

Carroll County Youth Football League By-Laws

(CCYFL)

ARTICLE I – GOVERNANCE & MEETINGS

Section 1 – Regular Meetings

1. The Voting Membership (“Board”) shall meet at least once per month at a time and place determined by the Executive Board.
2. Meetings will be held in person or by electronic means that allow all participants to hear one another simultaneously.
3. Meetings shall be conducted in accordance with generally accepted parliamentary procedure unless otherwise specified herein.

1. Parliamentary Authority:

All meetings of the Board and the Executive Board shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, except as otherwise provided in these By-Laws. This includes the making of motions, conducting debates, and recording votes. Adherence to these rules ensures fair and transparent decision-making and protects the rights of all members and programs.

Section 2 – Special Meetings

1. Special meetings may be called by the President or by a majority of the Voting Membership.
2. Written notice shall be provided to all Voting Membership at least two (2) days in advance and shall include the purpose of the meeting.
3. Only business stated in the notice may be transacted at a special meeting.

Section 3 – Quorum

1. A quorum for a regular meeting shall consist of a simple majority of eligible voting members.
2. A quorum for a special meeting shall consist of two-thirds (2/3) of eligible voting members.

Section 4 – Voting

1. Each member program shall have one (1) vote.
2. The President shall vote only to break a tie.
3. In the absence of the President, the Vice-President shall vote only to break a tie.
4. Executive Board members shall not vote unless serving as a program representative or authorized proxy.

ARTICLE II – BOARD STRUCTURE & OFFICERS

Section 1 – Board Composition

1. The Executive Board shall consist of: a. President b. Vice-President c. Secretary d. Treasurer e. Member-at-Large
2. The Voting Membership shall consist of one designated representative from each member program actively fielding teams.

Section 2 – Election & Term

1. Officers shall be elected annually by the Voting Membership at the first regular meeting of the calendar year.
2. Officers shall assume office immediately upon election.
3. Officers shall serve one (1) year terms and may succeed themselves.
4. Eligibility Requirement: Any individual seeking election to an Executive Board position must be a fully vested member of the Voting Membership in good standing for a minimum period of one (1) continuous year immediately preceding the election.
5. The Board may waive this requirement only in the event of an uncontested vacancy and by a two-thirds (2/3) vote of the Voting Membership.

Section 3 – Powers & Duties of the Executive Board: The Executive Board shall have full authority to manage and conduct the affairs of the CCYFL, including but not limited to:

1. Admitting new member programs and establishing admission procedures.
2. Filling vacancies in elected offices.
3. Approving expenditures exceeding \$100.
4. Managing league finances, records, and audits.
5. Issuing and maintaining all governing documents, rules, and forms.
6. Establishing eligibility standards, playing rules, and operational procedures.
7. Enforcing all league rules, policies, and disciplinary actions.
8. Scheduling league competitions.
9. Establishing budgets and collecting league fees if applicable.

Section 4 – Vacancies Any vacancy in an elected office shall be filled by majority vote of the Voting Membership Board at the next regular meeting.

ARTICLE III – OFFICER DUTIES

Section 1 – President The President shall:

1. Preside over all meetings.

2. Appoint committee chairs, subject to Voting Membership approval.
3. Serve as the chief executive officer of the league.
4. Ensure compliance with all league rules and policies.

Section 2 – Vice-President The Vice-President shall:

1. Perform the duties of the President in their absence.
2. Oversee league operations for Football.

Section 3 – Secretary The Secretary shall:

1. Record and distribute meeting minutes.
2. Maintain official league records and rosters.
3. Provide notice of meetings and official communications.

Section 4 – Treasurer The Treasurer shall:

1. Maintain custody of all league funds.
2. Provide financial reports at each regular meeting.
3. Ensure timely deposits and accurate financial records.
4. Maintain league bank accounts requiring dual signatures of the Treasurer and President.
5. Ensure records are available for audit at least annually.

Section 5 – Member-at-Large shall:

1. Represent the general membership and provide input on league matters.
2. Assist with league operations, events, and committee as assigned by the Executive Board.
3. Perform additional duties as assigned by the President or Voting Membership.

ARTICLE IV – COMMITTEES

Section 1 – Rules Committee

1. The Rules Committee shall review proposed rule changes and disciplinary matters.
2. Upon identifying an offense, the Rules Committee shall define the offense and may recommend a suspension of up to one (1) week. Any such suspension shall be presented to the Voting Membership for a vote to uphold or overturn the recommended suspension.
3. Suspensions exceeding one (1) week shall require Voting Membership approval.
4. Programs shall be notified of complaints and decisions in a timely manner.

5. All rulings shall be finalized no later than the Friday preceding the next scheduled game.
6. Organizations involved will be recused from voting on disciplinary actions.

ARTICLE V – PROGRAM REPRESENTATIVES

Each Program Representative shall:

1. Serve as liaison between their program and the league.
2. Ensure compliance with all league rules.
3. Verify player eligibility and equipment standards.
4. Ensure representation at league events.
5. Provide and manage a regulation home field. (refer to SOP)
6. Submit rosters and maintain registration documentation. (refer to SOP)

ARTICLE VI – MEMBERSHIP

Section 1 – Admission

1. New programs may apply in writing to the Executive Board.
2. Admission requires a two-thirds (2/3) affirmative vote by closed ballot.
3. No abstentions shall be permitted.

