

## BY-LAWS OF DEER LAKES YOUTH FOOTBALL

### Article I – Organization

- The name of this corporation shall be Deer Lakes Youth Football (a non-profit organization)
- The corporation shall have a seal, which shall be in the following forms: Standard PA non-profit corporation seal
- The corporation's colors shall be green and gold

### Article II – Participation

- The purpose for which this corporation has been formed is to provide organized athletic instructional opportunities for the youth of our community, while emphasizing competitiveness and good sportsmanship
  - Section I – Adult Participation
    - Participation in this corporation shall be open to:
      - Any adult 18 years of age or older, willing to offer their time and expertise to enhance the organizational goals of Deer Lakes Youth Football, subject to Executive Board review
      - No adult will be considered for membership in Deer Lakes Youth Football with a history of any criminal record, subject to Executive Board review
  - Section 2 – Youth Participation
    - Eligibility
      - Any youth residing within Deer Lakes School District (East Deer, Frazer and West Deer Townships)
        - or any bordering community without a youth football program.
      - The Executive Board reserves the right to implement open enrollment procedures
        - (i.e. Participation may be open to players outside Deer Lakes School District per League rules
      - Players presently on current rosters, residing outside these boundaries, will be permitted to continue participating in the Deer Lakes Youth Football organization
      - Any child who is under the care of a doctor, during the season due to injury or severe illness, must present a release from their doctor before being permitted to participate in practice and games

## Article III – Meetings

- Section I
  - The membership meeting of this corporation shall be held on the 1st Monday of the month annually
  - If such a day falls on a legal holiday, the Executive Board will adjust the day, but it shall not be more than two weeks from the date, according to these by-laws
  - The Executive Board will provide notification via email, by posting them on the website, and/or by distributing handouts
  
- Section II
  - The General Membership meeting of this corporation shall be held on the 1st Monday of each month, starting in January and the last meeting being held in December
  - There will be a closed meeting in June for Executive Board members only or as necessary and called by President
  - Anyone under the age of 18 must be accompanied by an adult
  
- Section III
  - Head coaches must attend (2) board meetings starting in February through December
  
- Section IV
  - If the President and Vice President are not available, and thus neither are present at any meetings, the said meeting will be cancelled and rescheduled
  
- Section V
  - Special meeting of this corporation may be called by the President when he/she deems it is in the best interest of the corporation.
  - The Executive Board will provide notification via email, by posting them on the website, texting application of choice, and/or by distributing handouts
  - Notices for such meeting shall be provided for at least five, but not more than fourteen days before the scheduled date for said special meetings
  - Such notice shall state the reasons that said meeting has been called, the business to be transacted at said meeting and by whom the meeting was called
    - At the request of a minimum of three members of the Executive Board or 50% of the General Membership of the Corporation, the President shall cause a special meeting to be called
    - Such a request must be made in writing at least five days before the requested scheduled date and approved by the Executive Board.
    - No other business, but that specified in the notice, may be transacted at such special meetings without the unanimous consent of all present at said meeting

## **Article IV – Voting**

- Section I
  - Voting is open to all adult members 18 years of age or older and in good standing within Deer Lakes Youth Football.
  - At the time the vote is called, a member in good standing will be defined as follows:
    - Has attended 2 of the previous 3 general membership meetings.
      - The Secretary will list on the roll call sheet all members who are eligible to vote, if in attendance
      - For the election of executive board members in January, they must have attended 5 of 12 general membership meetings
    - Any DLYF coach in good standing as of the August meeting will retain their standing through October and would therefore still be considered in good standing and eligible to vote in the January meeting
    - All motions must be made by a board member, or a member in good standing and seconded by a member of the Executive Board
- Section II
  - At all meetings, except for the election of officers and appointment of directors, all votes shall be by voice unless Executive Board calls for a silent vote
  - In the election of officers, ballots shall be provided and there shall not appear any place on such ballot, or any mark or marking that might tend to indicate the person who cast such ballot
  - At any regular or special meeting if a majority is in attendance, the Executive Board may call for a vote on any question in the manner and style provided for election of officers
  - At all votes by ballot, the President of said meeting shall immediately, prior to the commencement of balloting, appoint a committee of three who shall act as “Inspectors of Election”
  - At the conclusion of such balloting, the “Inspectors of Election” shall certify in writing to the chairperson, the results and the certified copy shall by physical affixed to the minutes of the meeting
  - No “Inspector of Election” shall be personally interested in the question voted upon

