Head the committee to accept or reject coaches. Make recommendations for coaches to the Board.
- h. Prepare a written evaluation of all coaches at the end of each season. Present to the Board.

- i. Explain to all coaches, “The Coaches Code of Conduct”, prior to first practice.
- j. Be directly responsible to the Board.
- k. Shall not be a coach.

Section 6) The Cheerleader Director Shall:

- a. Carry out the overall cheerleading program.
- b. Be direct supervisor of all cheerleader coaches.
- c. Be responsible for issue and return of any and all uniforms.
- d. Make emergency purchases of needed equipment and supplies up to \$175.00 per season.
- e. Be responsible for maintaining order at all practices and games where feasible. If unavailable, designate a responsible person for those functions.
- f. Submit an oral report monthly to the Board.
- g. Head the committee to accept or reject coaches. Make recommendations to the Board.
- h. Explain to all coaches, “The Coaches Code of Conduct”, prior to first practice.
- i. Designate the Head coaches of each team as uniform manager for his/her team.
- j. Receive any and all complaints from the membership concerning the CYFA cheerleading program.
- k. Inform the President, immediately, about any and all complaints, no matter how minor. (If the President is not available, inform the next person in the Chain in Command.)
- l. Be directly responsible to the Board.
- m. Shall not be a coach; may coach competition cheerleading.
- n. Attend all cheerleading league/association meetings and act as a liaison between the league/association and the CYFA.

Section 7) The League Representative Shall:

- a. Attend all league monthly meetings and act as liaison between the league and the CYFA.
- b. Give an oral report on all league level activities, at each CYFA monthly meetings.

- c. Conduct any correspondence with the league as is necessary.
- e. Be directly responsible to the Board

Section 8) The Equipment Manager Shall.

- a. Maintain a running inventory of all CYFA football gear.
- b. Be responsible for establishing schedules for the issuing and return of any and all uniforms.
- c. Perform any maintenance and make repairs to keep the gear in good, clean condition.
- d. Report the conditions of all equipment and make recommendations to the Board for the purchase of equipment.
- e. Make emergency purchases of equipment and or supplies up to \$175.00 in one season.
- f. Be directly responsible to the Board.
- g. Can not be a head coach.

Section 9) The Snack Stand Chairperson Shall.

- a. Maintain a running inventory of all CYFA snack stand products.
- b. Be responsible for establishing schedules for volunteers for practice and game days
- c. Will be responsible and chair the Snack Stand Committee which will be made up of an Asst. Chairperson named by the Chairperson and approved by the board, and three volunteer parents appointed by the chairperson
- d. Be responsible for ensuring the practice field and game fields are stocked with proper supplies
- e. Be responsible for tracking all income and expenses in a recorded fashion and report monthly to the board a profit/loss statement.
- f. Will be responsible for turning over all funds directly to the Treasurer on a nightly basis.
- g. Be directly responsible to the Board.
- h. Can not be a coach of football or cheerleading.

ARTICLE VIII RESIGNATION OR REMOVAL

- Section 1) Should any officer, either resign or be removed from office, nominations and elections shall occur at the next monthly meeting for their replacement. (See Art. V Section 2)
- Section 2) Nominations must be made from the floor and a qualified nominee must accept in person.
- Section 3) Resignations must be in writing to the President. Should the President resign, his resignation must be in writing to the Board.
- Section 4) Should an officer be removed from office, he/she shall be notified in writing by the President.
- Section 5) Election results, (See Art. V, Sect. 4)
- Section 6) Any member not adhering to the codes of conduct, ethics or BY Laws, and/or consistently tries to undermine Art. III of the BY Laws may become subject to removal from CYFA by a 2/3 majority vote of the Board.
- Section 7) Time span of removal from CYFA, will be determined at the time of said removal, and will be irrevocable until that time expires, regardless of Board vote.

