

BY-LAWS OF THE SOUTHERN LEHIGH YOUTH FOOTBALL ASSOCIATION

Article I. Location

Section 1. The Southern Lehigh Youth Football Association is located in the Southern Lehigh School District, Lehigh County, Pennsylvania.

Article II. Objectives

Section 1. The Southern Lehigh Youth Football Association (hereafter referred as Youth Football, SLYFA or the Association) was founded to promote and sponsor a youth football and cheer program of competitive age and weight combined with the teaching, training, and supervision of the ideals of sportsmanship, teamwork, scholarship and the development of good character.

Article III. Government

Section 1. The Association shall consist of the following officers:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Athletic Director

The above officers shall be nominated in November and elected in January of each year and shall be known as the Executive Board. Any person running for an office on the Executive Board must be a voting member of the Board of Directors.

Section 2. The League Representative and Alternate League Representative shall be selected at the November meeting. The Board of Directors shall elect an Executive Board from its own membership.

Section 3. Any person not participating on the Executive Board or on the Board of Directors shall be deemed a general membership. General members shall receive voting rights upon attending three (3) out of four (4) (with an excused absence) consecutive meetings (being allowed to vote at the third attended meeting). A voting general member shall have all voting rights in the Association concerning all matters excluding changes to the by-laws and election of the Executive Board. Any General Member that misses three (3) or more consecutive meetings (unexcused) shall be required to regain voting status in accordance with this section.

Section 4. No member of the Executive Board shall hold more than one office at the same time on the Executive Board.

Section 5. By-law changes:

- a. Proposed by-law changes must be submitted in writing at the November meeting.

- b. After review of the proposed changes, the proposed changes must be read at three meetings. Discussion of the proposed changes will be permitted at the first two readings only. After the third reading, the proposed changes will be voted on in February.
- c. Only members of the Board of Directors may vote on the by-law changes.
- d. By-law changes require two thirds (2/3) of the Board of Directors present to pass.

Article IV. Duties and Powers of the Executive Board

- Section 1.** The President shall be the chief officer and preside at all meeting, and shall vote only to break ties and shall be a de-facto member of all committees.
- Section 2.** The Vice President shall act in the absence of the President and shall perform such duties as assigned by the President. In the event of the death or inability of the President to perform their duties, the Vice President shall become the President and an election will be held for a new Vice President at the next monthly meeting.
- Section 3.** The Secretary shall perform such duties as are incidental to the office, keeping minutes of all meetings, act as corresponding secretary, and also perform such duties assigned by the President.
- Section 4.** The Treasurer shall keep the financial records of the Association. The Executive Board has the power to write and draw checks on the Association's funds to pay approved expenses.
 - a. The Treasurer shall be bonded for an amount to be determined by the Executive Board.
 - b. The Treasurer shall bring at least 15 copies of the monthly budget to the meeting.
 - c. The Treasurer must present at least 15 copies of the annual budget (performance vs. budget) for the upcoming year at the beginning of the fiscal year.
 - d. The Treasurer must file the Association's taxes prior to April 15th.
- Section 5.** The Athletic Director will be responsible for designing a standard of operations regarding practice and competition in coordination with the high school and middle school head coaches. This position will coordinate and oversee meeting, training, discipline and conduct among coaches, parents, and athletes.
- Section 6.** In case of death or inability of any officer, except President, to fulfill their office, the Board of Directors may temporarily delegate the powers and duties of such officer to any member of the Board of Directors whom it may select. An election for the open position must occur as soon as possible, but no later than the following monthly meeting.

Article V. Duties of the Board of Directors

- Section 1.** The Board of Directors shall consist of all those General Members that actively participate or hold a Committee Chairperson position on one or more SLYFA committees established by these by-laws.

Section 2. Player Registration Committee shall be responsible for the verification of eligibility of players listed on team rosters and for the maintenance of the players registration file. All moneys collected must be turned into the Treasurer with two days of receipt.

