

2025

Mason Youth Football



Rev G

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CONSTITUTION OF THE MASON YOUTH FOOTBALL ORGANIZATION

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CONSTITUTION OF THE MASON YOUTH FOOTBALL ORGANIZATION

NAME

The name of the organization shall be Mason Youth Football, or initials of MYF.

PURPOSE AND POWERS

Purpose

A. Said organization is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations, under section 501(c)(3) of the Internal Revenue Code of 1954.

B. To provide a centrally located center of grounds for youth football activities.

C. To further the physical development of our youth. Youth being defined as children in kindergarten through 6th grade.

D. To establish youth football for the Mason City School District Youth.

Powers

A. The Board of Directors of Mason Youth Football shall consist of the elected officers of the organization and permanent advisors. No two individuals from the same household shall serve on the Board of Directors simultaneously.

B. The Board of Directors shall have the authority to determine and designate which leagues that MYF shall participate in.

C. All decisions shall be made by the majority of the Board of Directors, unless otherwise stated.

D. The Board of Directors shall audit or direct the auditing of the financial records annually.

E. Voting for the election of officers and candidates shall be restricted to members in good standing, and present at meeting. Each member shall have one (1) vote per household.

F. Good standing is defined as dues-paying members who have no disciplinary action taken against them in the past twelve months from MYF or league.

G. The Board of Directors may, by majority vote, waive the requirement that the President or Vice President shall have previously served a minimum of two (2) years as a member of the Board of Directors.

MEMBERSHIP QUALIFICATIONS

There shall be no limit to the number of members of MYF. Members shall be at least eighteen years of age. No person shall be barred from membership because of his or her race, creed, color or religion. Membership requires yearly dues of \$5.00, which is built into registration cost and entitles the member to all rights and privileges of MYF for a period beginning upon payment of registration that year and ending 12/31. Qualifications for new officers may be but are not limited to:

1. Interest and devotion to the purpose of MYF.
2. In good standing with MYF and/or their respective member organizations.
3. Active in present or past activities of MYF for a minimum of two years.

MEETINGS

A regular meeting of the membership will be held each month with the date and time determined by the Board of Directors. Each year one (1) nomination and election will be held, in December, unless otherwise deemed necessary by the Board of Directors.

BOARD OF DIRECTORS

The Board of Directors of Mason Youth Football (MYF) shall consist of the duly elected officers of the organization and any designated permanent advisors. No two individuals from the same household may serve on the Board simultaneously. Each member shall have one vote on matters brought before the Board.

President

Duties

- A. Preside over all meetings of the organization and call meetings to order at the appointed time.
- B. Establish the order of business and ensure that all agenda items are addressed appropriately.
- C. Maintain proper parliamentary procedure, recognize members to speak, and ensure fair and orderly discussion.
- D. Present motions clearly, restate them when necessary, and explain their effect before calling for a vote.
- E. Announce the results of all votes and ensure accurate documentation in the official record.
- F. Serve as the official representative of MYF to outside organizations, the league, and the Mason City School District.
- G. Appoint a trustee to serve as MYF's league representative if unable to fulfill that responsibility.
- H. Oversee player weigh-ins directly or through a designated representative.
- I. Chair and appoint members to the President's Committee, which shall oversee all organizational purchases and maintain accountability for all MYF assets.
- J. Ensure that all purchases and equipment acquisitions meet quality and cost standards in the best interest of MYF and are approved by the Board of Directors.
- K. Appoint and monitor all committees necessary to carry out the functions of the organization.
- L. Call special Board meetings as necessary.
- M. Remove and appoint officers when necessary to maintain effective operations.
- N. Maintain open communication with the Board and ensure compliance with MYF bylaws and policies.
- O. Hold full voting rights as a member of the Board.

Election and Tenure

The President shall be elected by a majority vote of the **Board of Directors** and must have previously served a minimum of two (2) years on the Board, unless this requirement is waived by Board vote. The term of office shall be two (2) years.

Vice President

Duties

- A. Preside over meetings and assume the duties of the President in their absence, incapacity, or resignation.
- B. Succeed to the office of President upon the death, resignation, or permanent incapacity of the President and serve the remainder of the unexpired term.
- C. Oversee all MYF communications, publications, and public relations activities.
- D. Serve as liaison to local media and ensure that all information released to the public reflects the values and integrity of MYF.
- E. Review, edit, and approve all materials or announcements issued by the organization.
- F. Coordinate and assist with communication efforts of all MYF committees.
- G. Keep the President informed of all relevant activities and communications.
- H. Hold full voting rights as a member of the Board.

