

By-Laws

PREAMBLE

The overall objective of this organization is to promote an ongoing youth football program in Northern Local, and to inspire in its participants the ideals of sportsmanship, scholarship, and physical fitness, regardless of race, color, gender or creed.

More specifically, this organization will provide a program oriented to quality supervision and safety mindfulness; a program directed at teaching the fundamentals of youth football and a program allowing its participants to grow with confidence, pride and spirit in an atmosphere that fosters these attributes both on and off the field.

This organization will strive for unity of purpose in its endeavors to encompass the whole, rather than that of its parts, and will strive to do so in a democratic fashion, free of adult ambition or personal glory.

The welfare and continuity of this organization rest with those who accept the challenges and responsibilities placed upon them for services to others in the overall youth football program.

ARTICLE I. MEMBERSHIP OF THE ORGANIZATION

A. The body of the Sheridan Bidy League Football is made up of a Board of Directors (Board),

B. A General Election shall be held in December or January of each year to elect the Board of Directors to take office for the coming year.

C. Parents of active players of the Sheridan Bidy League Football will be afforded voting rights at the General Meeting. A maximum of one vote per participant and/or household will be counted.

D. Any qualified person who intends to run for a Board position must inform the current President or Vice-President to be put on the election ballot. Candidates must be on the ballot to be elected. Write-in votes will not be accepted for election purposes.

ARTICLE II. PURPOSE OF THE BOARD OF DIRECTORS

A. The purpose of the Board of Directors shall be:

1. To perpetuate the organization
2. To control the organization
3. To set organizational policy
4. To take care of all matters dealing with the organization
5. To set, direct and control all monetary policy
6. To have the authority necessary to carry out all duties, whether or not specifically enumerated within the by-laws, for the organization to function.

ARTICLE III. ELECTION AND TERM OF THE BOARD OF DIRECTORS

A. The Board of Directors shall be comprised of not more than sixteen (16) persons elected by the parents of active players and other persons who are currently active coaches or Board members during the current year at the annual Election Meeting to be held during December or January of each year. Recognizing the extensive time required to serve in these positions, a discounted fee of one-half the family's total participation fee will be extended to the Directors.

B. The Board of Directors term of office shall be for ten (10) years, beginning in January following their election.

C. The Board of Directors is expected to serve full terms and to attend all meetings and organization functions. If a board member fails to comply with these conditions, the Board of Directors may remove such member.

D. The newly elected Board of Directors will meet with the active Board of Directors during the board's first regular scheduled meetings in order to promote continuity.

E. A Director must serve for one (1) year before he/she is eligible to run for President. In the event the President is unable to finish the term and no other officer in succession accepts the position, the position may be filled by any current board member regardless of tenure with the board.

F. 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.

G. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV. ORGANIZATION AND AUTHORITY OF THE BOARD OF DIRECTORS

A. The Executive Officers of the Board of Directors shall consist of the President, Vice President, Secretary, and Treasurer

B. The following Board positions shall be elected by the parents of active players in the Sheridan Bidy League Football the Election Meeting of each year.

1. President	Travis Shegog
2. Vice President	Tim Clouse
3. Secretary	Kale Holbrook
4. Treasurer	Justin Ellars
5. Fundraising Coordinator	open
6. Football Equipment Director	Kyle Matz
7. Concessions Director	Katie Cline
8. Flag Program Director	open

C. Board members may serve in more than one of the forgoing elected positions, but will have only one vote when conducting Organization business.

D. Additional non-voting positions on the Board of Directors are key to the success of the organization. These positions should be filled by volunteers but may be appointed by the President at his/her discretion.

E. The President shall chair all Board meetings. The President shall set the agenda for all business to be discussed. The President will maintain orderly procedure.

F. The President shall have no vote on a motion unless such a vote is required to break a tie.

G. The President may not speak to an issue or enter into a discussion of a motion on the floor without first relinquishing the chair.

H. The President shall serve as the Organization Representative if League Rules so mandate.

I. The President shall make the final determination of player assignments to individual teams when multiple opportunities exist for participation in a single age group, e.g., flag, 3/4 grade.

J. The President, Vice President and Coach Director will be responsible for recommending the number of teams and in which league the teams participate. The President, Vice President and Coach Director will make a recommendation to the Board and a 2/3-majority of the Board is required (by simple ye or nay vote) to add/delete a team and/or change the affiliation of the league from which PCYF participated in the previous year.

K. If professional assistance or expertise is required, the President may appoint such advisors to serve without fee. If for a fee, the Board of Directors must pass a resolution authorizing such payment. Such appointees shall have no voting authority by virtue of their appointment.

L. The President shall work with the Vice President to monitor and communicate any conference rule changes to those positions that are impacted by these changes.

M. The Board may terminate elected or appointed members for just cause and make new appointments as required, completing vacated positions.

N. The Board shall meet eleven (3) times per year beginning in January following its election. Meeting time and place is to be specified in the minutes of the previously scheduled meeting. Time and location of such meeting may be changed on a 24-hour notice given by either the Secretary or President.

O. Special meetings may be called by a majority vote of board members. The Secretary or President will give a verbal notice 24 hours prior to such meeting to all board members.

P. The Board of Directors cannot conduct business without a quorum, which is defined as a majority of its duly elected members.

