

# Cattaraugus County Midget Football League, Inc. Bylaws.

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## **Section 1. Organization and Governance:**

The name of the organization is Cattaraugus County Midget Football League Inc.. The organization is organized in accordance with the New York NonProfit Corporation Act, as amended. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the trustees, directors, or officers or other individuals. The assets and income shall only be used to promote corporate purposes as described below. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise

support (or oppose) a candidate for public office. The purpose of the organization is the following:

The Mission of the Cattaraugus County Midget Football League, is to provide a safe, encouraging, and competitive Football and Cheerleading League in the Western New York area. As a coach lead organization, volunteers are valued, respected, and held to a standard of excellence.

The rules contained in Robert's Rule of Order shall govern the organization on all cases to which they are applicable, & in which they are not inconsistent with the Constitution & By-Laws.

The CCMFL annual agenda will start on the **last Monday of January** and close on the **last Monday of November**.

The active season shall start on the **last Monday, of the last full week of July** and shall end after the last scheduled event of the season.

CCMFL is one league that consists of two operationally separate programs, the Football Program and the Cheerleading Program. Both programs shall adhere to the bylaws and policies of the CCMFL. Handbooks and rules shall be separate and managed by the Presidents and Vice Presidents of each program.

## **Section 2: Meetings:**

1. Meeting Classification:
  - a. Reorganizational Meeting.
  - b. Football Meeting.
  - c. Cheerleading Meeting.
  - d. Director Meeting.
  - e. Committee Meeting.
  - f. Discipline Hearing.
2. The annual reorganizational:
  - a. The meeting shall be held on the last Monday of the Month of January. Bylaws shall be adopted prior to the election of new officers. Notice will be given to all members on the CCMFL rolls **10** days prior. Once new by laws are created, old by laws are null and void.
3. Football and Cheerleading:
  - a. Directors shall hold no less than **three** in person meetings throughout the year. Notice shall be given to all members of the respective program **10** days prior.
4. The Board of Directors:
  - a. Shall meet quarterly in person or remotely.
5. Place of meeting:

- a. The Board of Directors shall choose a meeting location that shall serve as the place of meeting for the year.
  - b. In the event that the Board of Directors needs to temporarily or permanently change the meeting location, notice shall be given to all members on the rolls **10** days prior to the next scheduled meeting.
6. Quorum:
  - a. Membership meetings:
    - i. One representative from 75% of town organizations shall constitute a quorum at membership meetings.
  - b. Director meetings:
    - i. 75% of the Board of Directors shall constitute a quorum at Director Meetings.
  - c. Committee Meetings and Disciplinary hearings:
    - i. 75% of all appointed members shall constitute a quorum.
  - d. In the event that Quorum is not met the Board of Directors may Vote to adjourn the meeting and reschedule when possible.
7. Informal Action:
  - a. Any action required to be taken, or which may be taken, at a meeting, may be taken without a meeting and without prior notice if a consent in writing, setting forth the action so taken, is signed by the directors with respect to the subject matter of the vote.

### **Section 3: Executives and Officers:**

1. Executives are the Cheer and Football President, Secretary, Treasurer, Football Vice President, and Cheerleading Vice President.
2. Officers are the Football Coordinator, Cheerleading coordinator, and up to two additional officers per program.
3. Together the Executives and Officers make up the Board of Directors.
4. No member may hold more than **one** position on the Board of Directors.
5. All members of the Board of Directors shall be elected by the membership to serve a **one** year term.
6. The Disciplinary Committee may remove a member of the Board of Directors in accordance with the code of conduct and the rules and regulations of the league.
  - a. Any Director removed by the Disciplinary committee shall be deemed ineligible to run for an elected position within CCMFL for no less than **3 years**.
7. Special Elections must be held no later than **30** days after the removal and resignation of a member of the Board of Directors.
8. Any member, voting or otherwise, who is in good standing and has been on the CCMFL member rolls for a minimum of **one years** shall be eligible to run for any elected position within the board of directors.

**Football President:** The Football President is responsible for the day to day operations of the corporation and shall represent CCMFL with all outside agencies, organizations and vendors. The President Shall preside over all meetings of the Board of Directors.

**Cheerleading President:** The Cheerleading President is responsible to oversee all cheerleading related operations as well as assist the Football President in league related documents and details.

