

MILTON YOUTH FOOTBALL, INCORPORATED

CONSTITUTION AND BYLAWS

ARTICLE I – NAME

- **Section 1** – This organization shall be known as “Milton Youth Football, Incorporated” (Herein referred to as MYF or League)
- **Section 2** – Officers of the Board are considered the Board of Directors or Board Members and implied as a part of the Board as a whole. (Herein referred to as Board, Member(s), Board Member(s), Board of Directors, Directors or Officers)

ARTICLE II – OBJECTIVE

- **Section 1** – The objective of MYF shall be to instill in the student athletes of this League, the ideals of teamwork, good sportsmanship, honesty, loyalty, courage, and respect for authority and others, so that as they grow, they will become well-adjusted individuals exhibiting those objectives.
- **Section 2** – To achieve this objective, MYF will provide a volunteer program following Rules, Regulations and Ethics specifically designed for MYF. In addition, the League will operate in accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, exclusively as a non-profit, educational organization geared towards the competitive game of American Football. As a non-profit organization, no part of the net earnings shall insure to benefit any single or multiple entity or entities within the organization but may be used to facilitate gratuitous gestures to outside individuals with the approval of the MYF Board of Directors. All Board Members shall bear in mind that anything other than the objectives listed in section 1 (e.g. the attainment of exceptional athletic skill or the winning of games) is secondary to the purpose of what the League represents.

ARTICLE III – MEETINGS

- **Section 1** – Board meetings shall be held once a month or as decided by the Board. In-person meetings are preferred, however meetings may also be held virtually or by phone when necessary. Virtual meetings will follow the same procedural rules as in-person meetings. The dates and notification of the Board Members shall be done at least two weeks in advance of the scheduled meeting whenever possible.
- **Section 2** – Notice of meetings will normally be sent by the Secretary, designated backup, or other elected Officer.
- **Section 3** – By-Laws shall govern the proceeding of the meetings except where it conflicts – then “Roberts Rules of Order” shall govern.
- **Section 4** – All League business will be voted on by the majority of the Board Members present. In-person voting is preferred. However, online voting may be used when an in-person or virtual meeting is not possible and a board decision is necessary. Voting taking place during an in-person or virtual meeting shall not be conducted unless there is a quorum present at the meeting.
- **Section 5** – Meeting attendance is important to the function of the League and it is the duty of each Member to attend monthly meetings. Absence of 3 or more consecutive meetings, without notifying the Board, may result in the removal of said Board Member with a majority vote. Dismissed members may appeal to the board in writing.

- a. In addition to meetings – the League forms various committees (e.g. Draft & Rules) and holds numerous functions (e.g. Registration & Equipment Handout). It is the duty of all Members to be active on one or more committees and attend a majority of these functions. (See Article IV – Section 9)
- **Section 6** – A simple majority of the Board members shall constitute a quorum for the transaction of business.

ARTICLE IV – OFFICERS, DUTIES AND POWERS

- **Section 1** – Powers of administration shall be the Board of Directors, consisting of 6 elected Officers as noted in Section 3 – 8 below and a minimum of X 5 approved Board Members per section 9. All nominated Officers shall be voted on by quorum from members present as of the last meeting of the previous year.
 - a. An Officer position(s) can be terminated by a current Board Member with a majority vote of the remaining Officer(s) at any regular or special meeting called for that purpose. In addition, the Directors may appoint other Officers or Agents it deems necessary or desirable and may prescribe the powers and duties of either.
 - b. The season for this League begins on January 1st and ends on December 31st. The term of office of said positions shall be one year. The fiscal year for this League is November 1st to October 1st. A term is defined as the time from taking office until the end of the current season/calendar year except when an officer takes office at the time of elections at the end of the year, then it is one complete Season or calendar year.
- **Section 2** – If a vacancy occurs, it may be filled by a current Board Member with a majority vote of the remaining Officer(s) at any regular or special meeting called for that purpose. In addition, the Directors may appoint other Officers or Agents it deems necessary or desirable and may prescribe the powers and duties of either.
- **Section 3 – President** – Shall be the principal executive officer of the League and shall in general supervise and control all of the business and affairs of the organization. Shall preside at all board meetings and perform all duties necessary to the office and such other duties as may be prescribed by the Board. Responsible for the establishment of specific committees at any time and for any purpose not contrary to the League. Shall appoint respective chairperson(s) for the committee(s). Can authorize to pay necessary expenditures up to \$500. Position is for two terms with no limit on re-election.
- **Section 4 – Vice-President** – Shall in the absence of the President, or his inability or refusal to act, perform the duties of the President with all the powers and restrictions there upon. Shall perform other such duties as prescribed by the President or Board. Shall be responsible for completion of League schedules. Can authorize to pay necessary expenditures up to \$250. Position is for two terms with no limit on re-election.
- **Section 5 – Secretary** – Shall have custody of the Constitution & By-Laws as well as other records of the League. Shall keep accurate records of meetings and other activities of the League or Board. Shall correspond on behalf of the League and transmit all record and correspondence to any person elected to succeed. Position is for two terms with no limit on re-election.
 - a. Secretary may appoint one or more Assistant Secretaries to help in the yearly update and improvement of League documents and programs.
- **Section 6 – Treasurer** – Shall receive and disburse all funds with the approval of the board. Shall keep an accurate account of all funds received and disbursed for the League. Shall submit a financial report at all regular meetings and at such other times as requested by the President. Shall compile an annual report of

League finances and provide the books of the League and other such documentation as requested for the annual audit. Shall correspond on behalf of the League and transmit all records and correspondence to any person elected to succeed. Can authorize to pay necessary expenditures up to \$250. Position is for two terms with no limit on re-election.