## **Article V – Order of Business**

- Roll Call
- Reading of the minutes from prior meeting (see also the emailed minutes received by general members)
- Report of Committees
- Old and Unfinished Business
- New Business
- Adjournments

## Article VI – Executive Board

- Section I
  - Deer Lakes Youth Football will be governed by an Executive Board which shall be comprised of as follows:
    - There shall be six elected offices
      - President
      - Vice President
      - Secretary
      - Treasurer
      - Director of Football Operations
      - Director of Cheer Operations
    - The elected officers shall appoint directors to the Executive Board on an annual basis, as needed
    - The Executive Board reserves the right to, and may at its discretion, appoint additional directors as may be needed to meet the corporation's goals
- Section II
  - All elected terms of office shall be for two (2) year terms commencing on February 1st and terminating on January 31st of the following year
  - Non-elected members of the Executive Board shall serve if they remain Chairperson of their respective committees
  - The offices of the President, Secretary, and Director of Cheer Operations shall be elected in odd years; the offices of the Vice President, Treasurer, and Director of Football Operations shall be elected in even years
  - Notification of intent to run for a Board Position must be given by November 1st
    - If a member is interested in a Board Position, but is unable to attend the November meeting, a notification must be given to the Board in writing, to be read at the November meeting
    - If a Board position remains open, a member of the Executive Board may step in to help fill the position
    - If no Executive Board member takes over an open position, it may be opened to the Deer Lakes community during the January meeting for fulfillment
  - Only one parent/guardian of any child/children can run for, or hold, a board executive position
- Section III
  - The Executive Board shall be administratively responsible for management of the affairs and business of Deer Lakes Youth Football
  - The Executive Board shall draft and adopt such rules and regulations as it may, at its discretion, deem necessary for orderly operation and/or in the best interest of the corporation at large

- Said Executive Board members shall only act in the name of the corporation when the corporation is convened by its President, after due notice to all the officers of such meeting
- Four (4) of the six (6) members of the Executive Board shall constitute a quorum, and the meeting of the Executive Board shall be convened regularly monthly
- Each member of the Executive Board shall have one vote
  - Such voting may not be done by proxy
  - The President will vote only to break a tie
- The duly elected President of the corporation, by virtue of the office, shall preside as Chairperson of the Executive Board
  - Note: In the President's absence, the Vice President shall function as Chairperson of the Executive Board
- The Executive Board shall fill vacancies within the Executive Board by enacting the following procedures:
  - In the event a vacancy exists in the office of the President, it would be filled by the Vice President after which the Executive Board would appoint an interim Vice President to fill the unfinished term
  - All other Executive Board vacancies would be filled on an interim basis via appointment until the next scheduled election
  - Any officer may be removed from the office when sufficient grounds exist for removal
  - The Executive Board will review any such allegations, and the following due processes may dispense sanctions ranging from written reprimand to removal from the Board

## **Article VII – Officers**

- The officers of the corporation shall be as follows:
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Director of Football Operations
  - Director of Cheer Operations
- Section I
  - The President is the Chief Executive Officer and shall, by virtue of the office, be Chairperson of the Executive Board, and preside over all meetings of the corporation
  - The President will be administratively responsible for the annual report encompassing the goals and accomplishments of the corporation and appoint all committees, temporary or permanent, and oversee and direct the formulation of all fiscal reports
  - The President will see that all reports and certificates, as required by law, have been prepared and filed

- The President will be one of two officers who may sign checks or drafts of the program and have such powers as may be construed as belonging to the Chief Executive of a corporation
- President shall assign individuals to endorse check payments
  