Election and Tenure

The Vice President shall be elected by a majority vote of the **Board of Directors** and must have previously served a minimum of two (2) years on the Board, unless this requirement is waived by Board vote. The term of office shall be two (2) years.

Secretary

Duties

- A. Maintain accurate and complete records of all organizational proceedings and meetings.
- B. Record and authenticate all motions, votes, and official actions.
- C. Preserve all records, reports, and documents not otherwise assigned to another officer.
- D. Provide the President with a meeting agenda including unfinished business, committee reports, and announcements.
- E. Maintain an up-to-date roster of members and contact information.
- F. Distribute minutes and other records to officers and members in good standing upon request.
- G. Conduct official correspondence and ensure copies are provided to the President.
- H. Notify the Board of upcoming meetings and provide reminders.
- I. Provide league officials with updated officer contact information.
- J. Maintain a copy of the MYF Constitution, Bylaws, and committee lists for each meeting.
- K. Hold full voting rights as a member of the Board.

Election and Tenure

The Secretary shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Treasurer

Duties

- A. Serve as the official custodian and disbursing officer of all MYF funds.
- B. Deposit all funds in a federally insured institution and maintain accurate financial records of all transactions.
- C. Pay all bills and requisitions once authorized by the Board.
- D. Submit written and verbal financial reports at each regular meeting.
- E. Ensure that the organization's books are audited annually by an appointed auditor or committee, with results presented at the first meeting of the new fiscal year.
- F. Ensure all payments are made by check and that each check is signed by the Treasurer or President.
- G. Oversee all purchasing and ensure compliance with established financial procedures.
- H. Report any financial irregularities or violations to the Board immediately.
- I. Serve on the President's Committee and assist in asset management.
- J. Keep the President informed of all financial matters relevant to MYF.
- K. Hold full voting rights as a member of the Board.

Election and Tenure

The Treasurer shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Assistant Treasurer

Duties

- A. Assist the Treasurer with all financial responsibilities and assume full duties in their absence or incapacity.
- B. Succeed to the office of Treasurer upon the death, resignation, or permanent incapacity of the Treasurer for the remainder of the term.
- C. Keep the President informed of all relevant financial activities.
- D. Hold full voting rights as a member of the Board.

Election and Tenure

The Assistant Treasurer shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Football Commissioner

Duties

- A. Maintain accurate inventory records of all football equipment, including annual reports.
- B. Ensure all equipment meets safety standards and that any deficiencies are corrected in a timely manner.
- C. Lead the handout and return of all equipment at the beginning and end of the season, ensuring proper distribution, tracking, and accountability.
- D. Oversee the maintenance, repair, and safe storage of all equipment throughout the season.
- E. Keep the President informed of all football-related activities, equipment matters, and operational updates.
- F. Hold full voting rights as a member of the Board of Directors.

Election and Tenure

The Football Commissioner shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Assistant Football Commissioner

Duties

- A. Assist the Football Commissioner with all duties and responsibilities.
- B. Assume the Commissioner's duties in their absence or incapacity and complete any unexpired term if necessary.
- C. Keep the President informed of all relevant activities.
- D. Hold full voting rights as a member of the Board.

Election and Tenure

The Assistant Football Commissioner shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Sergeant of Arms

Duties

- A. Oversee and ensure the integrity of football operations, including all aspects of player eligibility, coaching, and league compliance.
- B. Promote sportsmanship, ethical conduct, and professionalism among all coaches, players, and staff.
- C. Serve as point of contact for disputes, rules interpretations, or player/coaching concerns, and report matters promptly to the President.
- D. Address and report any unethical practices, violations, or concerns to the Board of Directors.
- E. Ensure that all financial transactions and voting procedures are conducted in accordance with MYF rules.
- F. Validate all votes and confirm voting eligibility of members in good standing.
- G. Verify payment of all league fees and report discrepancies to the Board.
- H. Call the roll of members at each meeting.
- I. Keep the President informed of all relevant activities.
- J. Hold full voting rights as a member of the Board.