Section 2 – Fees & Probation

1. A non-refundable fee of \$500 shall be assessed upon acceptance.
2. New programs shall serve a one (1) year probationary period.
3. Probationary programs shall have limited voting rights as determined by the Voting Membership. (refer to SOP)

Full membership shall be granted at the conclusion of probation unless a vote is requested.

Section 3 – Program Eligibility & Standing

1. **League Exclusivity**
All member programs participating in football shall exclusively field their football teams within the CCYFL. No member program may roster or field football teams in any other football league during the same season of participation in the CCYFL.
2. **Proof of Insurance**
Each member program must submit proof of current liability insurance coverage annually prior to the start of league competition. Coverage must meet minimum standards established by the Executive Board.
3. **Meeting Attendance Requirement**
Each member program must have a designated representative present at a minimum of nine (9)

of the eleven (11) regularly scheduled league meetings during the calendar year unless excused by the Executive Board for good cause.

4. Roster Certification Compliance

All member programs must submit certified rosters for each participating team by the official roster certification date established by the Executive Board.

Failure to submit certified rosters by the required date may result in the program being placed on probation or expulsion by majority vote of the Voting Membership.

5. Program Status and Compliance

The Voting Membership may place a member program on probation or expel the program by majority vote of the Voting Membership for failure to meet league requirements including, but not limited to, roster certification, meeting attendance, insurance compliance, league fees (if required), or other operational obligations.

6. Notice of Withdrawal or Program Changes

Any member program intending to withdraw from the league, merge with another program, or otherwise significantly alter its organizational structure must provide written notification to the Executive Board.

Such notification must be submitted prior to the start of the upcoming league season in order for the program to remain in good standing.

7. Compliance with League Requirements

All member programs must comply with league rules, policies, eligibility standards, and operational procedures established by the Voting Membership. Failure to comply may result in probation or expulsion by majority vote of the Voting Membership in accordance with these By-Laws.

8. Good Standing Requirement

Member programs must remain in good standing with the league in order to participate in league activities including scheduling, games, playoffs, and league events.

A program shall be considered not in good standing if it fails to meet league obligations including, but not limited to:

1. payment of league fees if required,
2. submission of required documentation,
3. roster certification,
4. proof of insurance,
5. required meeting attendance, or
6. compliance with league rules and policies.

The Voting Membership may place such program on probation or expel the program by majority vote of the Voting Membership, and may restrict participation in league activities until compliance is achieved.

9. Program Participation Across Age Divisions

All member programs shall operate with the intent to field teams across the full range of league age divisions, including Pitbull (ages 5 and 6), 7U, 8U, 9U, 10U, 11U, 12U, and 13U.

While the league recognizes that participation numbers may vary from season to season, programs are expected to make reasonable efforts to develop and maintain teams across these divisions in-order to support the competitive balance and long-term stability of the league.

Programs shall not intentionally discontinue older age divisions while continuing to operate younger divisions without review and approval by the Voting Membership.

10. Objective Enforcement Clause

All disciplinary actions, including probation or expulsion, shall be based on objective failures to comply with the requirements outlined in this Section, including repeated noncompliance with roster certification deadlines, meeting attendance, proof of insurance, league exclusivity, participation across age divisions, or other operational obligations.

ARTICLE VII – AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote of the Voting Membership at any regular or special meeting, provided proposed amendments are submitted in writing at least seven (7) days in advance.

ARTICLE VIII – CONFLICT OF INTEREST & ETHICS

Section 1 – Conflict of Interest

1. Any Voting Membership or Executive Board member with a direct or indirect personal, financial, or organizational interest in a matter before the Voting Membership shall disclose such interest prior to discussion or vote.
2. The interested member shall recuse themselves from discussion and voting on the matter unless the Voting Membership determines the interest is immaterial.

Section 2 – Ethical Conduct

1. All Voting Membership, officers, coaches, and volunteers shall conduct themselves in a manner that reflects integrity, fairness, and respect.
2. Actions that undermine the reputation, safety, or mission of the CCYFL may result in disciplinary action.

ARTICLE IX – REMOVAL FOR CAUSE

Section 1 – Officers and Board Members

1. Any officer or Voting Membership may be removed for cause, including but not limited to misconduct, neglect of duties, violation of league rules, or actions detrimental to the league.

2. Removal shall require a two-thirds (2/3) vote of the Voting Membership following written notice and an opportunity for the individual to be heard.

Section 2 – Programs

1. A member program may be suspended or expelled for cause, including repeated violations of league SOP, unethical conduct, or failure to meet league obligations.
2. Such action shall require a two-thirds (2/3) vote of the Voting Membership following written notice to the program and an opportunity to respond.

ARTICLE X – ADOPTION

These By-Laws shall take effect immediately upon adoption by a two-thirds (2/3) vote of the Voting Membership of the CCYFL.

Amendments

April 2026 - Amended the CCYFCL By-Laws (Carroll County Youth Football Cheer League) to be the CCYFL By-Laws (Carroll County Youth Football League) which reflects Cheer dissolving and clarify the differences between Executive Board and the Voting Membership. **All and any updates or amendments to this By-Law document will be dated and documented below moving forward.**