ARTICLE IX NON PROFIT STATUS

- Section 1) No member or officer may realize any monetary gain or profit from the operation or business of CYFA.
- Section 2) No member or officer may take part in any decision with regard to association purchases in which any member of their immediate family or relatives; such as; aunt, uncle etc., stands to make a monetary gain or profit, unless approval is granted by the Board.
- Section 3) Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE X MEETINGS

- Section 1) Criteria
 - a. The regular monthly meeting of CYFA shall be held on the first Wednesday of every month, unless otherwise specified by the President.
 - b. No business can be transacted without a quorum of five (5) members at the monthly meetings.
 - c. Special meetings may be called by the President with twenty four (24) hours notice to all members and such notice shall state the purpose of the meeting.

- d. Board meetings will be held after the regular monthly meeting.
- e. The President may call an executive Board meeting as he/she deems necessary. The executive Board consists of President, V. President, Secretary and Treasurer.
- f. Any officer who fails to attend two consecutive meetings, including special meetings, without a valid reason acceptable to the Board, may be removed from his/her office or seat by a majority vote of the Board.

ARTICLE XI WAYS AND MEANS

- Section 1) There may be a Ways and Means Committee of CYFA.
- Section 2) The committee chairperson will be chosen by the President.
- Section 3) The chairperson will be free to choose its own committee members.
- Section 4) The committee will be free to decide all fund raising activities.
- Section 5) The Ways and Means Chairperson shall communicate with the Board any and all fund raising activities.
- Section 6) The Board shall make the final decision on the activities that the Ways and Means committee presents to them.
- Section 7) The chairperson shall be in charge of the collection of any and all monies raised as a result of the fund raisers.
- Section 8) This committee will be supplied with a reserve of \$100.00 cash from CYFA.

ARTICLE XII COMMITTEES

- Section 1) All committees shall be appointed by the President, and be subject to the Board.
- Section 2) Any committee which requires an expenditure of CYFA funds, will submit a written request to the Board for approval. (EXCEPTION):
The Ways and Means committee is not required to submit a written request for an expenditure of \$200.00 or less.

ARTICLE XIII COACHES

- Section 1) All coaches are subject to the “Coaches Code of Conduct”.
- Section 2) All coaching applications will be submitted to the Athletic Director and Cheerleader Director.

- Section 3) All coaches and coaching positions will be approved by the Board.
- Section 4) All coaches will be directly supervised by the athletic and cheerleader directors.
- Section 5) All head coaches must attend all business meetings between the months of July and November. If a head coach is unable to attend a meeting, he must appoint someone to represent him/her and his/her team.
- Section 6) All assistant coaches must attend at least (5) meetings during the regular season.
- Section 7) All head coaches for football or cheerleading must be eighteen (18) years of age or older. (Exceptions will be at the approval of the Board.)
- Section 8) All coaches must obey the four play rule which reads: Each player must play at least two (2) plays per half, excluding special teams. All head coaches will be responsible for this rule. If these rules are not followed the punishment will be as follows:
- a. 1st time – a warning
 - b. 2nd time – 1 game suspension
 - c. 3rd time – suspended for the year

ARTICLE XIV REGISTRATION

- Section 1) All participants in the program must register at the time designated by CYFA and be accompanied by a parent or guardian. They in turn must sign his or her consent for participation, and a release and indemnity agreement to CYFA.
- a. All football players must provide an original birth certificate showing players full name and birthdate to a current board member no later than August 31st of the current playing year.
 - b. List of current registered players will be kept in the equipment room.
 - c. Board members verifying a birth certificate will provide a signature next to the player's name.
- Section 2) The registration fee will be decided upon by the Board
- Section 3) There will be no refund of the registration fee after the initial practice, unless approved by the Board.
- Section 4) All participants in the athletic program must present a certificate of physical fitness signed by their parent or guardian.
- Section 5) A late registration may be approved by the Board. However, the date of this registration must be set by the Board at the same time it sets the dates for normal registration. An additional fee for late registration may be set by the Board.
- Section 6) In the event that any weight class has a registration that requires the splitting and formation of two CYFA teams within that weight class, the following procedure will be applied in selection of the Blue and Gold teams.

