

By-Laws of the Mercersburg Youth Football & Cheerleading League 2006 Revised

Article I. Title

- The official title of the organization shall be “Mercersburg Youth Football & **Cheerleading** League”.

Article II. Purpose

- It is the purpose of this organization to instruct the children of the **Tuscarora and surrounding** areas the art of football, instill good sportsmanship, promote teamwork and a sense of mutual respect and cooperation through proper adult instruction, guidance and supervision.
- To allow the children of the **Tuscarora and surrounding** areas, regardless of race, color, creed, religion or gender to participate in this football program without discrimination.
- To sustain operations and to insure continued growth of youth football in the Mercersburg area.
- To be a member of and to participate in the activities of the Keystone Youth Football League as provided by the By-Laws, Rules and Regulations established by that organization.

Article III Executive Board

- **The general membership shall elect a President, Vice-President, Secretary, and Treasurer that will comprise the Executive Board.**

Article IV. Appointed Officers

- **The Executive Board will appoint officers to hold the positions of Equipment Coordinator, Concession Coordinator, Fundraising Coordinator, Publicity Coordinator and Game Day Coordinator.**
- **These positions will be held for a term of one year, however the Executive Board can remove a person from these positions at any time with a three-fourths vote.**

Article V Board of Directors

- **The Board of Directors will consist of the four elected members of the Executive Board and the five Appointed Officers.**

Article VI. General Membership

The general membership shall consist of:

- All parents of properly registered participants **who have attended a minimum of two consecutive regularly scheduled meetings.**
- All donors and contributors to the MYFCL **who have attended a minimum of two consecutive regularly scheduled meetings.**
- Volunteer persons who, without compensation, contribute to the growth and objectives of the MYFCL and **who have attended a minimum of two consecutive regularly scheduled meetings.**
- **All coaches of the MYFCL who have attended a minimum of two consecutive regularly scheduled meetings.**
- All General Members absent more than two consecutive regularly scheduled meetings will lose voting rights. Voting rights will be reinstated when the General

Member has attended a minimum of two consecutive regularly scheduled meetings.

Article VII. **Executive** Board Officers and Their Responsibilities

President:

- The President shall preside at all meetings of the **Executive Board, Board of Directors and meetings of the General Membership**; shall be Chief Executive of the **Executive Board, the Board of Directors and meetings of the General Membership**; call any and all special meetings of the **Executive Board, Board of Directors or meetings of the General Membership** as he/she deems as necessary; appoint committees and commissions as necessary. Any special meeting of the General Membership will require a minimum of 48 hours notification.
- Contact person for the KYFL, attending all KYFL organizational meetings and forward any league schedules, roster changes, or any other information to the Secretary for purposes of being distributed to the other MYFCL Executive Board members.
- Responsible for banquet trophies (pending financial approval from the Board)
- Contact person for elected and appointed officers and committee leaders
- Signer of checks for MYFCL accounts
- Oversees all football players and coaches
- Contact person for the Tuscarora School District; attend James Buchanan Athletic Booster meetings
- Attend and preside over all practices

Vice-President:

- The Vice President shall act for and assume the duties and responsibilities of the President during his/her absence and/or disability
- Oversee all cheerleaders and coaches
- Attend and be as active as possible at practices
- Signer of checks for MYFCL accounts
- Attends all KYFL Board meetings along with President
- Responsible for pictures for all teams

Secretary:

- The Secretary shall conduct roll call, record and publish meetings of the meetings of the MYFCL. The Secretary shall also maintain a historical record of all meetings to be filed with the MYFCL historical files at the end of each football season
- Signer of checks for MYFCL accounts
- Keeper of the by-laws
- Responsible for registration and organization of player and cheerleading books (Birth Certificates and Physicals, etc.)
- Provide copies of rosters to announcer for MYFCL home and away games
- Provide President and all Head Coaches with copies of the rosters and list of participants' phone numbers.
- MUST take player and cheerleading registration books to all MYFCL home and away games.

Treasurer:

- The Treasurer shall accept, disburse, record and report on all funds received or paid by MYFCL. All disbursements over \$300.00 must be approved by the Executive Board. The Treasurer shall provide a complete financial statement at each monthly meeting or as needed. One external audit shall be conducted at the end of each football season by an Ececutive Board approved person.
- Signer of checks for MYFCL accounts
- Responsible for retaining insurance
- Verifies checks are endorsed by two signatures, regardless of the amount.

