

PYFC By - Laws

Article I - Name

The name of the organization shall be known as Peabody Youth Football and Cheer, Inc. (PYFC), an affiliate of the American Youth Football, playing under the Constitution and By-Laws of the Northeast Conference Youth Football League.

Article II - Objectives

The purpose of Peabody Youth Football and Cheering. Inc. shall be:

1. To foster and encourage youths to practice the ideals of sportsmanship, teamwork, ethics, scholarship and physical fitness through the means of athletic competition.
2. To assure fair and equal consideration of all participation where playing ability is concerned without regard to race, creed or national origin, color or sex. To conduct programs that provide maximum participation by all youth involved.
3. To solicit and encourage active participation of adults, as well as encouraging good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, practice and event.
4. To promote safety and well being first with proper coaching and supervision in addition to having strict control of ages, weights and equipment.
5. To acquaint participants with the fundamentals of football and cheer-leading.
6. To operate on a non-profit basis, with all income over and above necessary operating expenses returned to the benefit of the program and participants.
7. To do all and everything necessary, suitable, and proper for the accomplishment of any of these purposes, or the attainment of any of the objects, or the furtherance of any of the powers herein before set forth, either alone or in association with other corporations, firms and individuals. to do every other act or acts, thing or things, incidental or appurtenant to or growing out of or connected with the aforesaid business or powers, or any part or parts thereof, provided the same not be inconsistent with the laws under which this corporation is organized.

Article III - Membership

Section III .1 Membership Eligibility

A. Any person who is a parent or guardian of a child registered in this sports program, or who acts as a head coach or assistant coach, or who holds an elected or appointed position in the Program, shall be considered a member of the Program for a period of 12 months following registration.

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B. Any individual wanting to serve on the PYFC Board, as a coach, or as a team parent of the Peabody Youth Football and Cheer must willfully submit to a CORI, criminal background check each year. The President of Peabody of Peabody Youth Football and Cheer, Inc. and at most, one other member of the Board (security Officer) will be designated as the authorised member(s) to review the reports. The designated member(s) must have signed an Agreement of non-disclosure and file with the Criminal History System Board of the Commonwealth of Massachusetts. Each year a letter stating that all current board members, coaches and team parents have undergone a CORI background check, must be sent to the President of Northeast Conference Youth Football League. The President of the Peabody Youth Football and Cheering must sign this letter.

Section III .2 Voting Membership

A. In the Annual Election of the Board the voting membership shall be comprised of elected officers. Board members and any member in good standing who has attended one open league meeting will be able to vote in annual elections.

Section III .3 Discipline /Suspension/

Termination

A. Membership may be terminated by resignation or action by the Board.

B. The Board , by a 2/3 vote of all Board Members shall have the authority to discipline, suspend or terminate a member when the conduct of the member is considered detrimental to the best interest of the Program. Misconduct includes, but is not limited to, non-compliance with the rules/guidelines.

C. Discipline applied to a member of the Program could include the loss of any or all of the following privileges plus any other restrictions determined by the Board.

1. Holding any office or appointed position
2. Participation as a coach
3. Representing the Association at any function, activity.
4. Attending any monthly, Board or special meetings of the Association.
5. Attending any games or practices.
6. Under certain circumstances - removal of child from league.

D. The Board reserves the right to impose additional sanctions and /or penalties.

E. The Board reserves the right to deny any coach/volunteer position and or application.

Article IV - By Laws

Other lawful provisions for the conduct and regulation of the business and affairs of the corporation as well as limiting, defining and regulating the powers of the corporation or of its directors or members are as follows:

IV .1 Board of Directors - officers and their duties

A. Enumeration :

1. A Board of Directors shall administer the Peabody Youth Football and Cheer, Inc. The Board of Directors shall have the entire charge, control; and management of the corporation, its property and business. The Board may exercise all or any of its own powers.
2. The Corporation shall have all the powers granted to corporations by the laws of the Commonwealth of Massachusetts, provided that no such power shall include activity

inconsistent with the Massachusetts General Laws, Chapter 180 regarding Non-Profit Organizations.

B. Indemnification of Directors

1. Directors, Officers, and Employees-
Peabody Youth Football and Cheer, Inc. from and after the date hereof, shall hold harmless any and all trustees, officers, directors and staff from any and all liability, claims, demands or expenses by reason of acting as a trustee, officer, director or staff and volunteer or otherwise by reason of any and all actions performed or omissions to act by reason of being a trustee, officer, director and staff otherwise of the organization.

2. Former Officers and Directors-

The indemnification provided in this article continues for a person who has ceased to be a

trustee, director, officer, staff or volunteer and shall inure to the benefit of the heirs, executors and administrators of that person

3. Insurance -

The Organization may purchase and maintain insurance on behalf of any person who was or is a director, officer, employee or agent of the organization. Any person who was or is a volunteer who performed volunteer services at the request of the organization. Such insurance may protect against any liability asserted against the person and incurred by him or her in such, whether or not the organization would have the power to indemnify against such liability under this article or the laws of the State of Massachusetts.