Section 3. Coaching Committee shall consist of 5 members and 1 alternate. They shall screen potential candidates for football coaching positions including Cheer Coordinator. Their recommendations will be submitted to the Executive Board before the April meeting for approval by the Executive Board.

- a. All candidates for head coach, offensive and defensive coordinator, and assistant positions must submit their letter of application to the President by February meeting.
- b. The names of the candidates will be announced at the February meeting. Any opposition of a candidate must be submitted in writing and given to the President or Vice President by February 28th. These opposition letters will then be turned over to the coaching committee for consideration. All written opposition will be kept in strictest confidence.
- c. The Executive Board will select the five members and one alternate. One of the members will be appointed committee chairperson. The chairperson will be responsible for arranging and holding the coaching committee meeting. The meeting must be held at some time from March 1 and up to 3 days prior to the March board meeting. This give time for the Executive Boar to review the recommendations and have the results ready to announce at the March meeting.
- d. The five members and one alternate shall all participate in discussion and tabulation of the scores resulting from the coaching application rubric. The alternate shall not have a counted score. But if one member does not attend the meeting then the alternate will replace them and have scoring privileges. If only four members total show up for the meting then the meeting shall be cancelled and rescheduled. No discussion will be done until then.
- e. While the Executive Board has approval of the coaching positions, any Executive Board member in consideration for a coaching position must remove themselves from any possible vote.
- f. All head coaches and assistant coaches will be on the Board of Directors once meeting voting requirements are met.
- g. All coach positons are appointed for one season unless they resign or they are removed by the coaching committee due to opposition letters per Article V, Section 3, subparagraph (b), or they are expelled from the Association through the Grievance process. *See Article IX.*
- h. Should any head coaching position become vacant, for any reason, including the creation of an additional team, head coaching candidates must follow the formal selection process as indicated in Article V, Section 3, subparagraph (a-g). This process will not be bound by the indicated in Article V, Section 3, subparagraph (a-g), but will commence immediately after the coaching vacancy is reported or created.
- i. All head coaches must earn, and maintain their voting rights during the calendar year by the July board meeting. Any exceptions or discrepancies to this by-law will be reviewed by the Executive Board.
- j. Coaches will be selected primarily by Head Coach, then Offensive and Defensive Coordinators. Assistants will be added at a ratio of 1 coach per 5 players, after 15 players have registered.

- k. The organization reserves the right to schedule additional scrimmages at any level with approval of the Executive Board.
- l. All head coaches must obtain certified coaching training (National Youth Sports Coaches' Association, IMPACT concussion training or equivalent) before the first practice. In addition, all coaches must submit current criminal background and child abuse clearances. All tackle coaches must submit certification of USA Football Youth Tackle Coach Certification. All fees will be paid by SLYFA.

Section 4. Field Preparation Committee shall be responsible for placing the field in proper playing condition prior to each game.

- a. The Field Preparation Committee also has the responsibility of maintaining the practice field.
- b. This committee shall also be responsible for the selection and acquisition of approved equipment and maintenance of the equipment required to maintain the playing fields.
- c. This committee shall have the responsibility of seeing that the Ambulance access chain gate is opened at least thirty minutes prior to the first game.
- d. First team on field (which includes parents and coaches) is responsible for field set-up. Second and third teams or the middle teams, are responsible to have persons available for field maintenance, field duties, announcement responsibilities, chains, garbage, refilling of water containers, etc. The last team on the field is responsible for closing the field.

Section 5. Player Equipment Committee shall be responsible for the inventory, storage, and repair of all playing equipment, and shall make recommendations to the Board of Directors regarding

Section 6. All moneys collected from the sale of shirts, mouthpieces, or any other item must be turned into the Treasurer within two days of receipt.

Section 7. Refreshment Stand Committee shall be responsible for the operation of the refreshment stand.