Election and Tenure

The Sergeant-at-Arms shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Director of Operations & Technology

Duties

- A. Oversee all game-day operations and ensure safe, organized, and properly maintained field conditions at all home venues.
- B. Reserve fields for practices and games, coordinating with the City of Mason and Mason City Schools as required.
- C. Maintain and ensure functionality of all field-related equipment, including sideline gear, scoreboards, and support vehicles.
- D. Oversee the organization's website and digital platforms, ensuring reliable access and up-to-date information for families and coaches.
- E. Manage and update the organization's social media accounts, creating engaging, mission-aligned content that promotes community involvement and highlights MYF activities.
- F. Develop and execute social media and digital communication strategies to enhance brand visibility, engagement, and public awareness.
- G. Ensure compliance with all relevant data protection, privacy, and safety regulations across IT and digital communication activities.
- H. Collaborate with other board members to support organizational goals through technology, communications, and operational excellence.
- I. Keep the President informed of all relevant activities related to field operations, IT systems, and social media.
- J. Hold full voting rights as a member of the Board of Directors.

Election and Tenure

The Director of Operations & Technology shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Assistant Director of Operations & Technology

Duties

- A. Assist the Director of Operations & Technology with all duties and responsibilities.
- B. Assume the Director's duties in their absence or incapacity and complete any unexpired term if necessary.
- C. Keep the President informed of all relevant activities.
- D. Hold full voting rights as a member of the Board.

Election and Tenure

The Assistant Director of Operations & Technology shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Concessions Director

Duties

- A. Plan and manage all concession operations for home games and events.
- B. Maintain cleanliness, sanitation, and safety standards.
- C. Recruit, schedule, and supervise volunteers/paid workers with Board assistance.
- D. Manage inventory, cash handling, and timely submission of funds to the Treasurer.
- E. Keep the President informed of all concession-related activities.
- F. Hold full voting rights as a member of the Board.

Election and Tenure

The Concessions Director shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Assistant Concessions Director

Duties

- A. Assist the Concessions Director with all operational responsibilities.
- B. Assume the Director's duties in their absence or incapacity and complete any unexpired term if necessary.
- C. Keep the President informed of all relevant activities.
- D. Hold full voting rights as a member of the Board.

Election and Tenure

The Assistant Concessions Director shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Director of Player Development and Safety

Duties

- A. Develop and implement safety initiatives, training, and education programs to ensure a safe and positive environment for all MYF participants.
- B. Maintain a comprehensive safety plan covering activities, equipment, and facilities, including procedures for incident reporting, documentation, and follow-up.
- C. Ensure emergency contact information for Board members is accessible during all MYF activities and events.
- D. Verify that all players meet medical, registration, and league requirements before participating in any activity.
- E. Establish and oversee player development standards, playbook creation, and coaching alignment across all grade levels.
- F. Support the recruitment, training, mentorship, and evaluation of coaches to maintain consistency with MYF's mission, values, and safety standards.
- G. Provide guidance and feedback to coaches on skill development, practice planning, game strategy, and sportsmanship.
- H. Lead and coordinate pre-season and in-season coaching meetings, clinics, and workshops to promote continuous improvement.
- I. Assist with player evaluations, team assignments, and development planning to ensure balanced competition and player growth.
- J. Serve as the primary liaison for parents regarding football operations, player development, and safety concerns, promoting clear and professional communication.
- K. Collaborate with the MYF Board to align football programming with organizational goals, league requirements, and player safety standards.
- L. Assist with organizing offseason training, camps, and development opportunities.
- M. Promote a culture of teamwork, respect, accountability, and sportsmanship among players, coaches, and families.
- N. Keep the President informed of all player development, coaching, and safety-related activities.
- O. Hold full voting rights as a member of the Board of Directors.

Election and Tenure

The Director of Player Development and Safety shall be elected by a majority vote of the voting membership and shall serve a one (1) year term.

Mason Youth Football Cheerleading President

Purpose

Mason Youth Football created the position of Mason Youth Football Cheerleading President as an addition to the Mason Youth Football Board of Directors in 2001. Mason Youth Football recognizes and approves the existence of the Mason Youth Football Cheerleading organization. This organization (MYFC) understands and agrees to follow all Ohio High School Athletic Association, Community Youth Football League and Mason Youth Football rules and guidelines. Failure to do so will result in penalties that shall be determined by the Mason Youth Football Board of Directors. These penalties could include various sanctions up to and including disassociation with MYF and elimination of rights to cheer at MYF football games.

