

**CCYFCL
BY-LAWS**



ARTICLE 1 – MEETINGS

Section 1 – REGULAR MEETINGS

- I. Regular meetings of the Board shall be held once a month, at a time and place to be determined by the Board, to transact any business that may properly come before it. All meetings shall be conducted in accordance with parliamentary procedures.

Section 2 – SPECIAL MEETINGS

- I. Special meetings require written notification to all Board members by the CCYFCL, at least two (2) days prior to such a meeting.
- II. Special meetings may be called:
 - a. Concurrence of a majority of the Board
 - b. Request of the President

Section 3 – QUORUM

- I. A quorum at any regular meeting requires a simple majority of the eligible voting members.
- II. A quorum at a special meeting requires at least two thirds (2/3) of the eligible voting members.

Section 4 – VOTING POWER

- I. Each program participating in the CCYFCL has one member vote for the Football and Cheer respectfully for each meeting (one program one vote).
- II. The President will vote only in the event of a tie vote. In the absence of the President, the Vice-President for either Football or Cheer will vote only in the event of a tie.
- III. All other Executive Board members do not have a vote, unless acting as a program representative or proxy.

ARTICLE 2 – OFFICERS AND EXECUTIVE BOARD

Section 1 – Executive Board and the Board

- I. The Executive Board consists of a President, a Vice-President of Football/Cheer, a Secretary and a Treasurer and member at large.
- II. The Board shall consist of one representative from each program currently fielding teams in the CCYFCL.
- III. The President, Vice-President of Football/Cheer, Secretary and Treasurer for both Football and Cheer shall be elected by the voting members of the Board at the first regular meeting each year, and shall take office at such meeting, serving a term of one year and eligible to succeed himself/herself.

Section 2 – POWERS AND DUTIES OF THE EXECUTIVE BOARD

- I. The Executive Board shall manage affairs of the CCYFCL in accordance with the By-Laws of the CCYFCL, the guidance of the Winfield rec council and the Carroll County Rec and Parks:
 - a. Set procedures for accepting new programs into the CCYFCL and acting upon such applications
 - b. Insure that vacant offices are filled
 - c. Approve all disbursements by the CCYFCL in excess of \$100.00
 - d. The Treasurer for both Football and Cheer to receive and disburse funds for the CCYFCL and keep proper records of all receipts and disbursements, such records to be subject to audit at any time the Board may deem advisable, but not less often than once a year.
 - e. Provide each program with copies of the most current By-Laws and General Rules.
 - f. Provide each program with the proper forms required by the CCYFCL for participation in it.
 - g. Establish rules for participation by athletes in the CCYFCL with regard to age, weight and physical condition, playing rules and rules governing equipment, with the means to enforce these rules (these rules will make up the Standard Operating Procedures).
 - h. Insure that the rules set forth by the CCYFCL are enforced.
 - i. Enforce the final decision as to the disciplinary action taken against any coach, player, or fan, from reprimand, suspension and/or dismissal from any and all CCYFCL activities as agreed upon by the Board (See Discipline & Adverse Action Policy).
 - j. Monitor uniform colors of participating teams with authority to determine team colors and settle disputes if conflicting programs cannot settle it themselves.
 - k. Prepare and publish league schedules
 - l. Determine, assess and collect league fees, establish a budget and cause same to be carried out.

Section 3 – VACANCIES

- I. Should the office of President, Vice-President, Secretary or Treasurer become vacant, the Board will elect a new officer at the next regular meeting after such vacancy occurs.

Section 4 – DUTIES OF THE PRESIDENT

- I. The President shall preside at all meetings of the CCYFCL
- II. The President shall appoint the Chairperson for all committees.
- III. All appointments are subject to the concurrence of the Board.
- IV. The President shall enforce that the Executive Board, the Board, and Programs adhere to the standards and guiding rules of the CCYFCL.

Section 5 – DUTIES OF THE VICE-PRESIDENT

- I. Shall, in the absence of the President, perform all duties assigned to the office of the President
- II. Shall oversee all operations of Football or Cheer respectfully.

Section 6 – DUTIES OF THE SECRETARY (Football/Cheer)

- I. Keep minutes of each meeting of the CCYFCL and provide copies to each Board member (program).
- II. Maintain an up to date roster of all CCYFCL members and make available copies to the Board.
- III. Issue notices to each Board Member of all meetings scheduled by the CCYFCL.