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- a. If a player played on the Blue team last year and is still eligible to remain in that weight class, they will return to the Blue team for the current season.
- b. If a player is a new football player (having never played organized football) they will go to the Gold Team. If the number of new players exceeds 51 % there may be exception in the selection of new players to the Blue team.
- c. The Head coach of the Blue team will select from any player that may have played on the Gold team within that weight class and any other player that moved up from a lower weight class to meet an even number of players. This selection will become official with final approval of the Board of Directors of the C.Y.F.A.

Section 7) If a player misses league picture registration events causing an additional fee from the league to be charged over and above the normal fee, the player will be required to reimburse the CYFA for that additional fee prior to the release of his card.

ARTICLE XV AWARDS

Section 1) Awards for a championship season shall be in the form of plaques, trophies, sweaters etc. determined by the Board in accordance with the final status of CYFA.

Section 2) An award will be given to any player who has reached four (4) years with CYFA and any cheerleader who has four (4) years with CYFA. The award will be a jacket. The credit towards this award will begin at the child's first year playing in a KSL weight class (55 lbs., 65 lbs., etc.) or cheering for said weight class team.

- a. Any hardship cases must be presented to the Board in writing at a regular monthly meeting to be voted on, according to the BY Laws.

Section 3) Should parents, members or coaches desire to give additional awards to players or cheerleaders they must obtain the approval of the Board. Should approval be granted, the members, parents or coaches will finance the additional awards without assistance from CYFA. If it is necessary to raise funds for said awards, CYFA name will not be used, nor may the award be given at any CYFA function, unless approved-by the Board.

ARTICLE XVI THEFT

Section 1) If any officer shall, in the performance of his/her duties, be implicated in any way, in the theft, embezzlement, or any misappropriation of CYFA funds, he/she shall be expelled from CYFA for life, and upon the approval of the President and the Board be brought up for suit in a court of law; or the matter disposed of as the President and Board may decide. Any member so charged shall have the right to be informed of the charge, and be heard by him/herself of their counsel.

ARTICLE XVII COACHES CODE OF ETHICS

Section 1) At no time will the consumption of alcoholic beverages be permitted at games or practices.

Section 2) Any coach that reports to practice or games in an inebriated state, will be subject to disciplinary action. This action will be determined by the Board.

Section 3) Physical abuse of any type will not be tolerated, under any conditions.

Section 4) No Coach will verbally abuse any child, parent, spectator or another coach, at anytime. (Games, practices, etc..)

Section 5) Coaches will conduct themselves in a mature respectful manner at all times. (Violations of the above code will result in disciplinary action up to and including termination of coaching responsibilities.)

ARTICLE XVIII PARENTS CODE OF CONDUCT

Section 1) At no time will the consumption of alcoholic beverages be permitted at games or practices.

Section 2) Any coach parent/guardian/adult that attends a practice or game in an inebriated state, will be subject to removal from said practice or game.

Section 3) Physical abuse of any type will not be tolerated, under any conditions.

Section 4) No Parent/guardian/adult will verbally abuse any child, another parent, spectator or coach, at any CYFA functions.

Section 5) Parents/guardians/adults, will conduct themselves will conduct themselves in a mature respectful manner at all CYFA functions.

Section 6) If a parent has a problem with a coach.

- a. A parent should never interfere with the coaches during practices or game. If a parent does interfere with a coach during a practice or game, The Athletic Director will schedule a appointment with that parent, coaching staff, AD and five board members that are not related to the problem From there the AD and the five board members will determine the outcome of the problem.
- b. A parent will not use, for any reason, profanity or abusive language to a coach or a referee during a game. If the Athletic Director or coaching staff feels that a parent steps over these codes there will be a meeting set up between the parent, coach, coaching staff, the Athletic Director and five board members that are not related to the problem. From there the Athletic Director and the five board members will determine the outcome of the problem. (Violations of the above code will result in disciplinary action by the CYFA Board.)

Section 7) If a parent breaks any of the code of conduct and is brought in for a meeting then the Athletic Director and five other board members will evaluate the incidence. If they feel that discipline action should take place they will first evaluate the seriousness of the incidence and then enforce the degrees of discipline, ranging from a warning or other actions as determined, up to and including suspension or expulsion from the CYFA organization.