**Secretary:** The Secretary of the league is responsible for maintaining the member rolls, annual agenda, and league documents. The Secretary shall also provide a written agenda ahead of each meeting of the membership, and follow up with minutes no later than **48** hours after the close of any meeting. The Secretary has the official authority to certify any documents as league documents.

**Treasurer:** The Treasurer shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee, if any, and shall make reports of the organization's finances as required, but no less often than at each meeting of the Board of Directors and Executive Committee.

**Vice Presidents:** The Vice Presidents shall oversee the Disciplinary Committee and assist their respective programs Presidents' in day to day operations such as town and coach communications and/or documentation.

**Coordinators:** Program Coordinators are responsible for the planning of all league events and schedules.

**Additional Officers:** Additional officers shall be assigned tasks and duties at the first meeting of the Board of directors.

When a board member resigns or a new member takes over the position, it is the obligation of the departing member to return CCMFL property in all forms including documents (digital or hard copies) to the CCMFL directors by the following meeting.

#### **Section 4: Corporate Seal, Execution of instruments.**

The organization shall not have a corporate seal. All instruments that are executed on behalf of the organization which are acknowledged and which affect an interest in real estate shall be executed by the President or any Vice-President and the Secretary or Treasurer. All other instruments executed by the organization, including a release of mortgage or lien, may be executed by the President or any Vice-President. Notwithstanding the preceding provisions of this section, any written instrument may be executed by any officer(s) or agent(s) that are specifically designated by resolution of the Board of Directors.

#### **Section 5: Membership.**

1. Voting Members: The Head Coach of pee wee and midget, from each town, shall have one vote at meetings of the Membership.
  - a. Non voting members may vote in proxy for a voting member.
2. Non Voting Members: Any person belonging to a town organization within CCMFL that is NOT a Head Coach shall be known as a non voting member, and is held to the same standards of conduct as any voting member. As such non voting members are subject to disciplinary action.

*Head Coaches:*

1. Upon appointment to a Town organization as the New Head Coach, said coach shall **attend** the next regular meeting of the membership to be approved by a majority vote of the members. Attendance of the prospective coach can only be waived with approval from the membership board.
  - a. CCMFL must give notice to towns within **24** hours if the membership votes down the new appointment.
2. Every New Head Coach shall be placed on a **one season** new coach probationary period.
  - a. New coach probation ends automatically at the start of the next reorganizational meeting unless otherwise ordered by the Disciplinary Committee.
3. Coaches who are on New Coach Probation may vote, but are not eligible for an elected position.
4. Head Coaches are responsible for the day to day operations of their team, and as such are entitled to choose their own assistants with the approval of the town and organization's Board of Directors. They must have due cause for removal if it's during the active season.
5. Senior Head Coaches may not be removed from their position without a hearing held by the Disciplinary Committee. This hearing may be held privately and non in-person if the evidence against the head coach is substantial enough that a hearing would not result in a different outcome if the head coach was in attendance. All private hearings may be appealed if valuable evidence is provided by the coach in question. Committee will then hold an in person hearing with the coach in attendance.
6. Head coaches **without a senior coach title** may be replaced in the off-season by their prospective town during elections. In order to replace a head coach during the active season, a town must have due cause and receive permission from the disciplinary committee.
7. After **Three** seasons in good standing [including the new coach probationary period] Head Coaches are considered *Senior Coaches* and may not be replaced by their Town Organizations at any point, including annual meetings and elections. \*Towns may not create a vacancy of a head coaching position by not voting a current coach back in.
8. Any Head Coach removed by the Disciplinary Committee may not return to CCMFL for **3** seasons unless otherwise stated by the Disciplinary Committee.
9. Coaches attempting to return that left during the active season or has been removed by a town during the active season must go before the board to be approved prior to returning as a coach for any Town.