Duties

- A. The Mason Youth Football Cheerleading President or representative will serve as a member of the Mason Youth Football Board of Directors.
- B. The Mason Youth Football Cheerleading President or representative is responsible for keeping the President of MYF informed of all activities by MYFC which are relevant to MYF.
- C. The Mason Youth Football Cheerleading President or representative will serve as a liaison between the MYF organization and the MYFC organization.
- D. The Mason Youth Football Cheerleading President or representative shall have no vote on issues before Mason Youth Football or the Mason Youth Football Board of Directors.

Election and Tenure

The election and term of the Mason Youth Football Cheerleading President or representative shall be determined by the constitution of the Mason Youth Football Cheerleading organization.

Permanent Board of Director Advisory Positions

Purpose The position of Permanent Board of Director Advisor was created by Mason Youth Football in 1997. The organization felt this position was needed for many reasons, the most important of which are:

- (1) to honor members for their selfless lifelong contributions to the organization and children of the community,
- (2) to access the many years of experience and guidance that these members bring to our organization.

Duties

- A. The Permanent Board of Director Advisor will serve as advisor and member of the Board of Directors.
- B. The Permanent Board of Director Advisor is responsible for keeping the President informed of all activities relevant to Mason Youth Football.
- C. The Permanent Board of Director Advisor shall only vote on issues or motions in case of a tie.

Election

- A. The President has the right to appoint Permanent Board of Director Advisors with the approval of a four/fifths (4/5) majority vote of those members present.

Tenure

- A. The Permanent Board of Director Advisor will serve as long as that person wishes to serve the organization.
- B. The Permanent Board of Director Advisor can only be removed when their conduct is such that the organization would suffer long-lasting disrepute, and then only by a four/fifths (4/5) majority vote of those members present.

Permanent Board of Directors

- A. William Grimes appointed January 21, 1997.

EXPULSION OF MEMBERS

A member may be expelled if convicted of an offense so infamous as to tender the member unfit for the MYF. When a member has committed an offense, in violation of his duty, as a member set forth in this constitution, they may be expelled. When the member's conduct violates the fundamental objectives of MYF, and when such conduct, if continued, would bring MYF disrepute, they may be expelled. A member is entitled to a hearing before the Board of Directors, who will act in good faith, before any expulsion may be executed (if requested). It will take a two-thirds (2/3) majority vote of the elected officers present to execute an expulsion. The decision of the Board of Directors shall be final.

DISSOLUTION OF ORGANIZATION

This organization can be dissolved through a unanimous vote of the members, or if no interested parties step forward to run the organization, it will be deemed to be dissolved. Upon the dissolution of the organization, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purpose of the organization in such manner, or to such organization or organizations, and operated exclusively for charitable, educational, religious or scientific purpose as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954.

ADMENDMENTS

This constitution may be amended by the Vice President appointing a committee and chairperson. The committee will report any recommendations back to the elected officers. After approval of a two-thirds (2/3) majority of the elected officers, the amendments will be presented for approval of a two-thirds (2/3) majority vote of those members present. Amending of this constitution can only be done by the reading of the amendments at two (2) membership meetings. The first (1) meeting shall be for a reading and discussion only, and the second (2) meeting for the approval and voting of the Board of Directors. All officers must be notified in person or writing that such a vote is taking place.

AMENDMENTS TO THE CONSTITUTION

Amended January 2018

A. Any mention of Community Youth Football League and / or CYFL to be replaced with “league”

1) Article II, Section 2, Item F amended from “or Community Youth Football League (CYFL).” To “League”

2) Article VI, Section 1, Item O amended from “The Secretary will provide the CYFL and MYF Presidents” to “The Secretary will provide the league and MYF Presidents”

3) Article VIII, Section 1, Item I amended from “The Commissioner shall ensure that all players meet the CYFL weight limits” to “The Commissioner shall ensure that all players meet the league weight limits”

B. Update of Purpose and Powers to be inclusive of grade based football vs. age based youth football

C. Article II, Section 1, Item C amended from: “To further the physical development of our youth. Youth being defined as children seven (7) to twelve (12) years of age.” to “To further the physical development of our youth. Youth being defined as children in Kindergarten through 6th grade.

D. The following positions added with voting rights:

1) Article XIX: Concessions Director

2) Article XX: Assistant Concessions Director

3) Article XXI: Safety Director

4) Article XXII: Assistant Field Management Director

Amended September 2025

E. Reformatted entire document.

F. Updated responsibilities for each position

G. The following positions added or combined with existing positions:

1) Director of Operations & Technology - Formerly Field Management Director

2) Director of Football and Player Development – Formerly Safety Director