

Articles of Authorization

Saugus Spartan Youth Football Organization

The Board of Directors of the Saugus Spartan Youth Football Organization establishes the following Articles of Authorization as the Constitution governing the Saugus Spartan Youth Football Organization.

Preamble

We, the members of the Saugus Spartan Youth Football Board of Directors, acting together under the authorization granted by the All Sparta Community Sports Association (ASCSA), in order to provide a youth football organization that teaches fundamentals, encourage good sportsmanship, and works to build better players, hereby ordain these Articles of Authorization.

Article I

Section 1. - Name and Location

The name of the organization shall be Saugus Spartan Youth Football and shall hold its business meetings within the boundaries of the Santa Clarita Valley.

Article II

Section 1. - Purpose

The Purpose of the Saugus Spartan Youth Football Organization shall be:

1. Represent the interests and opinions of the Saugus Spartan Youth Football parents and players.
2. To teach football fundamentals, good sportsmanship, and build better players in a positive encouraging environment.
3. Promote the Saugus Spartan Youth Football organization and ensure its viability.
4. Collect, maintain, and distribute the dues and other funds of the Saugus Spartan Youth Football organization in support of the viability of the program, development of the players, and the participation in competitive sporting events

Article III

Section 1 - Membership

Membership in the Saugus Spartan Youth Football Board shall be open to all parents of registered players in the Saugus Spartan Youth Football organization provided they are in good standing with the organization, duly elected, and fulfill all other requirements of their membership as detailed in the following Articles and in the All Sparta Community Sports Association Bylaws. Voting Board Officer Positions are limited to one position per family.

Section 2. – Composition and Term

The Board of the Saugus Spartan Youth Football Organization shall consist of ten (10) Voting Officers. All Officers shall serve a two year commencing on the first day of January following a General Election. The terms of the Officers shall be staggered with no more than 50% of the Board positions up for election in any single calendar year. For the purpose of establishing stability in the Board, terms may be shortened or extended by one year immediately following the adoption of these Articles, if necessary, to establish an odd/even election cycle.

Section 3 – Elections

A general election shall be held during the November General Membership meeting. All families with a registered player for the current season shall be entitled to one vote for each open position.

1. No Member shall hold more than one elected office on the Saugus Spartan Youth Football Board.
2. A secret ballot form of elections will be the method used to elect Members to the Board
3. Elections for open Board positions will proceed from the top office down, with nominations for each office received from the floor.
4. In the event of a tie for any office, a second secret ballot vote shall be conducted to select a winner.
5. Should a Board Member vacate their office before his or her term expires, the position, for the remainder of the elected term shall:
 - a. Be filled by appointment, approved by the majority vote of the Saugus Spartan Youth Football Board.
 - b. Left vacant until the next election cycle provided:
 - i. The next election is less than 90 days away
 - ii. The vacancy would not negatively affect the Board's ability to carry out their responsibilities to the Organization.

Article IV

Section 1. Board Officers

The Saugus Spartan Youth Football Board shall have a President, Vice President, Operations Director, Athletic Director, Secretary, Treasurer, Technology Director, Equipment Manager, Apparel Director, and a Member at Large.

1. *President. The President of the Saugus Spartan Youth Football Organization shall:*
 - a. Chair all Saugus Spartan Youth Football Board meetings
 - b. Represent the Saugus Spartan Youth Football Organization at ASCSA Executive Board meetings, GCYFL meetings, and any other special meetings. Report back to the Board on the content of those meetings.
 - c. Be responsible for general supervision and administration of the Saugus Spartan Youth Football organization.
 - d. Temporarily suspend and/or recommend for expulsion, any player or family member from participation in the Saugus Spartan Youth Football Organization activities.
 - e. Coordinate all Organization fundraising activities in consultation with the ASCSA Executive Board Vice President.
 - f. Assist in the preparation of the Saugus Spartan Youth Football budget
 - g. Assist the Athletic Director with organizing coach meetings and addressing parent complaints related to the coaching staff.
 - h. Ensure the viability of the Saugus Spartan Youth Football organization through marketing, recruitment, and expansion of the program where needed.
 - i. Ensures game Commissioners and field set-up duties are scheduled for all home games.
 - j. Ensure appointments to the Board in a number deemed appropriate by the Board for the successful operation of the organization.
 - k. Vote on all matters brought before the Board only to break a tie vote
2. *Vice President. The Vice President of the Saugus Spartan Youth Football Organization shall:*
 - a. Assist the President and, in the absence of the President, perform all duties usually performed by the President
 - b. Assist in the preparation of the budget for the Saugus Spartan Youth Football Organization.