- a. Referees, announcers and athletic trainers shall be given food and drink upon their request.
- b. The chairperson of this committee shall be given an initial amount of money, to be determined by the Executive Board, for the purchase of needed goods prior to the first practice of the season.
- c. Moneys shall be deposited into the separate snack stand account. To be transferred to the general account at the end of the season.
- d. Accounts should be established with vendors whenever possible in order to follow accepted bookkeeping procedures.

Section 8. Announcing and Ambulance Committee shall be responsible for obtaining the equipment and announcer for each home game with the purpose being to provide play-by-play commentary for home games. This committee has the responsibility to see that our national anthem is played prior to each home game and securing the team rosters from both teams.

- a. This committee shall be responsible for notifying the ambulance crew prior to all home games to insure their presence.

Section 9. Fund Raising Committee shall be responsible for setting up and coordinating the various fund raising activities of the Association. The chairperson of the Fund Raising Committee shall be a member of the Budget Committee.

- a. All moneys collected must be turned into the Treasurer within two days of receipt.

Section 10. Publicity and Program Committee shall be responsible for producing a game program for the home games and for attending the gate at all home games.

- a. This committee shall be responsible for public announcements, newspaper releases, and any associated activities that advertise activities or promote the Association's activities.
- b. All moneys collected must be turned into the Treasurer within two days of receipt.

Section 11. Cheer Coordinator shall be responsible for the screening, selection, and training of the appointed Head Coach and assistant coaches for each squad. The Cheer Coordinator is responsible for coordinating practice and competition procedures with the high school and middle school coaches.

- a. The Cheer Coordinator shall be responsible for the cheering style and selection of cheers, routines, etc. throughout the season.
- b. The Head Coach shall be responsible for their own squad during each game. In the event of the Head Coach not being able to attend a game, the Assistant Coach shall be responsible for the squad.
- c. The head coaches shall bring equipment requests to the Cheer Coordinator, who in turn, shall bring it to the Board of Directors.
- d. All moneys collected must be turned into the Treasurer within two days of receipt.

Section 12. Budget Committee of which the Treasurer is chairperson and the Fund Raising Committee chairperson is a member, shall meet after the April meeting of each year to establish a budget for presentation to the Board of Directors at the May meeting.

- a. All committees shall submit an itemized budget to the Budget Committee at the April meeting.

Section 13. A League Representative and an Alternate shall be responsible for attending League meetings and reporting all pertinent information to the Association.

- a. A Park Representative shall be responsible for attending Park meetings and reporting all pertinent information to the Association.

Section 14. Banquet and Awards Committee shall be responsible for the selection of approved awards, keeping in mind the best interest of the Association. There are five awards to be presented annually: 1.) Joe Volpe President's Award is awarded solely by the President to a dedicated volunteer who gave of themselves to benefit the children of this organization; 2.) Spartan Award is awarded by the Executive Board to an individual or organization who exceeds all expectation in performance of their role or responsibility; 3.) Adam Tyson Award is awarded by the Athletic Director and Cheer Coordinator to an athlete on any level who overcomes extreme odds or adversity to participate in their sport; 4.) MVP Award is awarded by Varsity coaching staff to the highest achieving football player in skill, leadership, and

sportsmanship; 5.) Spirit Award is awarded by the Varsity Cheer coaching staff to the highest achieving cheerleader in the skill, leadership, and sportsmanship. Banquet Committee shall be responsible for organizing the banquet.

- Section 15.** Participation Committee shall be responsible for organizing the scheduling General Membership participation in the various function and events of the organization. Chairman of the Participation Committee shall hold the title of Volunteer Coordinator.