10. Any Head Coach that resigns in good standing shall be permitted back at any point after being appointed by the town organization.
11. Changing Positions or organizations:
  - a. A head coach who steps down as head coach but maintains another position within their town organization shall become a non voting member. Their years of service shall continue onward.
  - b. A head coach who steps down and joins another town organization in any position other than head coach shall become a non voting member. Their years of service shall continue onward.
  - c. Any head coach who leaves one town organization to join another as a head coach shall not be required to complete a new coach probation. Their years of service shall continue onward.
12. Head Coaches must comply with a criminal background check, and obtain all certifications deemed necessary by the Board of Directors. Failure to take or pass a background check is automatic grounds for removal.
13. Head Coaches placed on Probation by the Disciplinary Committee are not eligible for any elected position within the CCMFL, or any special recognitions including but not limited to coaching all star teams.
  - a. Coaches on new coach probation may be considered for special recognitions such as coaching all stars if all other criteria set forth by the Board of Directors are met.

*Town Organizations:*

1. The Board of Directors for all town organizations are subject to disciplinary action by the Disciplinary Committee, up to and including removal of officers or the organization as a whole.
2. All Town organizations who have been voted in by the membership shall comply with the bylaws, rules, policies and procedures of the corporation. In the event that a town rule or bylaws is in conflict with the CCMFL rules or bylaws, the CCMFL rules and bylaws shall supersede.
3. Town organizations may not prohibit a coach from fulfilling their volunteer duties within CCMFL as a board member or a coach. For example: interfering with the process of taking on CCMFL board positions, prohibiting a coach from bringing family to practices/events, etc.
4. New Town Organizations who wish to join CCMFL must submit an intent to join notice to the CCMFL Board of Directors no later than December 1st to be considered at the reorganizational meeting. No Town shall be admitted into the league after the reorganizational meeting.
  - a. The notice of intent must be signed by the full board of directors of the town applying.
  - b. A non refundable application fee as listed in the New Town Application Policy must be paid prior to consideration.
  - c. A Majority vote of the members is required to admit a new town organization into CCMFL.

- d. Any Town organization who joins CCMFL is subject to an automatic **one year** new town probationary period. During this period the Town Organization in question shall only be considered for post season and event hosting in the event that all other applicable Town Organizations have declined.
  - e. In the event that CCMFL dissolves, Towns under new Town probation shall not be considered when dividing assets.
- 5. If a Town chooses to leave CCMFL there shall be a **3 year** wait period to return. Towns who elect to leave are not entitled to any reimbursement of fines or dues.
  - a. Any outstanding balance left shall carry over and must be paid in full before a town may return to CCMFL.
- 6. Any Town placed on Disciplinary Probation is automatically ineligible to host any post season game or other special event where the town organization would generate revenue from the event. Disciplinary probation for towns is defined by the Disciplinary Committee on a case by case basis as described in the Disciplinary report.
- 7. In the Event that the Disciplinary Committee moves to remove a town organization that town shall not be permitted to return for up to **5 years**. The Disciplinary Committee is entitled to determine the conditions that must be met to return, and shall document them in the Disciplinary report.
  - a. Any outstanding balance left shall carry over and must be paid in full before a town may return to CCMFL.
- 8. Town organizations are responsible for all Dues and fines, as well as for providing the funds necessary for head coaches to meet the needs of their team. This includes but is not limited to safety equipment, uniforms, competition music, etc.
  - a. Towns may require a coach or member to pay a fine directly only in the event that the fine is a personal conduct fine.
- 9. Town organizations are responsible for all athlete documentation, including but not limited to: roster, athlete records, accident reports, and insurance claims.
- 10. Town Organizations must submit their bylaws by June or give notice to CCMFL that their bylaws have not changed from the previous year.

Town Organizations shall notify CCMFL of any new member to their organization within **one week** of acceptance. No member shall be permitted to coach, enter restricted areas, or otherwise supervise athletes until CCMFL has approved them either by a vote of the membership [head coaches] or approval from the President or Vice Presidents [non voting members].

- 11. Town Organizations may petition the Disciplinary Committee to remove a head coach without cause at any time.
  - a. The Burden is on the town to prove to the disciplinary committee that said coach is a detriment to the operations of their organization or is otherwise unfit to hold the position.
  - b. A unanimous vote of the Disciplinary Committee is required to remove a Coach without cause at the request of the town organization.
  - c. Failure to obtain a unanimous vote shall result in the matter being closed for a minimum of **2 years** unless otherwise stated by the disciplinary committee.