- **Section 7 – Vice-Treasurer** – Will assist the Treasurer in all of the above mentioned duties. Shall be responsible for all financial matters pertaining to League fundraising if applicable. Shall reconcile the monthly bank statement to the ledger kept by the Treasurer each month. Shall be responsible for reconciling the monthly statements with the books kept by the Treasurer. Position is for two terms with no limit on re-election. Position may also be a non-League affiliated entity appointed by the Treasurer or other elected official and approved by the Board of Directors. Any such entity must be approved annually.
- **Section 8 – Equipment Manager** – Shall be considered the director of equipment and uniforms and shall purchase, inventory, distribute, maintain, coordinate collection, and assume all other duties associated with equipment and uniforms. Can authorize to pay necessary expenditures up to \$250. Position has no term limit.
- **Section 9 – Board Member** – Shall attend monthly meetings and be active by serving on at least on committee or hold one active position (e.g. officer position, email executor, webmaster) and is expected to have, at a minimum, 75%, participation in scheduled functions. (e.g. Equipment Handout, Registration)
 - a. Three unexcused absences may result in termination from the board
 - b. Additionally, Board Members must serve one valid term to exercise team placement for their child with the exception being chosen as a head coach for the League.
 - c. No more than 2 Board Members may have a child on the same team by choice. (Includes if a Board Member is selected as a head coach) If conflicts arise – seniority by board status (elected officers before regular board members), length of time served and/or coin flip will be the final determining factor. Exceptions require a unanimous vote of the board present at the meeting the motion is entered.
- **Section 10 – Webmaster and Email Administrator** – Shall be appointed and recognized as senior level positions within MYF, equivalent to all elected positions except President and Vice-President. Shall administer all activities related to all internet activity.
- **Section 11 - Appointed Chair Positions** - Other positions such as Apparel Coordinator, Social Media Chair, etc. may be appointed by the President. Such positions can create and hold committee meetings that fulfill the expectation of Board membership. Each Position will have an assigned Officer to oversee the chair. Appointed positions are for two terms and then are re-appointed or replaced.

ARTICLE V – CHECKS, DEPOSITS AND FUNDS

- **Section 1** – All checks or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the League shall be signed by the Treasurer. Expenditures exceeding \$200 must be approved by the Board.
- **Section 2** – All funds of the League shall be deposited in banks, trust companies or other depositories as determined by the Board of Directors.
- **Section 3** – To equalize the benefits of the League for all participants, all funds be for the Treasury of the League. Most direct contributions (e.g. cash or checks) to individuals is not encouraged. Small gratuitous gestures in the form of gift cards from parents for the direct involvement as a coach for their child is acceptable.

- **Section 4** – Fees for participating in the League will be determined by the Board.
- **Section 5** - A Budget may be created by the Treasurer for all normal annual expenses. The Budget must be approved by majority vote of the Board and then will allow normal expenditures throughout the year without needing specific Board approval. Example of items to include: Jerseys, League Fees, Referee costs, etc. All items should be reviewed in the meeting prior to the expenditure when possible, but voting is not required if within budgeted amount and no unexpected changes.

ARTICLE VI – COACH AND PLAYER RESPONSIBILITIES

- **Section 1** – All coaches will be approved by the Board. Coaches are responsible for setting up all practices. Four weeks will be allowed for practices before the season begins. The first week is designated without contact or equipment. Players must participate in at least 10 practices prior to playing in any games. There is a maximum of four days per week allowed for all practices with the exception of the Traveling League.
- **Section 2** – Mouth guards, athletic supporters and cups will be purchased at the individual's expense. All children participating in this program must have these items on at both practices and games. MYF will provide uniforms to include helmets, shoulder pads, pants, and jerseys. The said items will be maintained and refurbished or replaced for the safest possible conditions.
- **Section 3** – Children participating in this program will be from first through eighth grade. Eight Graders must be no older than 15 years of age to participate. The Board is to determine the eligibility of children out of the school district. The structure of each League will be determined annually by the MYF Board based on the number of registered participants.
- **Section 4** – One parent or guardian must sign permission slips with verification that they are responsible for the child (children) participating in the MYF League. The parents or guardians of children involved in MYF activities understand they take full responsibility for any injuries, accidents and liabilities occurring before, during, after and in transit to and from a game or practice. Parents, guardians, and players also understand that even with all the safety measures taken to protect the children from injury, football in itself is a full contact sport. There is no insurance available through MYF, nor does MYF provide **any**.
- **Section 5** – MYF directors, officers, coaches, referees, and volunteers are released from any and all liabilities.
- **Section 6** – All coaches must sign and comply with the Coaches Code of Conduct. Also abide by the code of ethics

ARTICLE VII – AMENDMENTS

- **Section 1** – These By-Laws may be amended or repealed with a majority vote by all members of the Board in attendance of the meeting as long as all members have been notified at least 7 days in advance of said meeting.

Brian Worth, President

Jeff Schultz, Vice President

Melissa Hanthorn, Secretary

Chris Smolinski, Treasurer

Aaron Cole, Vice-Treasurer

Mike Morehart, Equipment Manager