Article VI. Voting Rights

- Section 1.** Each member of the Board of Directors or General Member, who maintained their voting privileges, in attendance at a meeting shall be entitled to only one (1) vote.
- Section 2.** The President may vote only to break a tie vote.
- Section 3.** The affirmative vote of the majority of Board Members and General Members present shall be necessary for the passage of any resolution.
- Section 4.** The affirmative vote of the majority of Board Members, and General Members who miss three (3) consecutive monthly meetings shall automatically lose their voting rights, with the exception of legitimate excuses limited to work, illness, or death in the family. All exceptions will be left to the discretion of the Executive Board. Voting rights will be reinstated after attendance at three (3) out of four (4) consecutive monthly meetings (being allowed to vote at the third attended meeting).
- Section 5.** Any issue that has been raised and voted on cannot be brought up for discussion or vote for the next three meetings.
- Section 6.** Excused member must notify an Executive Board member of their absence from a meeting.

Article VII. Membership

- Section 1.** General membership shall be considered to be all parents and/or legal guardians of registered players and cheerleaders; and/or any member of the surrounding community that shares an interest in helping SLYFA succeed in its objective. The Southern Lehigh Youth Football Association's area for accepting General Members, players and cheerleaders, shall be confined to the Southern Lehigh School District.
- Section 2.** Players are restricted by age and weight requirements of the Colonial Youth Football League or any other league that the Association may be a member of at that time.
- a. Players are required to have the signed permission of their parents or legal guardian before participation in the Association's football program.

Article VIII. Fiscal Year and Financial Reporting

- Section 1.** The budget year begins January 1 and ends December 31 of the following year.

Section 2. The retiring Treasurer shall prepare an account of operating expenses and financial balance for the previous year and present it at the January meeting to the Board of Directors for approval.

Section 3. A qualified person shall be selected by the Board of Directors as needed to prepare any financial statements or tax returns as required by law.

Article IX. Grievances and League Rules

Section 1. Any General Member, Board of Director Member, Executive Board Member or Coach may be expelled from the Association upon:

- a. Written charges signed by an Association Member and filed with the President or Member of the Grievance Committee. At this stage diligent effort will be made to resolve the grievance without embarrassment to either other accused or the accuser.
- b. If the diligent effort fails, then there shall be a hearing held before the Executive Board after five (5) days of the charges. The hearing should be carried out with minimum of fanfare and publicity keeping in mind that the best interest of the Association and its objectives. An affirmative vote to expel requires the vote of 4 out of 5 of the Executive Board. Persons shall be suspended until next Board meeting so accused can bring their "case" to the meeting.
- c. If after seven (7) days of the meeting of the Executive Board, the accused or the accuser is not satisfied with the decision or the remedial action taken, a written request for review must be accompanied by a statement of the grievance along with supporting facts and witnesses. This open meeting must be held after seven (7) days of the written request.
- d. The decision of the membership is final if a quorum is present. The membership may take whatever remedial action it judges to be appropriate keeping in mind the possible debilitating effect on the players, cheerleaders, and coaches. The membership at the review meeting has the right to decide what disciplinary and corrective action shall be taken.
- e. There shall be no other avenue for the registration of grievances.
- f. If and when a Grievance Committee is needed, the said committee shall be appointed by the President.

Section 2. The Association, under the jurisdiction of the Colonial Youth Football League rules, is responsible for the proper conduct and sportsmanship of its members, players, coaches, cheerleaders, and fans. Any continuous disturbance may force a game to be forfeited at the discretion of the officials after due notification to the bench of the offending team.

- a. The players must be in the immediate vicinity of the player's bench at all times when not engaged in active play.
- b. Only players of the weight team playing that game at that time shall be allowed in the area of the player's bench. Members of the other weight teams are prohibited from the bench area.
- c. All coaches, assistant coaches, parents, players and cheerleaders will sign an acknowledgement of reading a copy of the SLYFA Code of Conduct. The acknowledgement will last for the current football season, including practice and through playoffs. No Head or Assistant Coach will be allowed on the field to interact with the players unless the

acknowledgement is signed. A copy of the signed form shall be kept on file by a member of the Executive Board.