- c. Be responsible for general supervision and administration of the Saugus Spartan Youth Football organization.
 - d. Serve as the Board liaison to the Spartan Cheer program and report back to the Board on any issues or concerns raised.
 - e. Coordinate the ordering and delivery of team trophies and the scheduling and delivery of team pictures.
 - f. Oversee the Director of Team Managers and the Director of Apparel.
 - g. Schedules concession dates for teams during scheduled home games
 - h. Perform other duties as assigned by the Board President.
3. *Secretary. The Board Secretary of the Saugus Spartan Youth Football Organization shall:*
- a. Keep accurate minutes of the Saugus Spartan Youth Football Board meetings and distribute in a timely manner after the conclusion of a Board meeting.
 - b. Maintain an attendance sign in sheet of all Board meetings.
 - c. Ensure that all minutes from previous meetings are reviewed and approved by the Board at a future Board meeting.
 - d. Notify Board members of meetings and coordinate meeting dates and times as directed by the Board President
 - e. Prepare the agenda for Board meetings and solicit agenda items from the Board members.
 - f. Prepare the calendar of events for the season.
 - g. Interview, recommend, and train Team Managers for each football team in the Organization.
 - h. Communicate with Team Managers to disseminate important Organization, Team, or GCYFL information
 - i. Audits all team fundraising and bank ledgers
 - j. Coordinates Team calendars to ensure team events (fundraisers, team parties, etc) do not conflict.
 - k. Perform other duties as directed by the Board President.
4. *Operations Director. The Operations Director of the Saugus Spartan Youth Football Organization shall:*
- a. Solicits bids and develops projected cost of equipment for the upcoming season.
 - b. Research and purchase uniforms, player equipment, and field equipment as needed to support the Saugus Spartan Youth Football organization.
 - c. Maintain proper inventory over the issuance and retrieval of all equipment and uniforms for the Saugus Spartan Youth Football Organization. Handles all equipment malfunctions.
 - d. Coordinate storage of all equipment and control access for the Organization in a central, secure location.
 - e. Provide an inventory of equipment to the Organization Board and the ASCSA Executive Board within ninety (90) days of completion of the season.
 - f. Coordinate the reconditioning of all player helmets prior to the start of the next season.
 - g. Oversee the Equipment Managers.
 - h. Perform other duties as directed by the Board President.
5. *Treasurer. The Treasurer of the Saugus Spartan Youth Football Organization shall:*
- a. Prepare the budget for the Saugus Spartan Youth Football Organization for approval by the Board
 - b. Deposit all monies received, in the name of the ASCSA, in the Saugus Spartan Youth Football Organization's approved financial institution.
 - c. Collects all player payments and reconciles all payments with the online registration system.
 - d. Maintain a master record of all monies collected and disbursed in the name of the ASCSA by the Saugus Spartan Youth Football Organization.

- e. Prepare reports on the financial condition of the Saugus Spartan Youth Football Organization Board and be prepared to present said reports as regular meetings of the Saugus Spartan Youth Football Organization Board or as requested by the Director or Executive Board of the ASCSA.
 - f. Follow the ASCSA sport/activity Board financial policies and procedures governing the deposit and disbursement of all monies.
 - g. Ensure that the Saugus Spartan Youth Football Organization Board submits a comprehensive forecasted budget for the upcoming season within ninety (90) days of the completion of the season, or as requested by the ASCSA Executive Board.
 - h. Assure the financial records are accurate to aid in preparation of the ASCSA year-end tax return.
 - i. Collects and distributes Organization mail, as needed, from the ASCSA.
 - j. Perform other duties as directed by the Board President.
6. *Athletic Director. The Athletic Director of the Saugus Spartan Youth Football Organization shall:*
- a. Recruit, interview, evaluate, recommend, supervise, and support Head Coaches for the organization's sports teams
 - b. Meet with coaches, as needed, to provide information about the organization, ensure they understand the current GCYFL rules, and provide training.
 - c. Ensure all coaches have the proper certifications, training, and background checks in place.
 - d. Assist in the recruiting of players for the Saugus Spartan Youth Football organization
 - e. Confer with the President on any upcoming GCYFL changes.
 - f. Oversee and address practice or game field issues
 - g. Handle complaints or issues with the teams and the coaches
 - h. Perform other duties as directed by the Board President
7. *The Technology Director of the Saugus Spartan Youth Football Organization shall:*
- a. Maintain the operability of the Organization's website and online registration system
 - b. Administer the email accounts for the Organization
 - c. Create and maintain the Organization's Facebook or other social media presence as directed by the President.
 - d. Create and maintain an electronic repository of Organization records in a secure, online location.
 - e. Coordinate electronic communication efforts between the Board and the Members.
 - f. Perform other duties as directed by the Board President .
8. *Member-at-Large. The Member-at-Large of the Saugus Spartan Youth Football Organization shall:*
- a. Coordinate Organization fundraising activities
 - b. Solicit donations and sponsorships for the Organization
 - c. Work with the President, Athletic Director, and the Technology Director to communicate with Organization information to our football families
 - d. Represent the Saugus Spartan Youth Football Organization Board and perform duties as directed by the Board President.
9. *Apparel Director. The Apparel Director of the Saugus Spartan Youth Football Organization shall:*
- a. Identify apparel vendors and, in consultation with the Board Vice President, order and sell apparel with approved Organization design and logo.
 - b. Coordinate with Team Managers to assist with fulfilling their apparel needs.
 - c. Coordinate with the Technology Director to post apparel information for online ordering.
 - d. Establish dates and events where apparel will be sold.

