

# Centennial Youth Football Association By-Laws



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Website: [www.centennialyouthfootball.com](http://www.centennialyouthfootball.com)

## CENTENNIAL YOUTH FOOTBALL ASSOCIATION BY-LAWS

### ARTICLE I NAME

The name of the organization shall be the Centennial Youth Football Association (hereafter referred to as "CYFA" or "the Association").

### ARTICLE II PURPOSE

The primary Mission of Centennial Youth Football Association will be to assist in the development of all student-athletes and their growth not only as football players but also as young citizens. This will be accomplished by improving their life skills as well as their football abilities. All participants will be afforded the opportunity to improve these life skills through education, friendships, teamwork and football. The purpose of this program is to provide safe, supervised football activities for youth of the Centennial School district.

### ARTICLE III OBJECTIVE

1. To have fun.
2. To build healthy bodies and minds.
3. To develop skills and proficiency in the game of football and related activities.
4. To teach the concepts of teamwork, commitment, accountability, sportsmanship, loyalty, honesty, and pride.
5. To accomplish all of these things with the welfare of these student-athletes first and foremost, without adult ambition for personal glory.

The primary goal of the Centennial Youth Football Association is to develop young student-athletes. Participation in CYFA will provide continuity and support as players naturally progress into the Centennial Cougar High School Football program. A program that has not only developed many good football players, but also successful community contributors in leadership roles.

ARTICLE IV  
MEMBERSHIP

SECTION A

The Centennial Youth Football Association consists of all who have a child participant in the program or an adult volunteer dedicated to the preservation and betterment of youth football in the Centennial School District area. In order to be a voting member, you must hold a position on the Board of Directors as defined in Article V. Non-voting members are all members who do not hold a position on the Board. All members must agree to abide by all League Bylaws and Rules and decisions made by the Board of Directors. The Board of Directors may make rules and regulations as it determines necessary to operate the organization as it is intended in order to fulfill its purpose as stated in its Bylaws and Rules.

SECTION B

SUSPENSION OR DISMISSAL OF MEMBERSHIP OR AFFILIATION WITH CYFA

1. Any member, player or Board member of the Program is subject to suspension or dismissal from the program by the Program Board of Directors if, in its opinion, that person fails to comply with the Bylaws or Rules of Program/League, and such actions are found to be detrimental to the best interest of Program/League.
2. Evidence of misconduct or failure to comply with the Bylaws or Rules shall be presented in writing to the President of the Board of Directors outlining in detail, the charge or charges being levied against any member. At the next regular meeting or at a special meeting if deemed necessary, the complaint will be heard by the Board of Directors with the accused member having the right of due process and council. A written decision will be handed down without the right of appeal.
3. Suspension or dismissal will require a simple majority vote of the Board of Directors, with a quorum, consisting of two-thirds (2/3), of the members being present.
4. Any Board Member to be removed from the Board from the above actions (Section B Items 1-3) will not be allowed to participate on the Program Board in any fashion or function for a period of time not less than 6 (six) years in length from the date of termination from the Program Board.

SECTION C

FISCAL YEAR

1. Program will operate on a calendar year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup> of each year for financial matters and Board Member terms of office.

## ARTICLE V

### BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

Members of the Board of Directors shall consist of the following officers:

- ***President***

The President shall serve a 3-year term as the Chief Executive Officer of the Association and shall have general active management of the business of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall be responsible to the Board of Directors for the application and implementation of established by-laws and policies in the operations of the Association. The President shall maintain records of and, when necessary, certify proceedings of the Board and the members. The President shall preside at meetings of the Board of Directors and be the liaison for the high school program. In general, the President shall perform all duties usually incident to the office of President and all duties prescribed by the Board of Directors, including providing general support to the other Board members.