### **Section 6: Disciplinary Committee:**

1. Members of the Disciplinary committee:
  - a. League Presidents- Football President vote is only utilized in the case of a tie.
  - b. Football Vice President.
  - c. Cheerleading Vice President.
  - d. Three football coaches who have been in good standing with CCMFL for a minimum of three years.
  - e. Two Cheerleading Coaches who have been in good standing with CCMFL for a minimum of three years.
  - f. All other members of the board of directors may be used as alternates in the event of a conflict of interests.
2. Committee Hearing Procedure:
  - a. The committee shall meet virtually or in person to review all known facts of the case at hand.
  - b. An in person disciplinary hearing shall be held to inform the coach of town in question of all charges against them.
  - c. The town or coach in question will have 15 minutes to answer the charges.
  - d. The Disciplinary committee may hold an executive session for no longer than 30 minutes to discuss the testimony given at the hearing.
  - e. A vote of the committee shall be made privately and the results will be given to the town or coach in question immediately following. A formal notice will be issued within **48 hours** in the form of a disciplinary report.

### **Section 7: Special Committees:**

The Board of Directors reserves the right to create special committees for any purpose necessary to meet the needs of the corporation. Any coach may serve on a special committee unless otherwise stated in notice to establish.

### **Section 8: League Finances:**

1. Dues: All towns in CCMFL shall pay annual dues as established in the reorganizational meeting. Dues must be paid in full no later than the **first day of June** to participate in games and other CCMFL events, including but not limited to competition.
2. Banking:
  - a. CCMFL shall use Community Bank NA for checking accounts. The Board of Directors reserves the right to establish a savings account for CCMFL through community bank.
  - b. Use of any funds in the Edward D Jones accounts shall only be used with a 2/3s vote of the board of directors.
  - c. CCMFL may have up to \$20,000 in the daily checking account.
    - i. Any funds in excess of \$20,000 must be moved into a savings account within 90 calendar days.



- d. CCMFL may have up to \$50,000 in all savings accounts including the Edward D Jones fund.
    - i. Funds in excess of \$50,000 in savings shall be split evenly among all towns in good standings.
  - e. The League Presidents, Vice Presidents and the treasure may have access to all bank accounts.
3. Reporting:
- a. The treasurer shall provide a monthly report to the membership that includes:
    - i. a list of all transactions from the past month.
    - ii. current balance of all accounts.
    - iii. upcoming expenses.
    - iv. outstanding league debts.
    - v. outstanding town debts.
  - b. Taxes:
    - i. Taxes shall be filed no later than the last **Friday in march**.
  - c. Audits:
    - i. The CCMFL board of directors must review all treasurer reports in November of each year and upload a final report to the website prior to the reorganizational meeting.
    - ii. In the event that a discrepancy of more than 10% is found, an external audit must occur prior to **February 15th of the following year**.
4. Expenses:
- a. Each program [football and cheerleading] shall have a \$3000.00 fund to be used for the express purpose of post season events such as, but not limited to competition, Super Bowl, all stars, and the flag tournament.
  - b. Any transactions beyond the initial \$3000.00 fund shall require a majority vote of the board of directors.
  - c. Any Transaction outside of the program fund balance in excess of \$250 must be approved by a 2/3s majority of the board of directors.

### **Section 9: Rosters**

1. Athlete Rosters: All athlete rosters must be typed and comply with the format and requirements listed in each respective program handbook.
2. When including the age of athletes, it must be the age they will be December 1st(NY) or September 1st (PA).
3. Each program shall outline their roster certification procedure in their program handbook.
4. **Three** copies of each team's rosters must be submitted with the CCMFL athlete records at the annual roster meeting held in August.
5. No new athletes shall be added to the roster after the deadline provided by the board.

### **Section 10: Athletes**

1. Town organizations may not turn away athletes for any reason prior to the first day of practice.

- a. Towns may require parents to pay outstanding debts prior to registering for a new season.
2. Towns may accept new athletes until the final rosters and athlete records are turned in at the roster meeting.
3. Athletes must stay with the original town they sign up with, unless they move to the school district represented by another town.
  - a. Exceptions may apply on a case by case basis with approval from both head coaches and a majority vote of the board of directors.
4. The official age cut off date for CCMFL shall coincide with the state education age cut off date.
  - a. 12/1 for NY
  - b. 9/1 for PA
5. Athletes must play on the team that corresponds to their age, as described in the Football or Cheerleading handbook, in accordance with CCMFL insurance.

