

# McNary Youth Football By-Laws

THESE BY-LAWS GOVERN THE AFFAIRS OF MCNARY YOUTH FOOTBALL.  
(HEREINAFTER KNOWN AS MYF), A NONPROFIT CORPORATION.

# TABLE OF CONTENTS

1	Article I - Purpose .....	
2	Article II - Membership .....	
3	Article III – Board of Directors .....	
	3.1 Governing Authority .....	
	3.2 Number and Qualifications.....	
	3.3 Election and Term of Office .....	
	3.4 Removal .....	
	3.5 Vacancies.....	
	3.6 Quorum and Action.....	
	3.7 Meetings of the Board of Directors .....	
	3.8 Meeting by Telecommunication .....	
	3.9 No Compensation .....	
	3.10 Action by Consent .....	
4	Article IV – Board Positions .....	
	4.1 Executive Positions.....	
	4.2 Appointed Positions .....	
5	Article V – Corporate Indemnity .....	
6	Article VI – Finance and Accounting .....	
	6.1 Authority .....	
	6.2 Sources of Funds .....	
	6.3 Disbursement of Funds .....	
	6.4 Registration Fees .....	
	6.5 Deposits.....	
	6.6 Fiscal Year.....	
	6.7 General Liability Insurance .....	
7	Article VII – Organizational Rules.....	
8	Article VIII – By-Laws .....	
	8.1 Amendments to By-Laws .....	
	8.2 Filing of Amendments.....	
9	Article IX – Coaches .....	
10	Article X – Scholarships .....	
11	Article XI – Committees .....	
12	Article XII – Protests and Complaints .....	
	12.1 Grievances.....	
	12.2 Complaints .....	
13	Approval of Revised By-Laws .....	

## ARTICLE I - PURPOSE

This corporation shall be organized and operated exclusively for charitable, scientific, literary, religious, and educational purposes. Subject to the limitations in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and 501C (3) of the Internal Revenue Code of 1954 (or its corresponding future provisions)

The primary purpose of McNary Youth Football shall be to:

- a) Provide opportunities for youth to participate in team sports in a safe and positive environment.
- b) To promote the ideals of good sportsmanship, integrity, fair play, discipline, teamwork and “healthy” competition.
- c) To foster the development of confidence and self-esteem of each individual participant.
- d) To promote the development of participants physically and socially.
- e) To operate with priorities in the following order: 1) Provide the opportunity for everyone to play 2) Always promote having fun and learning ahead of winning (Athlete first, Winning second)

## 2 ARTICLE II - MEMBERSHIP

This corporation shall have no members as that term is defined by Oregon Revised Statutes Chapter 65, but shall have members for other purposes. These members shall have none of the rights or duties described in ORS Chapter 65 (or any corresponding future statute.)

- a) Membership eligibility: any person who is the parent of a child registered in this league, or who acts as a league volunteer, or holds elected or appointed position within the league, shall be considered a member of the program for a period of 10 months following registration.
- b) The voting membership positions only vote in the annual election.
- c) The Board of Directors, by a two-thirds vote of all voting directors shall have the authority to discipline, suspend or terminate a member as they see fit when the conduct of the member is considered detrimental to the best interest of the program. Misconduct includes, but is not limited to, non-compliance with the Rules/Guidelines of the League.
- d) The Board reserves the right to deny any coach/volunteer position and/or application.
- e) All volunteers must pass a criminal background check.

## 3 ARTICLE III – BOARD OF DIRECTORS

### 3.1 GOVERNING AUTHORITY

- a) The Board has the power to make basic changes in the structure and rules for the organization and to make financial and budgetary decisions.
- b) The Board will interpret and enforce the Leagues By-Laws and Playing Rules and will have the power to amend as necessary.
- c) The Board has the power to reprimand, suspend or dismiss completely or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Leagues By-Laws, and Rules.

### 3.2 NUMBER AND QUALIFICATIONS

a) The Board of Directors shall be comprised of a minimum of three and a maximum of fifteen members, each having one vote, President need only vote in a tie. All positions both executive and appointed shall pass a criminal background check. The Board of Directors will be composed of the following executive positions:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Registrar

b) The Board will also be comprised of the following appointed positions, each having one vote:

- 1) Director of Coaching
- 2) Director of Fundraising/Sponsorship/Volunteers
- 3) Director of Concessions
- 4) Director of Player Safety
- 5) Director of Officials
- 6) Director of Equipment
- 7) Director of Apparel
- 8) Director of Social Media/Webmaster
- 9) High School Advisor

