



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

Standard Operating Procedures **Dismissal of a Board Member**

Purpose

It is the policy of the Cape Youth Football Association (CYFA) that all board members; Executive Members, elected Directors, or appointed Managers and/or Coordinators will be actively involved in the daily operations of CYFA events and games. Active participation is not limited to monthly board meetings. Failure to be actively involved with the daily operations of CYFA may be grounds for immediate dismissal from the Board of Directors (BOD). These grounds are clearly detailed in the organization's governing documents to ensure a fair and transparent process for addressing dismissal.

Procedure

1. All members of the Board of Directors are required to attend all board meetings. Policies and processes are discussed and approved at these meetings. The input of all members is vital to the success of CYFA. Missing three consecutive Board required functions or a total of five within one year without notice, may be grounds for immediate dismissal. The dismissal decision will be voted on by the Board of Directors (BOD) at the next scheduled board meeting. A 2/3 majority vote is required to remove any board member, provided a quorum is present.
2. Additional grounds for Immediate dismissal from a BOD position requiring a 2/3 majority vote of the, may include:
 - Knowing participation in any violation of Pop Warner National, Regional, League or Association policy or federal, state or local laws.
 - Any act or written or verbal communication that represents CYFA in a negative light.
 - Theft.
 - Sexual Harassment conducted by any CYFA member.
 - Failure to pass background check.
 - Any act of violence or abusive treatment toward an athlete, coach, CYFA member or community member.
 - Misrepresentation of self or Association while carrying out CYFA business.
 - Gross insubordination toward CYFA members without just cause.
 - Creating a hostile or offensive environment.
 - Intimidation.
 - Incompetence or unsatisfactory performance of assigned tasks/duties.
 - Falsification of information.
 - Violation or failing to adhere to the standard protocols regarding eligibility requirements.
 - Failure to protect the health, safety and welfare of athletes from discrimination, hazing, sexual harassment, or abusive treatment by those within the organization.
 - Conviction of or pleading guilty to felony criminal charges or to any misdemeanor crime against minors.
3. Any member of the BOD can motion for the removal of another board member with just cause by submitting a formal written complaint to the President. If the President is the accused, then the complaint will be submitted to the next in chain of command. The complainant can then present a case as to why the accused should be removed. Additionally, the accused board member will be given the opportunity to defend themselves and present their case to the BOD as to why they should not be removed.