

FIVE CITIES YOUTH FOOTBALL LEAGUE, INC.
CONSTITUTION AND BY-LAWS

These revised and updated bylaws supersede all previous bylaws of the Five Cities Youth Football League. They shall be in effect until amended, except where these bylaws are in conflict with existing laws, rules and regulations of the Central Coast Youth Football League (CCYFL), the CCYCA, the State of California and the United States of America.

ARTICLE I –NAME

This organization shall be known as the Five Cities Youth Football League, Inc. hereinafter referred to as “FCYFL.”

ARTICLE II – GOALS

Section 1 -

The goals of the FCYFL shall be to provide a tackle football and cheer program for local youth in association with CCYFL and CCYCA; to teach players the discipline and game rules of football and cheerleading; to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority; to bring youth together through the means of a common interest; all so that they may be well-adjusted, stronger, and happier children and so that they will grow to be good, decent, healthy and trustworthy citizens.

Section 2 –

In an attempt to achieve these goals, the FCYFL will provide a supervised program under the Rules and Regulations of CCYFL and CCYCA and California Interscholastic Foundation (CIF). All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary, and that molding future citizens is of primary objective. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the FCYFL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive football games. No part of the net earnings shall benefit any private shareholder or individual. No substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III –MEMBERSHIP

Section 1 –

There are the following classes of members:

- (A) Player Member: Any player candidate meeting the requirements of FCYFL and CCYFL and who resides within the authorized boundaries of the FCYFL shall be

eligible to compete for participation, but shall have no rights, duties or obligations in the management of the FCYFL.

- (B) Regular Member: A regular member is either the legal guardian of a child playing in the FCYFL or an Adult Volunteer. A Regular Member will have the right to attend the annual meeting for election of Board Officers and Directors or any other meeting. Membership shall be considered in good standing when financial obligation is met and in force as long as the child/player (when applicable) maintains eligibility.
- (C) All Officers, Directors and other elected or appointed officials must be Regular Members in good standing.
- (D) The Secretary shall record the attendance at meetings of Officers/Directors to qualify voting members.
- (E) Adult Volunteer: Any adult volunteer that performs volunteer services for the league.

Section 2 –Other Affiliations:

Regular members or Player members shall not be required to be affiliated with another organization or group to qualify as a member of the FCYFL.

Section 3 – Suspension or Termination:

- (A) Membership may be terminated by written resignation or action of the Board of Directors.
- (B) The Board by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend and/or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the FCYFL. Suspension can range from one week to indefinitely and termination is final. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appeal, in writing, the FCYFL Board's decision. Any volunteer member that is terminated due to the CCYFL DOJ Live scan process must appeal their termination to the CCYFL DOJ Committee.
- (C) The Executive Board shall, in the case of a Player Member, give notice to the Head Coach of the team of which the player is a member. Said coach shall appear, in the capacity of an advisor, with the player and his/her legal guardian, before the Board of Directors, which shall have full power to suspend or revoke such player's rights to future participation.

Section 4 – All prospective members 18 years and older of the FCYFL Board of Directors, Coaches, Assistant Coaches and regular staff will be lived scanned, required to have the

appropriate documents turned in and approved by the custodian of records of CCYFL before assuming any position of that requires direct contact with any minor participant including teaching/coaching football and cheer. The FCYFL President can revoke any badge any time.

Section 5 - Code of Conduct:

All classes of members must sign the appropriate code of conduct annually.

ARTICLE IV – MEETINGS

Section 1 – Regular Meeting:

Regular meetings of the Board of the FCYFL shall be held monthly. The regular meeting in December of each year shall be held for the purpose of electing the Board of Directors, receiving reports and for the transactions of such business that may properly come before the meeting. Notice of the December meeting will be publicly given at least ten (10) days prior to the date of the meeting. All Regular Members are invited to attend these meetings. Following any Regular Meeting, the Board may dismiss non-Board members for discussion of confidential information. All emails between FCYFL Board members conducting league business will be deemed confidential in nature and not be disseminated or shared with any person outside the FCYFL Board.

Section 2 – Special Meeting:

Special Meetings of the Board may be called by the Secretary, Vice President or President at his/her discretion. Upon the written request of fifty (50) Regular Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. All Regular Members are invited to attend meetings **excluding closed session meetings.**

Section 3 - Voting:

Only Board Members in good standing shall be entitled to vote at any meeting of the Board. Good Standing shall be determined by attendance. (Article IV Section 8) (80% of ALL meetings, with up to 3 excused absences included) Appointed assistants in good standing may vote in December elections.