- ***Operations Director***

The Operations Director shall serve a 2-year term and be responsible for overseeing all operational aspects of the league including board meeting minutes/communication, registration, weigh-in, jersey orders, scholarship application review and approval, checking the USPS PO Box, arranging team photos, and game day operations. In the absence of the President, the Operations Director shall perform all duties of the President. When so acting, the Operations Director shall have all the powers of, and be subject to the same restriction as, the President. In the event the position of the President shall become vacant, the Operations Director shall succeed to that office for the remainder of the President's term of office, or until such time as a new President is elected and qualified. In the event the Operations Director succeeds to the term of President, the Board shall, by majority vote, elect an Operations Director to fill the remaining unexpired term of the Operations Director.

- ***Facilities Director***

The Facilities Director shall serve a 2-year term and be responsible for overseeing all facilities related aspects of the association, including weigh-in events, clinics, camps, scheduling practice fields, making facilities reservations for any use at ISD12 locations, reserving sites for team photos, submitting the annual insurance certifications to Centennial Facilities, portable toilet needs, site coordination needs, and any other game day site needs such as scoreboard workers, field set up, food trucks, etc. This position will also work with the NMYFL (Flag, 2-6 grade) and TCNFL (7 & 8 grade), as well as the City of Blaine, on coordinating field use and rentals for games.

- ***Finance Director***

The Finance Director shall serve a 2-year term and be responsible for the keeping of accurate financial records for the Corporation as well as maintaining insurance and legal documentation. The Finance Director shall be responsible for the depositing of all monies, drafts, and checks in the name of, and to the credit of the Corporation in such banks and depositories as the Board of Directors may from time to time designate. The Finance Director shall have power to endorse for deposit all notes, checks, and drafts received by the Corporation, and issue checks and drafts in the name of the Corporation as ordered by the Board making proper vouchers for deposit. The Finance Director shall disburse the funds of the Corporation as ordered by the Board of Directors, making proper vouchers therefore. In addition, the Finance Director shall ensure insurance compliance for the league and oversee gambling, fundraising, sponsorship, concessions and apparel. The Finance Director shall render to the President and the Board of Directors, whenever requested, an account of all his or her transactions as Finance Director and of the financial condition of the Corporation. Financial and transaction records shall be kept at the principal office of the Corporation in the City of Circle Pines, State of Minnesota, or at such other place as the Board of Directors may designate. The Finance Director shall perform other duties prescribed by the Board or by the President.

- ***Communications Director***

The Communications Director shall serve a 2-year term and be responsible for managing the website, social media, surveys and the majority of email communications for the association. The Communications Director shall perform other duties prescribed by the Board or by the President such as managing the communication plan for the association. This position will ensure our communication with the public is planned and properly conveyed.

- ***Tackle Football Director (2<sup>nd</sup> – 6<sup>th</sup> grade)***

The Tackle Football Director shall serve a 2-year term and be responsible for the game day operations of tackle football as well as be the liaison between the league and CYFA. Duties include attending league meetings and complaints specific to the league.

- ***Tackle Football Director (7<sup>th</sup> & 8<sup>th</sup> grade)***

The Tackle Football Director shall serve a 2-year term and be responsible for the game day operations of tackle football as well as be the liaison between the league and CYFA. Duties include attending league meetings and complaints specific to the league.

- ***Flag Football Director (Kindergarten and 1<sup>st</sup> grade)***

The Flag Football Director shall serve a 2-year term. Duties include attending league meetings and keeping the CYFA board up to date with the flag program. Additionally, partnering with the Communications Director for all communication including equipment handouts, pictures, team selection, online training programs and being the liaison between the coaches and the CYFA board.

- ***Coaching Director (2<sup>nd</sup> – 6<sup>th</sup> grade)***

The Coaching Director shall serve a 2-year term and be responsible for leading the coaching selection process, handling coach related issues, team selection process, ensuring year end player evaluations are completed, implementing coaching clinics, resources and online training programs and being the liaison between the coaches and the CYFA board.

- ***Coaching Director (7<sup>th</sup> & 8<sup>th</sup> grade)***

The Coaching Director shall serve a 2-year term and be responsible for leading the coaching selection process, handling coach related issues, team selection process, ensuring year end player evaluations are completed, implementing coaching clinics, resources and online training programs and being the liaison between the coaches and the CYFA board.