The Executive Board shall be responsible for settlement of properly documented disputes/complaints with regard to coaches, advisors, parents and children.

Article VIII Appointed Officers and Their Responsibilities

Equipment Coordinator:

- Must attend all practices
- Responsible for inventory of all existing equipment
- Orders any equipment when needed with approval of the Executive Board
- Oversees equipment hand-in and follows up on equipment not turned in
- Works closely with President on equipment purchases
- **Coordinate helmet re-certification when required**

Concession Coordinator:

- Responsible for ordering all needed supplies for concession stand
- Responsible for taking inventory after each home game or before the next home game
- Must return unused product from concession stand after the season
- **Work with coaches and team moms to coordinate a volunteer schedule for the concession stand**
- **Obtain help for JBMS and JBHS JV home games**
- **Obtain help for JBHS Homecoming Game if required**

Fundraising Coordinator

- **Responsible for developing and implementing all programs designed to generate revenue for MYFCL. This can include, but is not limited to, direct-sales fundraisers as well as soliciting corporate sponsors**
- **Responsible for submitting all revenue to the Treasurer within 24 hours whenever possible.**

Publicity Coordinator

- **Responsible for media reporting**
- **Send registration information to schools in the draw-area**
- **Responsible for advertising registration information**

Game-Day Coordinator

- **Responsible for obtaining EMT's for all home games**
- **Responsible for obtaining school security for all home games**

- **Responsible for obtaining an announcer for all home games**
- **Work closely with coaches and team moms to schedule volunteers for the ticket booth**
- **Work closely with coaches and team moms to schedule volunteers to work the field markers**
- **Supervise the trash clean-up at all home games**

Article IX. Elections of the Executive Board

- Elections shall be conducted annually. The election shall be held during the annual banquet following each season. (The exact date shall be determined by the presiding Board of Directors)
- Whenever conditions exist beyond the control of the Board **of Directors**, said Board may delay the election or installation of the new **Executive** Board. The **Executive** Board in office shall continue to serve with full powers until the new **Executive** Board is installed.
- Nominations to the **Executive** Board shall be made by voice to the President at the annual banquet. Individuals nominated reserve the right to decline the nomination. A person may nominate his or herself. Once all nominations are received, a motion must be made to close nominations and seconded. If there is one nomination, the vote will be done by a show of hands.
- If there is more than one nomination, the vote will be done by secret ballot. Those persons receiving the most votes will be elected to the **Executive** Board. The Secretary shall record the results of the election in the minutes.

Article X. Voting Rights

- All members of the Board of Directors and General Membership are voting members and entitled to one vote on any issue. **The President's vote will be the tie-breaker.**
- Any **voting** member absent more than two consecutive regularly scheduled meetings will not have voting privileges until they have attended two consecutive regular meetings.
- If any **voting** member cannot vote because of attendance problems, the league will continue to conduct business as usual without their vote or approval.
- Once the voting member has attended two consecutive regularly scheduled meetings, the voting privilege will be re-instated at the third meeting.

Article XI. Meetings

- The Board shall meet once a month or as needed at a time and place determined by the Board. All regular board meetings will be scheduled for the duration of 2 hours. A standing meeting time & place will be determined at the January meeting for the remaining year.
- The President may, as deemed necessary, convene a special meeting at any time to conduct whatever business that may be necessary. Any three (3) or more **voting** members may petition the President to call a special meeting **of the General Membership.**
- The President may convene an Executive Session of the Board as may be necessary.
- Meetings will be conducted in accordance with "Roberts Rule of Order (revised) Current Edition".

- For the transactions of business, a majority of the Board shall constitute quorum. **A quorum shall consist of a minimum of six voting members of the Board of Directors and/or General Membership** Exception: President may invoke an Executive Session should there not be a quorum present. This may only be invoked when the conduct of business is vital to the interests of the MYFCL.
- Motions may be offered by any **voting** member. Any motion presented must be seconded. Approval of any motion shall be majority of the **voting members** present. In the event of a tie, **the President's vote shall be the tie-breaker.** The President may not offer, nor second any motion.
- The President shall set the agenda of each meeting. The agenda shall consist of at least the following:
 - Treasurer's Report
 - Reading of Old Minutes
 - Old Business
 - New Business
- All meetings shall be open to the public with the exception of an Executive Session.