Section 4 -Rules of Order:

Robert's Rules of Order shall govern the proceedings at all meetings, except where otherwise obligated legally.

Section 5 - Quorum:

Any regular or specially called meeting of the Board requires a quorum, which will consist of 2/3 of active Board Members in good standing. A majority vote of the quorum shall govern.

ARTICLE V – BOARD OF DIRECTORS

Section 1 - Board:

The management of the property and the affairs of the FCYFL shall be vested in the Board of Directors. The Board of Directors shall not be less than ten (10). The Directors are elected for one season. The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their resignation or termination.

Section 2 – Eligibility of Officers:

Any Regular Member shall be eligible for nomination. Nominees for the offices of President and Vice President must have served on the Board for at least two years in order to be nominated. Nominees for Athletic Director, Treasurer, Secretary, Sgt. At Arms and Parliamentarian must have served one year on the board to be eligible.

Section 3 – Election and Term of Office:

Officers shall be elected at an annual meeting of the Board Members in good standing. Officers will serve for one year, or until their successors are elected. The election shall be by ballot. A majority vote of the quorum shall elect. The term of office shall begin after the annual election and end at the following annual election (December to December).

Section 4 - Vacancies:

If any vacancy occurs on the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular or specially called meeting of the Board of Directors. It is requested that any Board member wishing to resign give 30 days written notice.

Section 5 - Meeting, Notice and Quorum:

Regular meetings of the Board of Directors shall be held following the annual election and on such days thereafter as shall be determined by the Board and made public. The President, Vice President and Secretary may, whenever either of them deems it advisable, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director by any means that will effectively notify them at least two (2) days before the time appointed for the meeting. At least 2/3 of the Board of Directors shall constitute a quorum for the transaction of business. Vote by proxy or electronic media shall be accepted. In the case of an electronic media vote the results will be made available.

Section 6 - Duties and Powers:

The Board of Directors by majority vote shall have the power to create such Board positions as are required to successfully operate the League and delegate such powers to them as the Board deems advisable.

Section 7 –

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the FCYFL as it deems proper provided such rules are not in conflict with the FCYFL Bylaws, CCYFL and CCYCA by-laws, and Robert’s Rules of Order.

Section 8 – Attendance:

Any Board Member who is unable to attend a scheduled meeting is to notify the President and Secretary that he/she cannot attend. Excessive absences could result in termination of a Board Member. Two unexcused absences may result in dismissal from the Board. Any Board member must attend at least 80% of the regular meetings (including up to 3 excused absences) to be eligible to vote.

Section 9 –

The Executive Board shall have the power by two-thirds vote of a quorum at any specially called meeting to discipline, suspend or remove any Director or coach of the FCYFL in accordance with the procedures set forth in Article III, Section 3-(B).

ARTICLE VI – COMMITTEES

Coaches Committee:

The Coaches Committee will consist of the Coaches Coordinator, four members of the Coaching Committee, the Athletic Director, the Secretary, the FCYFL President, and the Cheer Director. The Committee shall meet and discuss potential Head Coach Applicants and will conduct interviews with each applicant. The Committee will recommend Head Coach Applicants to the Board for a majority vote by members in good standing. The Coaches Committee will investigate any reported violations of the Coaches Ethics Pledge and report its findings to the FCYFL Executive Board for review and disposition.

Fundraising Committee

Consist of Fireworks, Fan Gear, Dinner, and Banners overseen by the Fundraising Coordinator.

ARTICLE VII – OFFICERS, DUTIES AND POWERS

Section 1 - Officers:

The **Executive Board** of the FCYFL shall consist of a minimum of eight (8) members as follows:

President
Vice President
Cheer Director
Secretary
Treasurer
Athletic Director
Parliamentarian
Sgt. At Arms
Coaching Coordinator
Team Coordinator

The Board may also consist of the following additional positions:

Player Safety Coach
Game Commissioner
Fundraising Coordinator
Equipment Manager
Team Coordinator
BBQ Chairperson
Vice-Cheer Director
Concession Coordinator
Field Safety Coordinator
Publicity Director
CCYFL Executive Council Rep.
CCYFL Rep. #1
Coaches Committee Members
Insurance Director

The Board of Directors may appoint or remove such other positions as it may deem necessary or desirable and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Any and all elected or appointed board positions may be heard at all sanctioned meetings.

Section 2 –

All Board Members shall be elected by the current Board Members in good standing at the December meeting of the Board.