C. Membership of the Board of Directors

1. The Board shall consist of not more than 15 members.
2. Each Director shall be a member of the corporation, shall have been a member during all of the 365 days prior to nomination, and shall be of the age of at least 25.
3. 12 of the 15 members must be Peabody City residents and elected through a general election process one time per year, unless a vacancy exists (see section IV .1).
4. Any individual wanting to serve on the Board of Directors, as a coach or as a team parent of the Peabody Youth Football and Cheer must willfully submit to a CORI, criminal background check each year. The designated member must have signed an agreement of non-disclosure and file with the criminal history system board of the Commonwealth of Massachusetts. Each year a letter stating that all current board members, coaches and team parents have undergone a CORI background check and passed the CORI/SORI with no exceptions, must be sent to the president of the Northeast Conference Youth Football League. The President of the Peabody Youth Football and Cheer must sign this letter.

D. Duties of the Board of Directors

1. The Development and Administration of the philosophy and policy of the Peabody Youth Football and Cheering program.
2. Elect members of the Board annually. The President must approve all candidates.
3. The Board shall hold quarterly meetings of the Board, with all members notified in advance. The meeting time and date should be posted no later than 10 days prior to the meeting. All meetings shall be open to the public and held in a public facility.
4. Meetings of the Board shall be a quorum when at least 9 of the voting members of the Board are present. All decisions shall be determined by a majority vote of all those present and voting unless defined otherwise in these by-laws. No individual, regardless of how many Board positions he/she holds, shall ever have more than one vote. The President may only vote in the event of a tie in order to resolve the issue at hand.

5. The BOD shall make recommendations and formulate such policies as to enhance the welfare of its members and the prestige of the organization.
6. The BOD may make amends or repeal the By-Laws of the Corporation, in whole or in part, by a 2/3 majority vote of the BOD.
7. To serve as Liaisons between parents and coaches.
8. The President will remind members who do not attend a meeting of their responsibilities to the Board. If a member misses two consecutive meetings, the Board is obligated to determine the active status of the member.

9. To attend as many practice sessions and as many games as may be practical.

E. Filling vacancies between annual election.

1. All Vacancies shall be filled by special election convened by the BOD
2. Nominees must meet the requirements established for membership of said Board.
 - A. Board is responsible for ensuring membership
 - B. Any BOD member may nominate an individual for election
 - C. Nominee will fill position with 2/3 votes of entire Board.

F. Duties of the Officers.

1. President: The President shall supervise all activities of the Program and the work of the Board of Directors. The President will assure our mission statement and objectives are being upheld. The President will make sure By- Laws are followed. He/She shall preside at all meetings of the Board and the Program. The President is the general representative of the Program in all legal and other matters. The President shall be the only Spokesman for PYFC, in interactions with outside agencies except as designated by the president if He/She allocates to another board member. The President is an "ad hoc" member of all committees. The President handles all communications with Officials from the city of Peabody. The President assures that By-Laws are made available to any member of the league when requested. The President will break all ties on any issue called to vote.

2. Administrative Vice-President: The Administrative Vice President will work with the president in making sure all By-Laws are carried out and all Administrative duties of the league and Board are being fulfilled. This person will report directly to the President. This person will handle all administrative duties of the cheering program. The head coaches of cheering will submit all requests to this position and will meet with this Board member to submit all requests and needs of the cheering program. This position with the President will appoint all Head Coaches for the cheering program. Will vote on all issues called for a vote. This Board position is required to attend all quarterly board meetings and assist at all league events.

3. Vice President-: The duties of this position will be issued directly from the President. The Vice -President in the absence of the President will make sure that all league By-Laws are being appropriately carried out. The Vice -President will not make decisions without first approved by the President and will directly report to the President. Will vote on all issues called for a vote. This Board position is required to attend all quarterly board meetings and assist at all league events.

4. Secretary- The Secretary shall attend to all correspondence. The Secretary shall record the minutes of all regular monthly Program meetings and all Board meetings. In his/her absence, the administrative Vice-President will handle so called duties. Copies of the minutes for monthly Program meetings and Board meetings shall be distributed prior to the next monthly meeting. The Secretary shall maintain other records as set forth in these By-Laws such as signed Official By-Laws and official amendments to the By-Laws. This position will also be responsible of all league paper work including all registration. This position will also enter all paper work in to the League computer and update all information as needed. This person reports directly to the President. Will vote on all issues called for a vote. This Board position is required to attend all quarterly board meetings and assist at all league events.