Article XII. Timeline for MYFCL

January

- New Executive Board and old Executive Board transfer information
- New Executive Board to discuss and vote upon **Appointed Officers**
- Committees appointed

February

- Distribution of awards for individuals who were not able to make the banquet to their school location.
- Select home game dates; confirm with JBHS Athletic Director field availability, submit to KYFL
- **Selection process for coaches should begin**
- Audit of treasury account should be completed by the end of this month.

March

- **Coaches will be put in place**

April

- Cheerleading and football equipment inventory to be completed.
- Orders placed
- Helmets re-certified (2003; next time will be 2005)

May

- **Registration should begin**

June

- Registration continues
- Treasurer needs to submit an operating budget for the new season.

July

- Organize for season all rosters and verify receipt of all required documentation.
- Roster books to be given to KYFL representative for audit purposes to be completed at the August KYFL meeting.
- Parents' meeting , physicals and equipment handout.

August

- Season starts

September/October

- Fundraiser

November

- Interested individuals who would like to coach must complete an application
- **Executive** Board elected and voted upon at the end of the season banquet.

December

- No meeting

Article XIII Revenues and Expenditures

- The Revenues and Expenditures of the MYFCL may consist of, but are not limited to
 - Voluntary contributions and donations
 - Revenues received from the concession stand, gate admission, the sale of hats, shirts and candy sales
 - Payment of any and all operating expenses
 - Procurement of facilities, equipment, and services for the operation of The Mercersburg Youth Football League
- The **Executive** Board shall determine a local bank to act as a depository for all funds of the MYFCL.
- The Board **of Directors** shall approve all fundraising activities.
- Following any activity resulting in the receipt of monies (cash) by the MYFCL the following shall occur:
 - Two (2) Board **of Directors** members (at least one **Executive** Board member) shall remove themselves to a location to count the money. It shall be counted, recounted and a deposit ticket made.
 - The monies shall be deposited at the appropriate banking facility as soon as possible.
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Article XIV. Committees

- Committee chairs will be appointed by the President
- The chairpersons of all committees shall report, as necessary, business conducted by the committee.
- Chairpersons must request the approval of the **Board of Directors** prior to implementing any new projects or ideas.
- The president shall be a member ex-officio of all committees.
- Committees may be established by the President, as deemed necessary, to carryout MYFCL activities.
- **Committees should consist of, but are not limited to:**
 - By-Laws
 - Responsible for reviewing all by-laws, rules and code of conducts and make recommendations for change.
 - Any changes in KYFL by-laws need to be incorporated into the MYFCL by-laws if necessary.
 - Spiritwear
 - Responsible for spirit wear
 - Orders with Board approval and coordinates distribution.
 - Works to ensure that the sale of spiritwear is profitable to the MYFCL
 - Banquet & Awards

- Responsible for determining the date, place, meal and cost of end of year banquet.
- Responsible for entertainment at the banquet
- Responsible for ordering, with the approval of the Board of Directors, awards for all participants of the MYFCL

Article XV. Coaches

- **The Executive Board will appoint Personnel Directors for Football and Cheerleading who will interview and select candidates for head-coaching positions. Personnel Directors must present recommendations to the Executive Board for final approval. Candidates must be approved by a three-fourths vote of the Executive Board.**
- **Once approved, head coaches will choose assistant coaches.**
- **Coaches will be expected to attend all regularly scheduled meetings of the MYFCL.**
- **The Executive Board may require coaches to attend clinics and/or training sessions**
- **Coaches will be expected to appoint team moms**
- **Coaches will be expected to work with Concession Coordinator and Game Day Coordinator to coordinate volunteers for concessions, ticket booth, field markers and trash clean-up for all home games.**

Article XVI. Amendments

- **These by-laws may be altered, amended or repealed at any meeting of the General Membership by a two-thirds vote of the Board of Directors and General Membership represented and voting, provided there is a quorum.**
- **A quorum shall be defined as a minimum of six voting members of the Board of Directors and the General Membership.**

Article XVII. Parliamentary Authority

- Any situation or condition not covered in the by-laws shall revert back to the "Roberts Rule of Order (revised) Current Edition".