Section 7 – DUTIES OF THE TREASURER (Football/Cheer)

- I. Receive and disburse all funds of the CCYFCL, keep proper records and accounts of all CCYFCL financial matters, prepare and present at each regularly scheduled meeting a financial report and make available all records of the CCYFCL for review and audit.
- II. Deposit all funds of the CCYFCL in a timely manner in such financial institution as shall be approved by the Executive Board
- III. Maintain a checking account in the name of the CCYFCL in which all monies received shall be deposited and which shall require both the Treasurer and President's signature on all checks.

Section 8 – RULES COMMITTEE

- I. The rules committee is to review any rule change request before presenting them to the board.
 - II. Any coach Issues identified by Referees and Complaints against a program:
 - a. The rules committee are to gather any the information of a noted offense to put the pieces together to review if any action is needed.
 - b. Once the committee defines the offensive penalty, they have the ability to provide up to a one-week suspension on the offense.
 - c. If an offense is more than one week it will be presented to the league for a vote. The rules committee would describe what type offense it is and where they think the offense should land in the disciplinary action plan by the county. The Rules Committee would use the Carroll County Parks and Rec Disciplinary Action Plan as guidance on their rulings.
 - d. The rules committee will share with each program if there is a complaint brought against them that is being reviewed.
 - III. All player appeals will be determined by the rules committee and the committee could choose to overturn or confirm one-week suspensions.
 - IV. The rules committee will review and ensure any decision is made by the Friday before the next game day.
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Section 9 – DUTIES OF THE BOARD (PROGRAM DIRECTORS/REPRESENTATIVES)

- I. Each Board Member shall act as liaison between their program and CCYFCL.
- II. Each Board Member shall be responsible for their designated program, lending their assistance in the organization and operation of the teams in that program and making sure the teams and coaches are adhering to all CCYFCL rules and the Code of Standards. Specific duties are as follows:
 - a. Report to the Executive Board any conduct or event occurring in their program which is or appears to be in violation of any CCYFCL rule or policy.
 - b. Ensure all players on teams from their area confirm to the age and weight requirements.
 - c. Ensure that the Board Member or a designated alternate is present at all their Program's scheduled league events.
 - d. Ensure that all equipment used by teams from their program meet CCYFCL standards.
 - e. Observe practice sessions whenever possible
 - f. Is responsible for providing one regulation football field, properly laid out and marked, to be designated as that program's home field.
 - g. Is solely responsible for determining the playability of the field, notifying the visiting program of any changes regarding the scheduled games and arranging the make-up of cancelled games within the scheduling committee within the framework of the General Rules governing postponed games.
 - h. During the course of any scheduled CCYFCL game in their program, the Board Member has the authority to interpret and enforce all CCYFCL rules subject to the final decision by the Rules Committee/the Board
 - i. Will be a member of the sponsoring organization for a program.
 - j. Provide all head coaches in their program with a current copy of the CCYFCL Rules and NFHS Rules.
 - k. Provide the League, as required by the General Rules, copies of their team's rosters. They will also maintain copies of all current registration forms and assist the league in validating a player's eligibility.

Section 10 – NEW MEMBERSHIP

- I. The CCYFCL will consider new members that submit a request for membership consideration in writing to the Executive Board.
- II. Following the reception of the written request, a period of due diligence will be performed by the Board. This period may consist of further email exchanges or in-person Q&A sessions between a representative of the applying organization and the Board.
- III. Admittance to the CCFYCL will be granted as the result of a closed ballot cast by the voting members of the Board.

- a. A vote of 'yes' from two thirds of the voting members is required to allow a new organization to participate.
 - b. All voting members must cast a 'yes' or 'no' vote; no abstentions are permitted.
- IV. Upon admittance to the CCFYCL, a non-refundable fee of \$500 will be paid for the first years' football dues. A non-refundable fee of \$500 will also be paid for the first years' cheer dues. Total to be paid: \$1,000.
- V. New member organization will be probationary for the first year.
 - a. During the probationary period, new organizations will not be allowed to vote on the inclusion of organizations petitioning for membership.
 - b. During the probationary period, new organizations can be barred from further participation at the discretion of the Board by 2/3rds majority vote. Voting parameters cited in Section 10, Article III will apply. Probationary organizations are prohibited from participating in disciplinary votes that could lead to the expulsion of a program.
 - c. At the end of the probationary period, and at the soonest regularly scheduled meeting, full admittance to the league will be granted unless a request to vote is submitted, will result with a closed ballot cast by the voting members of the Board. Voting parameters cited in Section 10, Article III apply.