Q. A majority vote of those members present at a duly constituted meeting is required to adopt any measure unless specified herein.

R. All Board members, other than the President, are eligible to vote on any issue brought before the board unless the issue directly affects an individual's role within the organization. Members of the board may abstain from any vote.

S. No measure may be adopted which conflicts with any affiliated League ruling.

T. The Board shall have the authority necessary to carry its stated purpose and responsibilities.

U. Amendments to these By Laws may be made by a 2/3-majority vote of the Board and put into effect immediately.

ARTICLE V. OPERATION & MANAGEMENT BY THE BOARD/BOARD APPOINTEES

A. The Board collectively oversees the operational areas necessary to year-round functioning of the organization. Board members in charge of an operational area, either elective or appointive, retain primary accountability for the management and detailed implementation of their assigned responsibilities.

B. Duties and responsibilities of the Board members are as follows:

1. President: as defined in Article IV E-L

2. Vice President:

- a. Discharge the duties of the President in the event of the President's absence or inability to complete his/her term of office
- b. Assist the President in discharging the duties of his/her office
- c. Serve as alternative League Representative
- d. Work with the President to monitor and communicate any conference rule changes to those positions that are impacted by these changes.
- e. Coordinate any revisions or amendments to the Bylaws and Submit By-Law changes at the Annual General Meeting.
- f. Maintain current and updated rules and Bylaws
- g. Maintain Insurance program file
- h. Apprise the Board of any conflict of rulings, legal or otherwise
- i. Serve as liaison between Board and specific committees as needed throughout the year (i.e., Requests for Fee Waivers/Financial Assistance, Scholar Athlete Program, Fundraising, Special Events/Homecoming, etc.)

3. Secretary

- a. File corporate Bylaws information with governmental agencies as required
- b. Maintain accurate minutes of board meetings (both monthly and special)
- c. Notify board members of meetings
- d. Monitor and forward incoming mail, email and voicemail communications from public
- e. File field use permits and maintain all organizational contracts.
- f. Maintain record of procedures, contacts, suppliers, etc. for future reference
- g. Maintains updated rosters of all participants in program
- h. Maintains player and coaches contracts, sign-up sheets, medical release forms, physicals, birth certificates and player ID cards
- i. Maintain certification binders with updated game day rosters
- j. Organize and runs registration day/process
- k. Coordinates annual election process for Board of Directors

4. Treasurer

- a. Prepare annual financial statement
- b. Prepare monthly financial statements
- c. Prepare annual budget with the Board of Directors
- d. Establish accounts receivable and accounts payable procedures and inform the Board of the accounting method utilized
- e. Maintain bank account with authorized signatures
- f. Process accounts payable
- g. Process accounts receivable
- h. Prepare and file all necessary financial reports
- i. Secure CPA and assist in preparing tax returns
- j. Maintain record of procedures, contacts, suppliers, etc. for future reference

5. Fundraising Coordinator

- a. With Board/Head Coach approval appoints team parents
- b. Establishes record keeping system for collection of fees and distribution of materials
- c. Assists Secretary in maintaining updated rosters of all participants in program
- d. Assists Secretary in maintaining player and coaches contracts, sign-up sheets, medical release forms, physicals, birth certificates and player ID cards
- e. Assists Secretary in maintaining certification binders with updated game day rosters
- f. Assists Secretary in maintaining all necessary records/paperwork and works with the Secretary and Treasurer to submit paperwork and payment to the League.
- g. Establishes process for granting participation scholarship or discounts.

6. Football Equipment Director/Football Equipment Coordinator

- a. Submits equipment purchase recommendations to the Board for approval
- b. Prepares annual inventory with shortage noted
- c. Arranges annual repair/replacement as required (budget item)

- d. Establishes method of issuance and return of issued equipment
- e. Prepares head coach bags
- f. Work with Coach Director to order and maintain as directed by budget all medical supplies needed for all teams as well as field medical kit for all home games
- g. Maintains master roster of all equipment issued, returned and keep current throughout tryouts and final cuts
- h. Establishes organized ownership by marking all equipment with "Property of PCYF"
- i. Coordinates conveyance of practice dummies and other equipment as needed with each coach.
- j. Maintain record of procedures, contacts, suppliers, etc. for future reference

7. Concessions Director/Concessions Coordinator

- a. Prepares itemized budget for Board approval
- b. Maintains inventory list of snack shack equipment and consumables
- c. Sets snack shack menu and prices
- d. Manages snack shack operation on game day and events
- e. Makes all purchases for the snack shack
- f. Submits all receipts and proceeds to Treasurer with a profit and loss statement
- g. Maintain record of procedures, contacts, suppliers, etc. for future reference

8. Flag Director/Flag Coordinator

- a. Select Flag Advisory Board to assist in operation of overall Flag Program
- b. Solicit for new coaches and assistants
- c. Select coaches for Board approval. For the Board to approve there must be a 2/3 majority of those present.
- d. Conduct liaison between the Board and the coaches regarding rules, philosophy, policy of the organization and dissemination of information
- e. Arrange for Flag Program schedules
- f. Must put together budget for Flag equipment to present to Board
- g. Responsible for working with equipment manager to purchase all equipment
- h. Responsible for making arrangements and ensuring all coaches are CPR/1st Aide certified
- i. Maintain record of procedures, contacts, suppliers, etc. for future reference