### 3.3 ELECTION AND TERM OF OFFICE

a) Elections for Executive Board positions will be held in January at MYF's annual meeting. Officers shall be elected by majority vote of the general membership at the annual meeting. All other Board positions will be filled by appointment by the Executive Board. The voting may be conducted via email or other electronic method.

b) All Executive Officers shall be elected for a two-year term. Newly elected officials will take office as of February 1<sup>st</sup> following the election.

c) All appointed Board positions shall serve in their appointed position from February 1<sup>st</sup> to the following January 31<sup>st</sup>. The Executive Board reserves the right to replace any appointed member if they are failing to fulfill their duties according to the requirements.

d) Each Executive position may only be held by a single person. The exception is for Secretary/Treasurer. However, if one person holds both the Secretary and Treasurer positions that person only has one vote.

### 3.4 REMOVAL

Any elected or appointed Board member may be removed, with or without cause, by a vote of two-thirds of the Directors then in office.

### 3.5 VACANCIES

Any vacancies not filled at the time of election or any resignation occurring during the year shall be filled as they occur should Board positions be open during the year.

### 3.6 QUORUM AND ACTION

At all meetings of the Board of Directors, at least 2/3 of the members shall constitute a quorum for the transaction of business to occur, unless the total number of Directors has dropped below four, then all members must be present for the transaction of business to occur.

### **3.7 MEETINGS OF THE BOARD OF DIRECTORS**

#### **3.7.1 Annual Meetings**

The Annual meeting of the Board will be held in January of each year. Notice of the Annual Board Meeting shall be sent to the entire Membership at least 14 days prior to the meeting.

#### **3.7.2 Regular Meetings**

Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. No other notice of the date, time, place, or purpose of these meetings is required. Minutes of the meetings shall be recorded by the Secretary unless the Secretary is not present then another executive position will act as Secretary for the meeting in question.

#### **3.7.3 Special Meetings**

Special meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of such meetings, describing the date, time, place and purpose of the meeting, shall be delivered to each Director personally or by some form of telecommunications not less than two days prior to the special meeting.

### **3.8 MEETING BY TELECOMMUNICATION**

Any regular or special meeting of the Board of Directors may be held by telephone or telecommunications in which all Directors participating may communicate with each other.

### **3.9 NO COMPENSATION**

Directors shall not receive compensation for their Board services, but may be reimbursed for expenses related to Board service.

### **3.10 ACTION BY CONSENT**

Any action required by law to be taken at a meeting of the board, or any action which may be taken at a board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all the directors.

## **4 ARTICLE IV – BOARD POSITIONS**

### **4.1 EXECUTIVE POSITIONS**

#### **4.1.1 President**

- a) The President shall be the chief officer of the corporation and shall act as The Chair of the Board.
- b) The President shall have any powers and duties as prescribed by the Board of Directors.
- c) The President will be a designated check signer on the Leagues bank account.

d) No one shall become President without first serving a 1 year minimum term on the MYF Board of Directors in any other position.

#### 4.1.2 Vice-President

- a) The Vice-President will share equally the responsibilities for the successful execution of the football program and enforcement of its rules.
- b) They will perform the duties of the President in the absence or resignation of the President.
- c) They will enforce coaching rules set in the coaches' manual, recruit, supervise and assist coaches, provide clinics, drills and play sheets for effective educational instruction of participants.
- d) They shall have the powers and duties as may be prescribed by the Board of Directors.

#### 4.1.3 Secretary

- a) The Secretary shall attend to all correspondence.
- b) The Secretary shall record the minutes of all meetings. In his/her absence, the presiding officer shall appoint a replacement. Hard copies/ or email copies of meeting minutes shall be distributed at preceding meeting by the Secretary.
- c) The Secretary shall maintain other records as set forth by the Board of Directors in an official binder for public viewing.

#### 4.1.4 Treasurer

- a) The Treasurer will maintain all finances and record keeping, pay outstanding debts, balance MYF's official checking account.
- b) The Treasurer will provide a monthly treasurer's report in all the Board of Directors meetings.
- a) They will also file the tax statements with State and Federal agencies within the appropriate deadlines.
- b) They will be responsible for filling out insurance forms at the appropriate time.
- c) Treasurer will work with the Fundraising Director to send out Sponsor receipts, they will also work with Registrar in tracking registration payments.
- d) Treasurer will be a designated check signer on the MYF official checking account.

