

**CCYFCL  
BY-LAWS**

REVISED January 2018

**ARTICLE 1 – MEETINGS**

Section 1 – REGULAR MEETINGS

- I. Regular meetings of the Board of Directors shall be held once a month, at a time and place to be determined by the Board, to transact any business that may properly come before it. All meetings shall be conducted in accordance with parliamentary procedures.

Section 2 – SPECIAL MEETINGS

- I. Special meetings require written notification to all Board members by the CCYFCL, at least two (2) days prior to such a meeting.
- II. Special meetings may be called:
  - a. Concurrence of a majority of the Board
  - b. Request of the President

Section 3 – QUORUM

- I. A quorum at any regular meeting requires a simple majority of the eligible voting members.
- II. A quorum at a special meeting requires at least two thirds (2/3) of the eligible voting members

Section 4 – VOTING POWER

- I. Each program participating in the CCYFCL has one member vote for the Football and Cheer respectfully for each meeting.
- II. The President will vote only in the event of a tie vote. In the absence of the President, the Vice-President for either Football or Cheer will vote only in the event of a tie.
- III. All other Board of Directors members do not have a vote.

**ARTICLE 2 – OFFICERS AND THE BOARD OF DIRECTORS**

Section 1 – BOARD OF DIRECTORS

- I. The Board of Directors shall consist of one representative from each program currently fielding teams in the CCYFCL, a President, a Vice-President of Football/Cheer, a Secretary and a Treasurer.
- II. The President, Vice-President of Football/Cheer, Secretary and Treasurer for both Football and Cheer shall be elected by the voting members of the Board at the first regular meeting each year, and shall take office at such meeting, serving a term of one year and eligible to succeed himself/herself.

Section 2 – POWERS AND DUTIES OF THE BOARD OF DIRECTORS

- I. The Board shall manage affairs of the CCYFCL in accordance with the Constitution and By-Laws of the CCYFCL:
  - a. Set procedures for accepting new programs into the CCYFCL and acting upon such applications
  - b. Insure that vacant offices are filled
  - c. Approve all disbursements by the CCYFCL in excess of \$100.00
  - d. The Treasurer for both Football and Cheer to receive and disburse funds for the CCYFCL and keep proper records of all receipts and disbursements, such records to be subject to audit at any time the Board may deem advisable, but not less often than once a year.
  - e. Provide each program with copies of the most current Constitution and By-Laws and General Rules.
  - f. Provide each program with the proper forms required by the CCYFCL for participation in it.
  - g. Establish rules for participation by athletes in the CCYFCL with regard to age, weight and physical condition, playing rules and rules governing equipment, with the means to enforce these rules (these rules will make up the General Rules).
  - h. Insure that the rules set forth by the CCYFCL are enforced.
  - i. Make the final decision as to the disciplinary action taken against any coach, player or fan, from reprimand, suspension and/or dismissal from any and all CCYFCL activities (See Discipline & Adverse Action Policy).
  - j. Monitor uniform colors of participating teams with authority to determine team colors and settle disputes if conflicting programs cannot settle it themselves.
  - k. Prepare and publish league schedules
  - l. Determine, assess and collect league fees, establish a budget and cause same to be carried out.

#### Section 3 – VACANCIES

- I. Should the office of President, Vice-President, Secretary or Treasurer become vacant, the Board will elect a new officer at the next regular meeting after such vacancy occurs.

#### Section 4 – DUTIES OF THE PRESIDENT

- I. The President shall preside at all meetings of the CCYFCL
- II. The President shall appoint:
  - a. Chairman of all committees
- III. All appointments are subject to the concurrence of the Board of Directors

#### Section 5 – DUTIES OF THE VICE-PRESIDENT

- I. Shall, in the absence of the President, perform all duties assigned to the office of the President
- II. Shall oversee all operations of Football or Cheer respectfully.

#### Section 6 – DUTIES OF THE SECRETARY (Football/Cheer)

- I. Keep minutes of each meeting of the CCYFCL and provide copies to each Area Director
- II. Maintain an up to date roster of all CCYFCL members and make available copies to each Area Director
- III. Issue notices to each Area Director of all meetings scheduled by the CCYFCL

#### Section 7 – DUTIES OF THE TREASURER (Football/Cheer)

- I. Receive and disburse all funds of the CCYFCL, keep proper records and accounts of all CCYFCL financial matters, prepare and present at each regularly scheduled meeting a financial report and make available all records of the CCYFCL for review and audit.
- II. Deposit all funds of the CCYFCL in a timely manner in such financial institution as shall be approved by the Board of Directors
- III. Maintain a checking account in the name of the CCYFCL in which all monies received shall be deposited and which shall require both the Treasurer and President's signature on all checks.

#### Section 8 – DUTIES OF THE PROGRAM DIRECTORS

- I. Each Program Director shall act as liaison between his area and the league.
- II. Each Program Director shall be responsible for his designated area, lending his assistance in the organization and operation of the teams in that area and making sure the teams and coaches are adhering to all CCYFCL rules and the Code of Standards.  
Specific duties are as follows:
  - a. Report to the Board of Directors and conduct or event occurring in his area which is or appears to be in violation of any CCYFCL rule or policy.
  - b. Insure all players on teams from his area confirm to the age and weight requirements.
  - c. Insure that the Area Director or a designated alternate is present at all his area's scheduled league events.
  - d. Insure that all equipment used by teams from his area meet CCYFCL standards.
  - e. Observe practice sessions whenever possible
  - f. Is responsible for providing one regulation football field, properly laid out and marked, to be designated as that area's home field.
  - g. Is solely responsible for determining the playability of the field, notifying the visiting area of any changes regarding the scheduled games and arranging the make-up of cancelled games within the framework of the General Rules governing postponed games.
  - h. During the course of any scheduled CCYFCL game in his area, the Area Director has the authority to interpret and enforce all CCYFCL rules subject to the final decision by the Board of Directors
  - i. Will be a member of the sponsoring organization for his area
  - j. Provide all head coaches in his area with a current copy of the League and High School Rules.

- k. Provide the League, as required by the General Rules, copies of his team's rosters. He will also maintain copies of all current registration forms and assist the league in validating a player's eligibility.

#### Section 9 – NEW MEMBERSHIP

- I. The CCYFCL will consider new members that submit a request for membership consideration in writing to the Board of Directors.
- II. Following the reception of the written request, a period of due diligence will be performed by the Board of Directors. This period may consist of further email exchanges or in-person Q&A sessions between a representative of the applying organization and the Board of Directors.
- III. Admittance to the CCFYCL will be granted as the result of a secret ballot cast by the voting members of the Board of Directors.
  - a. A vote of 'yes' from two thirds of the voting members is required to allow a new organization to participate.
  - b. All voting members must cast a 'yes' or 'no' vote; no abstentions are permitted.
- IV. Upon admittance to the CCFYCL, a non-refundable fee of \$500 will be paid for the first years' football dues. A non-refundable fee of \$500 will also be paid for the first years' cheer dues. Total to be paid: \$1,000.
- V. New member organization will be probationary for the first year.
  - a. During the probationary period, new organizations will not be allowed to vote on the inclusion of organizations petitioning for membership.
  - b. During the probationary period, new organizations can be barred from further participation at the discretion of the Board of Directors. Voting parameters cited in Section 9, Article III apply. Probationary organizations are prohibited from participating in disciplinary votes that could lead to the expulsion of an organization.
  - c. At the end of the probationary period, and at the soonest regularly scheduled Board of Directors meeting, full admittance to the league will be granted as the result of a secret ballot cast by the voting members of the Board of Directors. Voting parameters cited in Section 9, Article III apply.