- Section 3.** Coaches with prior approval of the majority of the Executive Board, may suspend a player for unsportsmanlike conduct or other conduct unbecoming to the team or Association until reviewed and voted upon by the Board of Directors.
- Section 4.** The Association shall abide by all Colonial Youth Football League by-laws. A copy of these by-laws shall be made available to all members upon request to our League Representative.
- Section 5.** At practice, all players and cheerleaders should be with their Head Coach or with an Assistant Coach, learning and practicing. Any player or cheerleader not willing can be benched.
- Section 6.** The Executive Board shall govern any rule not covered by these by-laws. The Executive Board will then be required to publicly announce any decision made to the general membership at the next scheduled association meeting. These decision announcements will be made under old business. All Executive Board decisions not specifically covered by a by-law can be overturned and declared null and void by a majority vote of the Board of Director members. Should an Executive Board decision be overturned, a majority vote of the Board of Director members will make the decision by the end of the next association meeting.

Article X. Disbandment

- Section 1.** Should the Association ever disband, all money and property accumulated by the Association, until that time, shall be held for a period of one year. If the Association is not reorganized within that year, this money and property shall be divided among the nonprofit organizations in the Southern Lehigh School District involved in youth sports.
- a. This provision could be superseded by the need to conform to State and Federal regulations governing tax-exempt organizations.
 - b. Aside from unforeseeable financial or legal difficulties, under no circumstances may the Association be disbanded.

Article XI. Miscellaneous Provisions

- Section 1.** There shall be no salaries or remunerations paid to any Association Officer or Committee chairperson.
- Section 2.** Any gift, either financial or material, received by any member in the performance of their duties for the Association shall become the property of the Association.
- Section 3.** Special meetings may be called by the President or by the simple majority of the Board of Directors.
- Section 4.** A quorum for any meeting of the Association shall consist of nine (9) members of the Board of Directors.
- Section 5.** There shall be nothing in these by-laws to restrict the Association from participating in any Bowl Game or related function provided it does not interfere with any scheduled

league game and the Head Coach of the team(s) has secured the permission of the Executive Board.

- Section 6.** At the January meeting, the Executive Board shall appoint a person or persons to examine the Treasurer's books for purpose of reconciliation. The appointed person or persons will report their findings at the February meeting.
- Section 7.** A list of active articles and active resolutions will be maintained and made available to all members of the Association.
- Section 8.** Any league recognized football team finishing first or second in their weight division, will receive an individual trophy unless provided by the league. The size of the trophy will be determined by the final outcome of the playoffs and Championship games. In addition to a first place trophy, all championship football team members, cheer squad, and their coaches will receive an award sponsored by SLYFA, at the discretion of the Executive Board.
- Section 9.** No member of this Association shall at any time recommend, endorse or supply any medicine, drug, or supplement to any player or cheerleader at any time or for any reason, except for bee sting kits and Betadine for first aid. This by-law shall not apply to parents/legal guardians and their own children.
- Section 10.** SLYFA Players shall play within their own age group as determined by the Colonial Youth Football League. A SLYFA player may request to "play up" to the next level if one or more of the following conditions occur:
- a. The team they want to "play up" to has less than 20 players AND the player's current team would not have less than 20 players if the player in question were to leave the roster.
 - b. The player is in the same grade as the other players on that team.
 - c. The player is not able to make weight with his proper team.
 - d. The player is attempting to double roster due to the fact that the next weight class has less than 15 players per CYFL by-laws.

All requests will be reviewed by the SLYFA Executive Board on a case by case basis. The SLYFA Executive Board has the final determination whether the request is granted or denied.

- Section 11.** Parents or Guardians are required to work the snack stand. Each year it will be determined by the snack stand coordinator, the amount of shifts each year to fulfill a full schedule. When a Parent or Guardian does not make their scheduled snack stand shift, whether it be for a game or practice, their football player or cheerleader can practice, but will not be participate in the next game. Player or cheerleader must still attend game, but will not participate.