#### 4.1.5 Registrar

- a) The Registrar arranges for and oversees the annual registration of players, updating the Board of Directors throughout the process.
- b) They are responsible for collecting fees from players, submitting all registration data to the league in a timely manner, and ensuring that all players are properly registered.
- c) Shall make contact with the appropriate parties in regards to hanging the league's banner.
- d) Registrar will work with the Treasurer to ensure deposits of fees collected are made in a timely manner.

### 4.2 APPOINTED POSITIONS

#### 4.2.1 Director of Coaching – Tackle/Flag/7's

- a) The Director of Coaching position may be held by two board members, should the board approve the split of tackle and flag coaching director responsibilities.

- b) They are responsible for the execution of policies determined by the league and Board of Directors and oversees the selection, training and activities of the coaching staff throughout the season.
- c) They will hold an Annual Meeting of Head Coaches to review MYF Rules and Policies and the Bylaws of MYF and the current league of membership.
- d) They will administer a coach's test as required by the league.
- e) They shall also be subject to help with any other Board duties as necessary.

#### 4.2.2 Director of Player Safety

- a) The Player Safety Director is responsible for putting together, maintaining, distributing and collecting first-aid kits to all teams.
- b) They will also hold the position of Player Safety Coach for MYF to meet USA Football guidelines. This includes taking the PSC certification program and passing any exam required by USA Football.
- c) They will either be at the location during all league activities or make prior arrangements with other qualified personnel to cover in their absence.
- d) They will coordinate with the fundraising/Sponsorship Director to find supplies.
- e) They will write and distribute copies of Safety Protocols to all teams and make sure that they are being followed.

#### 4.2.3 Director of Volunteers

- a) The Volunteers Director is responsible for arranging all volunteers and ensuring adequate volunteer coverage for all needed events.
- b) They will work with the Team Parents to ensure all team level activities have the proper volunteers.
- c) Activities that need volunteers include, but are not limited to, play plotters, chain gang, field setup and teardown, concession stands, apparel stands, and all open Board positions.

#### 4.2.4 Director of Equipment

- a) The Equipment Director shall be responsible for inventorying and ordering and maintaining equipment, with Board approval.
- b) They shall unlock and lock equipment shed as needed or find an equally responsible party in their absence.
- c) They will recruit help on equipment issue nights and they will be in charge of collecting equipment from coaches and putting it away for the year.
- d) They will notify the Treasurer of any unreturned equipment so the Treasurer can issue a bill.

#### 4.2.5 Director of Officials

- a) The Officials Director is responsible for managing and scheduling the high school officials.
- b) They will coordinate with the TVYFL Officials personnel to ensure all requirements are met.
- c) They will ensure new officials attend the proper training and are cleared to officiate.
- d) They will invoice the TVYFL for reimbursement for payments made to officials by MYF.

#### 4.2.6 Directing of Fundraising/Sponsorship

- a) The Fundraising/Sponsorship Director is responsible to solicit sponsors to offset the program costs to participants by mailing sponsor packages and making follow up contacts.
- b) They will also coordinate with the Treasurer to send year end statements to sponsors.
- c) They will also research and manage any league fundraiser.
- d) They shall work with the Social Media Director and webmaster in providing sponsor post-season gratification.

#### 4.2.7 Director of Concessions

- a) The Concessions Director is responsible for making decisions on what, when and where to sell concession items.
- b) They will be in charge of purchasing items, setting prices and scheduling workers for the concession stand.
- c) Director is in charge of opening and closing of the concession stand each week or they will find an equally responsible replacement.
  - 1. Children under the age of fourteen (14) may not be allowed in the concession stand while food is present.
- d) They will also make arrangements with the Treasurer to have money for startup and to deposit money after each week's sales.

#### 4.2.8 Director of Apparel

- a) The Apparel Director is responsible for making decisions on what, when and where to sell apparel items.
- b) They will oversee purchasing Board approved items and setting prices.
- c) They will work with vendors to obtain best prices, quality, and variety.
- d) They will work with others to set up an online ordering mechanism for buyers to directly order their own merchandise.
- e) Director oversees opening and closing of the apparel sales stand each week or they will find an equally responsible replacement.

#### 4.2.9 Director of Social Media/Webmaster

- a) The Social Media/Webmaster Director will update all social media outlets for information regarding MYF business. This includes posting updates about schedules, team information, photos, and any other relevant information on various social media outlets and website.
- b) They will be sure the website domain is up to date with yearly subscription with host GoDaddy.