The President shall:

- (A) Preside at all meetings;

- (B) Conduct the affairs of the FCYFL, execute the policies established by the Board of Directors and CCYFL, and represent the FCYFL to all other agencies;
- (C) Attend all CCYFL Board meetings;
- (D) Communicate to the Board of Directors such matters as deemed appropriate to promote the welfare of the FCYFL;
- (E) Be responsible for the conduct of the FCYFL in conformity to the policies, principles and Rules and Regulations as set forth by the Board of the CCYFL;
- (F) Designate in writing other Officers, if necessary, to make and execute for/and in the name of the FCYFL such contracts and leases as may have received prior approval of the Board;
- (G) Investigate complaints, irregularities and conditions detrimental to the FCYFL and report thereon to the Board;

- (I) Only vote in the event of a tie.
- (J) Oversee all activities of all Board Members
- (K) Arrange for audits of the League when required.

The Vice President shall:

- (A) In the absence or disability of the President, and provided he/she is authorized by the President or the Board, perform the duties of the President. When so acting, the Vice President shall have all the powers of that office;
- (B) Assist the President in all other duties

The Secretary shall:

- (A) Be responsible for recording the activities of the FCYFL and maintaining appropriate files, mailing lists and necessary records;
- (B) Maintain a list of Directors and Committee Members and give notice of all meetings of the FCYFL, the Board of Directors and committees.

- (C) Acquire location for all Board meetings:

- (D) Keep the minutes of the Board of Directors: which shall include a roster of those present at a given meeting. The secretary will also see that all Board minutes are submitted appropriately to the CCYFL.
- (F) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed;
- (G) Sit in on Drafts and Certifications

The Treasurer shall:

- (A) Be responsible for the financial activities of the FCYFL by maintaining the check book and deposits, paying League debts timely, handling disbursements/deposits of money for concession stand, receiving/depositing all moneys associated with registration, fundraisers and sponsorships; and collecting payments from CCYFL.;
- (B) Provide to the Board of Directors detailed treasurer report and a profit/loss statement.
- (C) Submit quarterly sales tax and any and all other required state and federal financial paperwork;
- (D) At the January meeting of the Board of Directors, provide a year-end profit/loss statement and an itemized income/expense statement. These statements should coincide with the FCYFL fiscal year (01/01 through 12/31);
- (E) Compile information necessary (balance sheet, checkbook register, itemized income/expense statement, profit/loss statement, list of all equipment purchases, and a list of League officers) for the filing of the FCYFL Income Tax Return. Submit said information and communicate with a tax professional;
- (F) Maintain files on the above-mentioned records according to the FCYFL fiscal year;
- (G) Conduct regular and usual correspondence dealing with FCYFL financial matters such as those involving suppliers and vendors;
- (H) Be responsible for payments dispersed to referees and EMT's on game days

- (I) Submit monthly report to CCYFL President and Secretary
- (J) . Submit a yearly budget to be approved every March

The Athletic Director shall:

- (A) Oversee the sign-up committee;
- (B) Handle all player paperwork including registration forms and their attachments, as well as team rosters
- (C) Arrange physical examinations as required;
- (D) Organize teams in accordance with League rules;
- (E) Verify players' ages and eligibility
- (F) Coordinate player certification.
- (G) Coordinate the Drafts and draft sheets.
- (H) Coordinate Team Pictures.

The Coaching Coordinator shall:

- (A) Contact the previous year's coaches to see if they will be returning (upon approval of the Board);
- (B) Serve as a liaison between coaches and the Board;
- (C) Preside at all coaches' meetings;
- (D) Organize and ensure coaches are made aware of and attend all mandatory clinics;
- (E) Organize all clinics and conditioning and Hell Week.
- (F) Assist coaches, as necessary, with information and resources pertaining to coaching youth football;
- (G) Assist in the resolution of team problems and be present at all grievance meetings.
- (H) Coaching Coordinator is not eligible to be a Head Coach in any division.

The Coaches Committee Members shall:

- (A) Assist the Coaching Coordinator and be prepared to assume the duties thereof should the need arise.

The Game Field Commissioner shall:

- (A) Attend Field Commissioner training;
- (B) Be responsible for assigning qualified volunteers as Field Commissioner for every game played on the League's home field.
- (C) Perform official game day Field Commissioner duties
- (D) Collect and report scores to CCYFL by end of game day.