- ***Equipment Director***

The Equipment Director shall serve a 2-year term and be responsible for ordering and maintaining all CYFA owned football equipment and coach bags. This role is expected to work with equipment package suppliers to provide discounted equipment packages to CYFA players. This position will also manage the donations and swap program for player equipment.

- ***Fundraising Director***

The Fundraising Director shall serve a 2-year term and be responsible for obtaining sponsorships and coordinating all CYFA fundraising events. Additionally, the Fundraising Director will be responsible for any sponsorship portion of the jersey costs.

- ***Special Events Director***

The Special Events Director shall serve a 2-year term and be responsible for event activities including but not limited to, concession sales, food trucks, score board operators schedule, and game day field opening schedule. Additionally, the Special Events Director will be responsible for all volunteer coordination.

## ARTICLE VI

### POLICIES AND PROCEDURES

The Board will approve and updated the Policies and Procedures handbook which will contain the following:

- CYFA Mission Statement
- CYFA Board of Directors Directory
- Health & Safety Policies & Procedures
- Team Definitions and Levels of Play
- Player Policies & Procedures
- Coach Policies & Procedures

- Parents/Guardians Policies & Procedures
- CYFA Operational Policies & Procedures
- CYFA Code of Ethics Forms

## ARTICLE VII MEETINGS AND VOTING

1. Nominations for the new Board Members shall follow “Roberts Rules of Order” and shall be taken in person at the November meeting. Anyone that is in good standing with Program and the League may put their name in or have their name placed on the ballot. Vacancies on the Board of Directors shall be filled by a ballot style in a “Yes / No” format vote of the current sitting members of the Board of Directors during the November meeting. In the event that a nominee is the only candidate on the ballot for a position, the vote will still be by a simple majority of YES or NO votes. If the votes come back with a majority of NO votes for the single candidate, then the position will remain vacant, unless the position is one of the required positions to be filled by the end of the year. In the event that the position to remain vacant is one of the required positions, new candidates will be gathered and a special meeting will be called to vote on the new candidates.

2. Only the Director positions are required to have a “Complete Board” in place for the following year. Not all Committee positions are required to be in place by the first meeting of the year.

3. Voting Positions are only the Director Positions that are named above in Article V. Generic “Member at Large” positions are available only at the discretion of the current sitting Board, however, those Generic Member at Large positions will NOT be voting positions. A Generic "Member at Large" shall be a committee member for whatever Director or Committee they will be representing if approved by the Board.

4. Each member of the Board of Directors, except for the President shall have one (1) vote. The President of the Board of Directors' only votes in the case of a tie.

5. Meetings of the entire Board of Directors will be held monthly at an established time and date listed on the CYFA website. All decisions of the Board of Directors are binding on all CYFA members. All Rules and Bylaw changes require a two-thirds (2/3) majority vote to pass and all other business to be conducted by a simple majority vote.

6. Special meetings may be called by the President of the Board of Directors as needed.

7. In case of special meetings, those concerned shall be notified no less than twelve (12) hours in advance, by e-mail telephone or in writing, as to the date, time, place and purpose. The 12-hour rule may be waived if two-thirds (2/3) of the Board of Directors requests a special meeting during a regular meeting

8. No business other than that for which the special meeting is called may be discussed.
9. A quorum shall consist of least two-thirds (2/3) of the Board of Directors. No proxies will be accepted.
10. In order for a Board member to retain their voting rights, the member must attend a minimum of 75% of the years meetings, including 2 (two) of the 3 (three) preceding meetings prior to a Board vote.
11. Any business to be discussed at Board meetings must be submitted to the President or Operations Director at least 24 hours before the Board meeting, either in writing or phone call, in order to be placed on the meeting agenda. Visitors (non-board members) can only hold the floor at a meeting if they have submitted their business to the President or Operations Director with 24 hour notice. The Board will allow 5 minutes per item for discussion, unless more time is approved by the Board prior to the beginning of the meeting.