- Section II
  - The Vice President shall perform any, and all, related duties as deemed appropriate by the President
  - The Vice President shall secure the league schedule and function as the DLYF league representative. In the event of the absence or inability of the President to exercise his/her office, the Vice President will assume the Presidency of the corporation with all the rights, privileges, and power, as if he/she had been duly elected President
  
- Section III
  - The Treasurer shall have the care and custody of all monies belonging to the corporation and be solely responsible for such monies or securities of the corporation
  - The Treasurer shall be one of the officers who sign checks and drafts of the corporation
  - No special funds should be set aside that should make it unnecessary for the Treasurer to sign checks issued upon them
  - The Treasurer shall prepare a monthly financial statement detailing expenditure and balance and prepare an annual audit for the corporation
  - Such reports shall be physically affixed to the minutes of the corporation meetings
  - The Treasurer shall exercise all duties inherent to the office of Treasurer
  - The Treasurer shall execute the small game of chance and other similar responsibilities
  
- Section IV
  - The Secretary shall keep the meeting minutes and records of the corporation in the appropriate format, and file any certificates required by any statute (Federal or State)
  - The Secretary shall give and serve all notices to members of the Executive Board and general membership
  - Any communications addressed to the Secretary, attend to all correspondence of the program, and exercise the duties inherent of the Office of Secretary
  - The Secretary shall maintain the coaches' clearances that are submitted
  
- Section V
  - Director of Football Operations – See also DLYF Rules and Regulations for the role and responsibilities of this position

- Section VI
  - Director of Cheer Operations – See also DLYF Rules and Regulations for the role and responsibilities of this position
  
- Section VII
  - The Directors will ultimately be appointed by the Executive Board
  - The Directors will be administratively responsible for implementation of all policies and procedures related to their positions and/or all regulated duties as deemed appropriate by the Executive Board
  - All Directors must attend at least eight (8) of eleven (11) monthly meetings.
    - Failure to do so will result in the automatic resignation of them from their position for that year and the next

#### **Article VIII – Financial**

- Section I
  - All financial transactions within the corporation will be under the direction of the Treasurer
    - Checks will be co-signed by (2) of the (4) elected bank officials
    - All monies collected within the corporation will be deposited in the central account and then allocated to the individual committees within the corporation via the Executive Board
    - At no time will monies be directly deposited into a separate account for individual committee uses
  - All expenditures and purchases may be made via a DLYF check or any form of payment, or purchase order, or pre-approved by a minimum of two (2) board members
  - No Officer or Director shall, for any reason of the office, be entitled to receive any salary or compensation
  - Anything over each individual budget account must be voted upon by the Board
  
- Section II
  - For any event where the concession stand is open, the Concession Director or Treasurer, and two Board Members will count the money
    - This includes, but is not limited to, money from the concession stand sales and the 50/50 sales. The money will be counted, and the amounts documented
    - Each person present will initial each document and will receive a copy of the amounts for their records

- Each category (concession, 50/50, raffles, etc.) will be documented separately but may be deposited to the bank as one total, if the sum of all items is correct
  - This procedure will occur throughout the day, as needed, and must be completed at the end of the day
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- Section III
    - Other times money is collected (registration, apparel orders, decal orders, raffle tickets, fundraiser, etc) a receipt will be provided upon request
    - A receipt will be issued and will be signed by both parties
    - A cancelled check may serve as a receipt

#### **Article IX – Committees**

- All committees of this corporation shall be appointed by the Executive Board, and their terms of offices shall be for a period of one (1) year or less by the action of the Executive Board

#### **Article X – Amendments**

- These by-laws may be revised, and or amended by an affirmative vote of at least 2/3 of the members in good standing of the corporation

#### **Article XI – Discussion**

- In the event of dissolution, all assets of Deer Lakes Youth Football will be donated to a charitable/non-profit organization, as per vote of the Executive Board and/or General Membership, if applicable

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