The Field Safety Coordinator shall:

- (A) Be responsible to oversee set up, and tear down football field.
- (B) Notify city if football field needs repair or maintenance.
- (C) Be responsible for the scheduling of the EMT's for all games played at the FCYFL home field.
- (D) Act as the liaison between AGHS Athletic Director and FCYFL.
- (E) Will be the contact person for any and all field safety concerns reported to our League regarding our fields.

The Player Safety Coach shall:

- (A) Be the primary contact person and liaison between USA Football and FCYFL.
- (B) Attend one of the USA Football Heads UP clinics as scheduled by CCYFL.
- (C) Train FCYFL Coaches on USA Heads Up safety information received at clinic.
- (D) Coordinates water for Clinic Week and Heck Week.

The Publicity Director shall:

- (A) Direct all public relation efforts of the League; Over see all publicity for the

League.

- (B) Coordinate public announcement of League fundraisers and assist the Fundraising Coordinator when necessary.
- (C) Coordinate the distribution of league sign up flyers to the local schools and be responsible for community advertising for registration via registration banners, local media, etc.
- (D) Be responsible for publicity concerning annual election meeting
- (E) Be solely responsible for insuring information and notifications are inputted on the FCYFL website and FaceBook page

The Fundraising Coordinator shall:

- (A) Oversee the Fundraising Committee
- (B) Coordinate with Treasurer to report costs and earnings of each fundraising event.

The Fundraising Committee shall:

- (A) Consist of Fireworks, Fan Gear, Dinner, and Banners overseen by the Fundraising Coordinator.
- (B) Assist the Fundraising Coordinator and be prepared to assume the duties thereof should the need arise.
- (C) Coordinate with Treasurer to report costs and earnings of each fundraising event

The Team Coordinator shall:

- (A) Communicate with team parents and coaches to ensure that everyone is aware of League events (fundraisers, pictures, games, certification, etc.);
- (B) Coordinate with team parents to schedule volunteers from each team to assist with field setup and tear down, concession stand, fundraisers. Coordinate and train any game day clock volunteers.
- (C) Coordinate jerseys with Athletic Director;
- (D) Be responsible for the purchasing and re-filling of the FCYFL team First Aid kits
- (E) Make sure medical supplies are available when needed (at practices and games)

The Equipment Manager shall:

- (A) Identify new and replacement equipment needs;
- (B) Oversee storage, distribution, maintenance, inventory and control of all League equipment;

- (C) Locate, purchase and account for all materials, supplies, uniforms and equipment approved for purchase by the Board;
- (D) Provide receipts for all purchases to the Treasurer a minimum of 10 days before due date.

The Assistant Equipment Manager shall:

- (A) Assist the Equipment Manager and be prepared to assume the duties thereof should the need arise.

The Cheer Director shall:

- (A) Attend all cheer meetings conducted by the CCYCA;
- (B) **Prepare and present a monthly report to the FCYFL Board.**
- (C) Coordinate and oversee fitting and purchase of uniforms;
- (D) Coordinate group photos;
- (E) Coordinate practice schedule and game day schedule;

The Vice Cheer Director shall:

- (A) Assist the Cheer Director/Coordinator and be prepared to assume the duties thereof should the need arise. (2017 Elected Position)

The Concession Coordinator shall:

- (A) Coordinate the functions of the concession stand including the purchase, preparation and sales of food;
- (B) Obtain from Team Coordinator or GFC the schedule of volunteers to help set up and work in the concession stand on game days;
- (C) Keep all receipts and turn them over to the Treasurer on a regular basis as agreed to by the Treasurer;
- (E) Be responsible for cash box on game days from the time it is delivered by the Treasurer until it is returned to the Treasurer;

The Assistant Concession Coordinator shall:

- (A) Assist the Concession Coordinator and be prepared to assume the duties thereof should the need arise;

The Insurance Representative shall:

- (A) Collect all Field Injury Reports from Team Parent weekly and submit them to CCYFL representative
- (B) Provide insurance forms and injury reports to parents of injured players-when requested. (Preferably carbon copy triplicate field injury reports)

The CCYFL Executive Council Representative shall:

- (A) Be appointed by the acting President;
- (B) Attend all CCYFL meetings and report activities of such to the Board.

The CCYFL Representatives shall:

- (A) Attend all CCYFL meetings and report activities of such to the FCYFL Board.

The Parliamentarian Shall:

- (A) (2017 Elected Position, must have served a year on the Board to be Eligible for nomination)
- (B) Assist the President in a clear and consistent interpretations of the governing documents of the Organization, its Constitution, Bylaws and Local Rules.
- (C) Assist in the amendment if the FCYFL Constitution, Bylaws and Local Rules annually, or as needed, for approval by the Board of Directors.
- (D) Provide counsel to members on alternatives available for obtaining an appropriate forum for issues relative to the business of the Organization.
- (E) Collaborate with authors of motions on clarity of wording and agreements with other governing documents.
- (F) Assist with nominations, elections and voting procedures.