ARTICLE VIII  
PARTICIPANTS' FEES

1. Program Registration- Fees shall be determined by the Board of Directors on an annual basis. Scholarships will be granted on a case by case basis.
2. Registration fees will be refunded with the following stipulations: A \$30.00 administration fee and the cost of the jersey will be kept with ALL refund requests given prior to September 1st and NO refunds will be given after September 1st.
3. Players must have one of the following completed before they are allowed to participate (children of Board members and/or coaches are not excluded from this rule) full payment of Program registration fees a completed scholarship application a deposit and signed payment plan/financial commitment.

ARTICLE IX  
EQUIPMENT

1. Equipment will be stored at Centennial Middle School CYFA storage shed.
2. Equipment will be accessible by CYFA Board Members.
3. All equipment will be inventoried at the beginning and end of each season by the CYFA Equipment Director.

ARTICLE X  
FINANCIAL DISBURSEMENTS

1. All payments of debts of the Association so authorized by the Board of Directors shall be made on Association checks requiring two (2) signatures, with one signature of the Finance Director, and the other being that of the President.
2. No disbursements will be made, other than approved budgeted items, for more than TWO HUNDRED FIFTY DOLLARS (\$250.00) without the Board of Directors' approval.
3. The Board shall not conduct business with a Board member unless it is at absolute cost or donated.
4. All income to be placed in a common CYFA treasury.
5. The Board shall not permit the disbursement of CYFA funds for any activities other than the conduct of football activities or normal business expenses to keep the CYFA running smoothly and properly.
6. The Board shall not permit solicitations of funds in the name of CYFA unless all of the funds raised are placed in the local CYFA treasury.
7. No Board member, coach or other member of CYFA shall receive directly or indirectly any salary, compensation or reimbursement from the CYFA for services rendered as officer, coach or member.
8. The books for CYFA shall be turned over to a Certified Public Accountant, or any person appointed by the Board as it deems necessary.
9. All monies received shall be turned in to the Finance Director in a timely manner for proper recording.
10. All checks received shall be deposited in a timely manner. Receipts shall be exchanged immediately.
11. Fiscal reports will be provided to Board each fiscal year and as requested

ARTICLE XI  
AWARDS

CYFA will not provide awards to players for participation.

ARTICLE XII  
AMENDMENTS OF BYLAWS

1. The power and authority to adopt amend or repeal any of these Bylaws rests solely with the Board of Directors of the Association.

2. Procedure to amend: A recommended change to these Bylaws shall be presented in writing to the President for a "first reading" at a regular or special meeting of the Board of Directors; but, action on the proposed change may take place only after its "second reading." at the following regular or special meeting. An affirmative vote of two-thirds (2/3) of the Board of Directors present at said "second reading" shall be necessary for adoption of the amendment. If no further discussion is required, (to be determined by an email or phone poll, consisting on at least a quorum of yes votes) a second reading then can be an email vote instead of a special meeting being held for the second reading.

3. Record of Amendment: whenever an amendment or a Bylaw is adopted, it shall be duly recorded and dated.

4. Bylaws rest solely with the CURRENT Board of Directors of CYFA.

#### ARTICLE XIII ACTIONS AND PENALTIES

Any person affiliated with Program in any way, shape, or form that obtains a fine from an Official, or League Board, will be 100% responsible to pay the amount of the fine.

#### ARTICLE XIV DISBANDMENT OF THE CYFA

1. Dissolution of the Association will be by a vote of the Program Board of Directors.

2. In the event of a dissolution, the assets of Program will be distributed as follows:

- All equipment owned by Program will be sold to the highest bidder.
- All moneys received will be distributed to Program creditors. Any remaining moneys will be distributed to a sports related nonprofit organization within the area.

3. All appropriate agencies will be notified by letter. If circumstances dictate, the Program Board may deviate from the above guidelines by a quorum vote.