

# **CCYFCL BY-LAWS**

REVISED 6 MARCH 2016

## **ARTICLE 1 – MEETINGS**

### Section 1 – REGULAR MEETINGS

- I. Regular meetings of the Board of Directors shall be held on the first Wednesday of the 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 a simple majority of the eligible voting members

### Section 4 – VOTING POWER

- I. Each program participating in the CCYFCL has one (1) vote
- II. The Vice President will vote only in the event of a tie vote. In the absence of the Vice President, the Treasurer/Secretary will vote only in the event of a tie.

## **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 area currently fielding teams in the CCYFCL, a Vice-President, a Secretary, Treasurer, and a Corporate Liaison Officer.
- II. The Vice-President, Secretary, Treasurer, and Corporate Liaison Officer 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 areas into the CCYFCL and acting upon such applications
- b. Ensure that vacant offices are filled
- c. Approve all disbursements by the CCYFCL in excess of \$200.00
- d. Cause the Treasurer 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 area with copies of the most current Constitution, By-Laws and General Rules, and post the same to the league website.
- f. Provide each area 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 and abilities, playing rules and rules governing equipment, with the means to enforce these rules (these rules will make up the General Rules).
- h. Ensure that the rules set forth by the CCYFCL are enforced.
- i. Make the final decision as to the disciplinary action taken against any coach, athlete or fan, from reprimand, suspension and/or dismissal from any and all CCYFCL activities (See Discipline & Adverse Action Policy).
- j. Prepare and publish league calendars
- k. Determine, assess and collect league fees, establish a budget and cause same to be carried out.

### Section 3 – VACANCIES

- I. Should the office of 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 VICE-PRESIDENT

- I. The Vice President shall preside at all meetings of the CCYFCL
- II. The Vice President shall appoint Chairman for all committees; which are subject to the concurrence of the Board of Directors.

### Section 6 – DUTIES OF THE SECRETARY

- I. Keep minutes of each meeting of the CCYFCL and provide email copies to each Area Director.
- II. Post a summary of the minutes to the league website.
- III. Maintain an up to date roster of all CCYFCL members and make available copies to each Area Director.
- IV. Maintain and update a master calendar that will be sent to each Area Director and posted to the league website.
- V. Issue notices to each Area Director of all meetings scheduled by the CCYFCL

#### Section 7 – DUTIES OF THE TREASURER

- 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 CORPORATE LIASON

- I. Serve as the primary Point of Contact for CCFL Cheer in all vendor related business matters.
- II. Negotiate contracts, kick backs, and sponsorships with all vendors.
- III. Provide all needed information and contractual requirements to the treasurer.
- IV. Responsible for obtaining all vendor revenue and providing said revenue to the treasurer.
- V. Organize any fundraiser on behalf of the CCYFL cheer.
- VI. Develop and maintain a CCFL sponsorship package(s).
- VII. Provide each sponsor with their appropriate package, and ensure that all advertising related to their donation has been met.

#### Section 9 – DUTIES OF THE AREA DIRECTORS

- I. Each Area Director shall act as liaison between their area and the league.
- II. Each Area Director shall be responsible for their designated area, lending their assistance within the organization and operation of the teams in that area. They shall ensure 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 any conduct or event occurring in their area which is, or appears to be, in violation of any CCYFCL rule or policy.
  - b. Ensure all athletes on teams from their area meet the age requirements.
  - c. Ensure that the Area Director or a designated alternate is present at all their area’s scheduled league events.
  - d. Ensure that all equipment used by teams from their area meet CCYFCL standards.
  - e. Observe practice sessions whenever possible
  - f. Is responsible for providing a cheer box, or suitable area that is properly laid out and marked, to be designated as that area’s home field. Shall provide the same for any visiting cheer squad.
  - g. Is responsible for alerting any visiting cheer squad of the field conditions, and changes to the game schedule as a result there of.

- h. During the course of any scheduled CCYFCL game in their 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 their area
- j. Provide all head coaches in their area with a current copy of both US Finals and NFHS Rules.
- k. Provide the League, as required by the General Rules, copies of their team's rosters. They will also maintain copies of all current registration forms and assist the league in validating an athlete's eligibility.