### **Section 11: Practices, Games**

1. Practices:
  - a. Practices may start on the **last Monday of the last full week of July.**
  - b. Practice schedules must comply with the respective program handbook.
2. Games:
  - a. Games may be held on Friday, Saturday, or Sunday.
  - b. No person who is not a member of CCMFL or game day volunteer shall be on the playing field, track/sideline on game day.
  - c. Town boards shall ensure that coaches have all appropriate safety and medical equipment, and that appropriate amounts of water are available to all athletes, coaches and members, free of charge.

### **Section 12: Post Season Events and Competition:**

1. All post season events may be hosted and funded in any one of the following ways:
  - a. Town Hosting: The town shall assume all costs associated with the event, as well as providing all support staff, and shall keep all revenue generated by the event.
  - b. CCMFL: The League shall Assume all costs associated with the event, as well as providing all staff support, and shall keep all revenue generated at the event.
  - c. Dual Hosting: The town shall cover the cost of the location, bathrooms, and the concession stand. The Town shall keep all revenue generated by the concession stand. CCMFL Shall provide officials and all non concessions staff, as well as running the admissions table. CCMFL shall keep any revenue generated from Admissions. All other potential means of generating revenue shall be decided upon a case by case basis between the town board and CCMFL.
2. Seeding, Schedules, and rules for all Post-season events shall be defined in the respective program handbooks.
3. The CCMFL Board of Directors shall ensure that play off games, Super Bowl, and one cheerleading competition happen every season.

### **Section 13: Participation in non CCMFL events, and off season activity.**

1. CCMFL provides accident and injury insurance for all CCMFL sanctioned events including practices, games, and CCMFL hosted tournaments and competitions.
2. The league currently offers yearly insurance. In order for insurance to cover any event that is not a CCMFL sanctioned event, you must receive approval from the board. This includes but is not limited to; competitions, camps, and clinics. Coverage comes with specific stipulations that will be provided by the board and CCMFL rules must still be followed. The CCMFL has a right to deny coverage to any event that does not follow the CCMFL guidelines.
3. In order to participate in outside games, scrimmages, competitions or other events not approved by the CCMFL board, the Town Organization is responsible for carrying its own accident and injury insurance.
4. Participation in a non CCMFL event without proper insurance shall result in an immediate disciplinary hearing for the town in question.

### **Section 14: Equipment:**

1. Town Organizations shall provide coaches with all equipment required by CCMFL in the Football and Cheerleading Handbooks.
  - a. For any required safety equipment that a town deems a parent expense, such as mouth guards, the town must keep a backup inventory that is available for players at games and events.

### **Section 15: Ethics and Conduct**

1. Every member, town organization, parent, and athlete shall abide by the code of conduct and applicable code of ethics as outlined in the CCMFL code of code.
2. Every director of CCMFL shall sign the administrators code of ethics form found in the CCMFL code of conduct.
3. Every Member of CCMFL shall sign the members code of conduct form found in the CCMFL code of conduct.
4. Every athlete's parent shall sign the athlete code of conduct form found in the CCMFL code of conduct.
5. All signed code of conduct forms shall be filed with the CCMFL Secretary.

### **Section 16: Amendments**

1. Amendments to the bylaws may be made with a 2/3 's vote of the membership and shall be listed here with the date they were adopted.
2. Amendments must be reviewed and approved by the membership annually.

3. After **five** years if an amendment has not been codified into the bylaws, the amendment will expire.

#### **Section 17: Indemnification:**

Any director or officer who is involved in litigation by reason of his or her position as a director or officer of this organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may subsequently be amended (but, in the case of any such amendment, only to the extent that such amendment permits the organization to provide broader indemnification rights).

#### **Section 18: Dissolution**

The organization may be dissolved only with authorization of its Board of Directors given at a special meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of the members. In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

1. 25% of all league assets will be donated to an organization of the memberships choosing.
2. Remaining funds shall be divided among eligible town organizations proportional to the number of years the town has been in CCMFL starting from **January 1st 2015**.
3. Towns who have not completed a 3rd season in CCMFL shall not be eligible.

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#### **Certification**

\_\_\_\_\_, Secretary of Cattaraugus County Midget Football League Inc. hereby certifies that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the incorporator(s) on January 29, 2024.

\_\_\_\_\_ Date \_\_\_\_\_