The Sgt. At Arms shall:

- (A) Elected Position 2017, must have served one year on the Board to be eligible for nomination
- (B) Interpret the unique role of the Board of Directors within FCYFL in carrying out the business of the Organization.
- (C) Assist the President in conducting the business of the Organization in a systematic and orderly manner.
- (D) Encourage full and democratic participation of all members of the Board of Directors.
- (E) Monitor the conduct of business of the Board of Directors and the Organization, relative to the Robert's Rules of Order.

ARTICLE VIII – MEETINGS OF THE MEMBERSHIP

Section 1 - Place of Meeting:

All meetings shall be held within the Five Cities area, or such place designated by the Board.

Section 2 - Notice of Meeting:

Notice of meetings shall be given to all members of the League orally, in writing or via the email no less than two days before the meeting including agenda and previous months' minutes. In the case of special meetings, the nature of business to be transacted shall be specified.

ARTICLE IX – FINANCIAL AND ACCOUNTING

Section 1 -

The Executive Board shall decide all matters pertaining to the Finances of the FCYFL. It shall place all income including Auxiliary funds in a common League treasury, directing the expenditures of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2 -

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of the FCYFL, thereby discouraging favoritism among

teams and endeavoring to equalize the benefit of the FCYFL.

Section 3 -

The Board shall not permit the solicitation of funds in the name of FCYFL unless all funds so raised are placed in the FCYFL treasury.

Section 4 -

The Board shall not permit the disbursement of FCYFL funds for other than the conduct of youth football and cheer activities in accordance with the Rules and Regulations and policies of FCYFL and CCYFL and CCYCA.

Section 5 -

No Director, Officer or Member of the FCYFL shall receive directly or indirectly any salary, compensation or emolument from the FCYFL for services rendered as Director, Officer or Member. The Board must approve any services rendered to the FCYFL by a regular member for compensation and must also approve the type/amount of compensation. Such service and compensation shall be kept as public record and available for audit by any member of the FCYFL.

Section 6 -

All moneys received, including auxiliary funds, shall be deposited to the credit of the FCYFL in one or more depositories selected by the majority of the Board of Directors at any regular or special meeting. Two (2) Officers approved by the Board of Directors shall sign all checks. (President, Treasurer, Secretary,)

Section 7 -

The Fiscal Year of the FCYFL shall begin on the first day of January and end on the last day of December.

Section 8 -

Distribution of Property Upon Dissolution: Upon dissolution of the FCYFL and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the FCYFL to such other organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provisions.

ARTICLE X - COACHES

Section 1 - Head Coach Selection Process

- (A) The FCYFL Coaches Coordinator and committee shall review the applications and interview eligible Head Coach candidates for each division and submit their

recommendations to the board.

- (B) The FCYFL board shall vote for the Head Coach for each team in every division.
- (C) A head coach will only be eligible for the position if he/she has served at least one year as an assistant coach in FCYFL. (The only exception would be if there are no other eligible candidates.)
- (D) Any member of the Coaching Committee wanting to coach will refrain from voting in their division and an alternate will be appointed by the president.

Section 2 - Assistant Coaches

- (A) Following the draft, the Head Coach from each team in every division shall submit a list of no more than (7) assistant coaches and/or 6 assistant coaches and a team parent to the FCYFL Athletic Director.
- (B) The FCYFL Athletic Director shall present the list of Assistant Coaches for each team in every division to the FCYFL Board. The Assistant Coaches will be approved based on a majority vote of the Board.

ARTICLE XI – INCENTIVE PROGRAM

Each Season Incentive paperwork shall be dispersed to parents at sign-ups to sign. This incentive program consists of each team meeting their duties, such as field set-up/tear down, concessions, time-clock, and gear turn-in. Each team shall start off with \$500.00. Each time a teams fails to meet their duty, a denomination to deduct will be approved and stated on parent letter. If said team does not meet their duty then another team may pick up that duty and receive the said teams deduction. Receipts totaling the full amount of incentive need to be turned in to the Treasurer immediately following Team party.

AMENDMENTS

This Constitution and Bylaws may be amended, repealed or altered in whole or part by a two-thirds vote at any duly organized meeting of the Board of Directors provided notice of the proposed change is included in the notice of such meeting.