- e. Perform other duties as directed by the Board President.
- 10. *Equipment Manager. The Equipment Manager of the Saugus Spartan Youth Football Organization shall assist the Operations Director with:*
 - a. Assist the Operations Director with managing the storage, inventory, distribution, repair, and retrieval of Organization equipment
 - b. Soliciting bids and developing projected cost of equipment for the upcoming season.
 - c. Researching and purchasing uniforms, player equipment, and field equipment as needed to support the Saugus Spartan Youth Football organization.
 - d. Maintaining proper inventory over the issuance and retrieval of all equipment and uniforms for the Saugus Spartan Youth Football Organization.
 - e. Coordinating the storage of all equipment for the Organization in a central, secure location.
 - f. Coordinating the reconditioning of all player helmets prior to the start of the next season.

Additional, permanent Board positions shall be created, or permanent Board positions eliminated, by majority vote of the Saugus Spartan Youth Football Board, and submitted to the ASCSA Executive Board for approval by amendment of these Articles of Association. Any changes to the permanent Board positions shall not take effect until approved by the ASCSA.

Section 2. Non-Voting Positions

1. The Saugus Spartan Youth Football Board shall maintain, for the purpose of fulfilling the mission of the Organization, the following non-voting, non-board positions within the organization with the quantity of each position dependent on the need of the organization. These positions shall terminate at the end of the season.
 - a. Head Coach
 - b. Assistant Coach
 - c. Team Manager
 - d. Assistant Equipment Managers
2. The Saugus Spartan Youth Football Organization Board shall create, as needed, other positions on the Board to assist in the fulfillment of the Organization's mission. These positions shall be filled by appointment of the Board, be non-voting, and shall terminate at the end of the season. Each position shall have their roles and responsibilities recorded in the minutes for reference.

Article V

Section 1. Meetings

The Saugus Spartan Youth Football Board shall meet as necessary to conduct the business of the organization but no less than six (6) times each calendar year. A notice shall be provided to all members of General Membership meetings and all members are eligible to attend. Executive meetings, for discussion of legal, personnel, or contractual issues shall be limited to the Organization Board members.

Section 2. Quorum.

A quorum is required for all Saugus Spartan Youth Football Board meetings to conduct official business for the Organization and must be composed of a simple majority of Board Members.

Section 3. Voting

Each Board Member shall have one vote.

Section 4. Meeting Attendance

Board Members of the Saugus Spartan Youth Football Board are required to attend all regularly scheduled Board meetings of the organization. A Board Member missing three or more consecutive regularly scheduled meetings in a single calendar year may be removed from the Board by a majority vote of the Board at the next regularly scheduled meeting.

Section 5. Meeting Agendas

The Board Secretary shall solicit agenda items from the Board prior to a regularly scheduled Board meeting. Agendas shall be distributed a minimum of 48 hours prior to the meeting. Each agenda shall include if necessary:

1. The review and approval of a detailed financial report outlining the income and expenses from the previous period
2. Approval of any appointments of Board Members, Coaches, or Assistant Equipment Managers
3. Approval of any expulsion of any player or family member from the Organization

Section 6. Meeting Minutes

Minutes shall be taken at all official meetings of the Saugus Spartan Youth Football Board. The minutes shall contain:

1. A list of Present and Absent Members of the Board
2. A Summary of discussion on each agenda item
3. A record of the vote on all items requiring "Action" by the Board including the motion, second, and any abstentions.
4. A list of items for discussion at future meetings

Article VI

Section 1. Bylaws

Bylaws may be created, if necessary, to further define the operations of the organization as outlined in these Articles of Authorization. The creation and amendment of the Bylaws shall require a two-thirds vote of the Board provided that the Bylaws have been made available to the Membership at least thirty (30) days prior to adoption. Any changes to the Articles of Authorization, creation or modification of Bylaws, shall be submitted to the ASCSA Executive Board for approval.

Article VII

Section 1. Compensation

Elected members of the Saugus Spartan Youth Football Board shall not be compensated for their Board service.

Section 2. Registration Discounts

Registration Discounts shall be granted, at the discretion of the Board, to members holding both Board and Non-Board positions within the Organization. All discounts shall be established prior to the beginning of registration each year, are dependent on the financial condition of the Organization, and shall be approved by the Board.

Article VIII

Section 1. Termination of Organization or Activity

In the event of termination of a sport/activity within the ASCSA or the ASCSA itself, all assets of likeness shall be donated to a sport, activity or Association that is in need of support in a struggling environment, due to economics or geographical obstacles. The disbursement shall be decided by the Executive Board of the Association by two thirds (2/3) vote.

Adopted Saugus Spartan Board: 10/20/2016

Approved ASCSA Board: 11/14/2016