#### 4.2.10 High School Advisor

- a) At the board's discretion, a High School Advisor may be appointed. This position can be filled by the High School Athletic Director or a Member of the Football team staff. This role is intended to provide a formal opportunity for the High School Advisor to offer input and feedback on initiatives and strategies that are the responsibility of the board.
- b) The High School Advisor will:
  - 1) Attend board meetings and provide insights and recommendations on football-related matters.
  - 2) Collaborate with board members to enhance the development and execution of football programs.

- 3) Serve as a liaison between the high school football program and the youth football board.
- c) The High School Advisor is a non-voting entity. Their role is purely advisory.

## 5 ARTICLE V – CORPORATE INDEMNITY

This corporation will indemnify its officers and directors to the fullest extent allowed by Oregon law. Under no circumstances shall any person acting under good faith regarding business for the MYF be held personally liable for their actions.

## 6 ARTICLE VI – FINANCE AND ACCOUNTING

### 6.1 AUTHORITY

- a) The Board of Directors shall decide all matters pertaining to the finances of MYF.
- b) The Board of Directors must vote on any expenditure over the amount of \$1000.

### 6.2 SOURCES OF FUNDS

The Board shall conduct fundraising events and functions, as well as solicit contributions and sponsorship funds on behalf of MYF. All funds raised by MYF will be placed in a common League Treasury. The Board shall not permit the contribution of the funds to individuals or teams and, by rule, any funds made or contributed in such a manner will be promptly turned over to the League Treasurer for deposit into the League Treasury. The aforementioned rule is to discourage favoritism among teams and to endeavor to equalize the benefits of the club.

### 6.3 DISBURSEMENT OF FUNDS

Expenditure of General Funds shall be for the benefit of all sponsored activities and shall be approved by the Board of Directors. Disbursements shall be made by check. All checks shall be signed by the MYF Treasurer or other officer as determined by the Board of Directors. Two bids shall be obtained for the purchase of any goods or services over \$1000.

### 6.4 REGISTRATION FEES

Registration fees will be determined by the Board on an annual basis depending on the needs of the League. Every effort will be made to keep this fee to an absolute minimum in an effort to permit the maximum number of youths to participate in the League.

### 6.5 DEPOSITS

All money received shall be deposited to the credit of MYF at Willamette Valley Bank, Keizer, OR 97303. Any changes to the location of where these monies are held shall require a majority vote of the Board of Directors.

### 6.6 FISCAL YEAR

The fiscal year of MYF shall begin on January 1 of each year and end on December 31st of same year.

### 6.7 GENERAL LIABILITY INSURANCE

The Corporation otherwise known as McNary Youth Football shall carry general liability insurance on an occurrence basis, with a minimum coverage of:

<b>(Limits in thousands)</b>	
<b>General Aggregate</b>	\$2000
<b>Products-Comp/Ops Aggregate</b>	\$2000
<b>Personal &amp; Advertising Injury</b>	\$1000
<b>Each Occurrence</b>	\$1000
<b>Fire Damage (Any one fire)</b>	\$300
<b>Medical Expenses (Any one person)</b>	\$5
<b>Participant Legal Liability</b>	\$1000
<b>Excess Medical</b>	\$25

McNary Youth Football shall be required to carry a Director and Officer’s Professional Liability policy.

## 7 ARTICLE VII – ORGANIZATIONAL RULES

McNary Youth Football participates in the Tualatin Valley Youth Football League (TVYFL). As such, MYF follows the TVYFL rules for play. The TVYFL rules can be found on the TVYFL web site.

## 8 ARTICLE VIII – BY-LAWS

### 8.1 AMENDMENTS TO BY-LAWS

These By-Laws may be amended or repealed, and new By-Laws adopted by the Board of Directors by a majority vote of directors present, if a quorum is present. Prior to the adoption of the amendment, each Director shall be given at least two days’ notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the By-Laws and shall contain a copy of the proposed amendment.

### 8.2 FILING OF AMENDMENTS

Each member on the Board of Directors must sign the Official copy of all amendments to these By-Laws. McNary Youth Football, Inc. will retain a copy of all amendments to the By-Laws in the League’s Official records.

## 9 ARTICLE IX – COACHES

### 9.1.1 Eligibility

- a) All coaches must be at least 18 years of age.
- b) Residents of the Salem Keizer School District will be given priority over non-residents for new coaching positions.