ARTICLE XIX AMENDMENTS TO THE BY LAWS

Section 1) These by-laws may be amended by a 2/3 majority vote of those members qualified present. The amendment must be submitted in writing to the membership at a regular monthly meeting. At this meeting, the amendment will be accepted by the President and recorded in the minutes by the Secretary. At the next monthly meeting, a vote to accept or reject the amendment will be taken.

ARTICLE XX SUSPENSION HEARING PROCEDURE

Section 1) No one will be suspended without a closed hearing in front of the C.Y.F.A. Board of Directors.

- a. There will be a minimum of six (6) board members presiding, and no more than the full board.
- b. No general member or board assistant may act as a substitute for a board member, nor may they attend said hearing.

Section 2) Once a hearing starts a board member who is not present at it's inception or is absent during a session will be disqualified.

- a. If a board member is present at the hearing's inception but misses a hearing session their disqualification will be at the boards discretion.
- b. If hearing is taped by video, audio or mechanically transcribed or by any other means (other than oral, and transcripts written in either long hand or short hand) that presents the facts, as they were presented in person, then a members disqualification will be at the boards discretion.
- c. All hearings must be recorded. (Video and or audio)

Section 3) Board's decision must be rendered within five (5) days from the last day of hearing date. (i.e. last day is the 1st due date is the 6th) Person brought up on charges must be notified of hearing date by certified letter.

- a. Member must be notified orally of boards decision within (6) six days if member can be so notified; and in writing within fifteen (15) days by certified mail.
- b. Board must meet on consecutive days/nights if feasible to all, until a decision is reached, It is of the utmost importance that the board's decision be made as quickly as possible.
- c. Board members have the right to ask questions.
- d. Board's decision shall be based only on the facts presented on the current charges.
- e. Board's decision is final.

Section 4) President of the board shall chair the hearing.

- a. President will have the right to vote, as will all board members.
- b. President will sign all correspondence (if feasible) that relates to said hearing.
- c. If president is unable to attend the normal chain of command will be followed.

Section 5) Emergency meetings can be called and held at a public place as specified by the board.

- a. All board members must be notified of meeting with a response.

Section 6) Members who are brought before a suspension board hearing have the right to present their case.

- a. Member(s) have the right to question the person(s) who have brought said violations before the board.
- b. Member(s) does not have the right to be represented by a third party.
- c. Member will abide by the board's decision.
- d. Member may not poll the board individually of their decision.
- e. Member(s) must bring charges against another member(s) before the board.
- f. Member(s) may not suspend another member.
- g. Member(s) eighteen (18) and younger will not testify unless deemed necessary by the board majority.
- h. Person bringing charges must be present.

Section 7) If charges warrant the board may temporarily suspend a member(s) immediately by a majority vote.

- a. This temporary suspension may not last more than two (2) games.

ARTICLE XXI EMERGENCY VOTING

Section 1) See Article VIII Section 1... Should an officer resign.... etc

- a. The President shall choose an interim officer and he/she shall hold office until a nominee is elected.
- c. Only those who were qualified to vote in the December election shall be eligible to vote in the emergency election, if the office was vacated prior to the April Meeting.
- d. (They do not have to meet the five (5) meeting requirement in the incumbent year, if the office was vacated prior to the April Meeting, but must have met the qualification requirement if said office was vacated after the April Meeting.)
- e. Any member may nominate a person for an office.
- f. If the person nominated is a qualified voter (five (5) meeting requirement), he/she may be voted on at the next regular CYFA meeting.
- g. If the person nominated is not a qualified voter, he/she must make five (5) regular monthly meetings before he/she can be voted into office. He/she may be chosen by the President as interim officer, and may hold office until voted in to office.

Section 2) All the above rules may be scrutinized by the incumbent Board, and subject to 2/3 majority vote by the Board if deemed necessary.

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Note:

The Conshohocken Youth Football Association Board of Directors reserves the right to make corrections in the text of the current printing of the C.Y.F.A. by-laws.