- c) All coaches must attend an orientation session scheduled by the league.
- d) All coaches must take the USA Football certification exam for their respective program type (tackle vs. flag).
- e) When a coach resigns or his/her service is terminated, the official assistant coach will have right of first refusal for that coaching assignment.
- f) Improper conduct of coaches or assistant coaches will not be tolerated. Misconduct will subject said coach to disciplinary action or dismissal at an official vote of the Board of Directors.
- g) All coaches shall be required to obtain or submit to a criminal background check before they are able to coach.
- h) All coaches must sign and return to the Board the Coach's Code of Conduct.
- i) Profanity, racial slurs, derogatory remarks and any other negative behavior by a coach or representative of MYF will not be tolerated. Any issue will be thoroughly investigated and discipline will be handed out based on decisions from the Board of Directors. This can be up to and include an immediate termination of the coach from the program.

#### 9.2.2 Selection

- a) All Head coaches must be approved by the Board of Directors.
- b) Head coaches will be responsible for the assembly and selection of their own coaching staffs.
- c) No coaching staff shall exceed six (6) total members, including the Head coach and Player Safety coach.
- d) The Board retains the right to reject or dismiss any assistant coach on any staff.
- e) No walk-on personnel shall be permitted on the practice or game field without express, prior permission of the Board.

#### 9.2.3 Playbooks

- a) As a general rule, all coaching playbooks are to follow McNary High School Varsity Football playbook.
- b) Lower grade playbooks are to be simplified to teach basic concepts, and get progressively more instructive as the grades move up.
- c) The Varsity playbook should be representative of the freshman playbook, in order to effectively prepare the player for the move into the High School program.

#### 9.2.4 Responsibilities

- a) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the President within 24 hours of the receipt of said complaint.
- b) Coaches must adhere to the Code of Conduct. Any violations of the Code of Conduct will be reviewed by the Board and may result in termination of the coach from the program.
- c) Coaches must adhere to the purpose and rules of MYF and TVYFL. This includes playing time. Please refer to the MYF rules for minimum playing time.

## 10 ARTICLE X – SCHOLARSHIPS

McNary Youth Football believes that the cost to play football should not be a deterrent to any player or their family. As an organization, at this time we have created a fund with a limited number of scholarships that will be awarded based upon certain criteria. The following conditions and criteria:

- a) Any player who wishes to receive a scholarship must provide proof of being on the reduced/free lunch program for the Salem/Keizer School District.
- b) Registration fee will be reduced for the season.
- c) Requests for scholarships must be received prior to the end of registration each season.
- d) Filling out a scholarship application does not guarantee that your child will be approved. MYF will take all applications into consideration.
- e) Scholarship dollars will depend on different factors including but not limited to money in reserve for scholarships, number of players applying for scholarships, and financial needs of the family.
- f) All scholarship recipients are required to have parent/family member volunteer a minimum of 10 hours during the football season. This may include assisting in association activities by helping with equipment handout, equipment turn in, team parents, field setup/tear down, field greeters, chain gang, etc.
- g) Failure to meet your volunteer activity requirements will make you ineligible for any future scholarship considerations from MYF.

## 11 ARTICLE XI – COMMITTEES

The Board may set up and delegate certain activities to committees to act on behalf of the organization. This includes, but is not limited to, fundraising, apparel sales, golf tournament, equipment handout/return, and parent communication.

## 12 ARTICLE XII – PROTESTS AND COMPLAINTS

### 12.1 GRIEVANCES

If, during a league game, a head coach deems it necessary to file a grievance, they must follow the TVYFL prescribed grievance process. All grievances must be presented to the league and the opposing association by the MYF President. To be considered a grievance by the TVYFL, a clear violation of a bylaw or rule must be evident. If no clear violation took place, then the grievance may not be filed with the TVYFL.

- a) Complete the TVYFL Grievance Form (located on the TVYFL website).
- b) Email the MYF President a copy of the grievance form. Provide any additional details of the event/issue and include a copy of any video showing the issue.

### 12.2 COMPLAINTS

All complaints from parents or players regarding MYF, its coaches, Board members or any member, will be taken very seriously. The chain of command for dealing with complaints should flow as follows:

#### **Head Coach > President > Board of Directors**

All complaints must be responded to within 24 hours. This may only be an acknowledgement to the complainant but is sufficient to make sure they know it is being investigated. If warranted, an investigation may take place. The results of that investigation and the final decision will be delivered to the complainant and Head Coach as soon as possible.

## 13 APPROVAL OF REVISED BY-LAWS

Approval of these By-Laws is hereby provided by the Executive Board of Directors.

**PRESIDENT:**

*Signature Printed Name Date*

**VICE-PRESIDENT:**

*Signature Printed Name Date*

**SECRETARY:**

*Signature Printed Name Date*

**TREASURER:**

*Signature Printed Name Date*

**REGISTRAR:**

*Signature Printed Name Date*