5. Treasurer- The treasurer shall have charge of the finances of the Program. The treasurer

shall be responsible for keeping accurate financial records and shall present a report of the financial position at each Board meeting and a summary report at each Program meeting. All disbursements from the funds of the Program shall be approved and signed by two members of the Board. The Board must approve any disbursements in excess of \$2000.00 in advance. The Treasurer shall prepare the annual budget for the Program. This budget shall be presented for approval at the Annual meeting of the Program. The Treasurer shall prepare and submit all information required by local, state and Federal Tax laws to enable continuation of the Program as a non-profit organization. Will vote on all issues called for a vote. This Board position is required to attend all quarterly board meetings and assist at all league events.

6. Football Director of Coaches: This position is responsible to communicate all League/ Board information to all Football Teams/Coaches. This position will recommend all coaches to the PYFC Board for approval. This Position will assist and arrange/organize any necessary coaching clinics. This position will make sure that all coaches have been certified and have a current CORI/SORI check and that all appropriate paper work has been filled out and submitted. This position will also make sure all volunteers have submitted the appropriate paper work as stated above. The FD will be responsible with the President to choose the head coaches for Football. This position will coordinate with the public relations director about game summaries to newspapers etc.. This Board position is required to attend all quarterly board meetings and assist at all league events. Will vote on all issues called for a vote.

7. Fundraising Director: This position will organize fundraising activities and ideas. This position will be responsible for putting together committees to oversee and run all fundraising events. All monies raised will be turned into the Treasurer and a full report will be put together on every event. This position will be responsible for putting together all information and packets to be distributed to the Program for any event. This person will handle all sponsor information. This person will be responsible to work with the Parent Liaison Director director to have team parents available at every game to handle the 50/50. This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

8. Safety Director: This position will oversee all security and first aid for the league. He/She will also be in charge of the league CORI/SORI reports. This will be done with a committee of the President Vice- Presidents. This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

9. Equipment Manager : This position will handle all aspects of player and field equipment, uniforms etc. This position will be overseen by the Vice- President .This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

10. Assistant Equipment Manager: This position will work directly with the equipment manager and assist in all his/her duties. This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

11. Concessions Director/ Assistant: This position will schedule help and volunteers as needed to maintain and run all concessions at each home game and all other events the league participates in. This person will help with the inventory of all products sold at all home games. This director will report directly to the Administrative Vice - President. This Board position is required to attend all quarterly board

meetings and assist at all league events. Will Vote on all issues called for a vote.

12. Public Relations and Community Service Director: Will handle all newspaper and T.V. sponsorships or announcements. They will also be in charge of staffing game day audio for all games. This position will report directly to the President. This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

13. Parent Liaison Director: This person will meet with team parents before the season begins and explain the role of team parents. This position will also help at all games with parents. If something needs to be addressed with one of our coaches the director will report directly to the football director with all inquires. In the same aspect if it has to do with cheering this will be addressed directly to the Administrative Vice-President. This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

14. Website Manager: This position will report directly to the secretary. This position will be in charge of maintaining and updating the website and its incoming e-mails as related to the Program. This Board position is required to attend all quarterly board meetings and assist at all league events. Will Vote on all issues called for a vote.

Section IV .2 Meetings

A. Monthly Meetings

1. Meetings of the general membership of the Program shall be held monthly during the season. The purpose of such meetings is for the Board of Directors to report on significant actions taken or business transacted and for members to provide input to the Board on any issues they feel should be considered for the Board action and to educate participants in all phases of our organization and handle any problematic items.

2. The presiding officer shall define the time, date and location of the next monthly meeting before adjournment. This information shall be posted on the league web-site within 10 days of the meeting.

B. Special Meetings:

1. Special Meetings of the general membership may be called by the President, or by a majority vote of all members of the Board of Directors, at their discretion.

2. The has the right to conduct online Board meetings for pressing issues as along as a majority of the Board members are available.

C . Board of Directors Meetings:

1. Any member of the program may attend the open section of these meetings.

2. All meeting dates and times shall be posted on the league website within ten days Of the meeting.

3. All meetings shall be held in a public facility within the city.

4. The Secretary shall record all meetings and minutes shall be made available upon Request.

Section IV.3 Coaches Responsibility

/Authority

A. Administrative :

1. Each Coach is responsible for attending every coaches meeting or function called by the program during their sport's active season. A representative from the team can be sent in

place of the coach in some circumstances.

2. Each coach is responsible for his/her team's full participation in the taking of team pictures including the distribution of information, forms and the pictures themselves.

3. Every coach must submit to background checks, certification, CPR Safety and any other items required by the Board of Directors.

4. Each Coach is obligated to adhere to all rules published in the NECYFL rule book.

B. Coaching:

1. All Coaches shall strive to promote the ideals of good sportsmanship, fair play, teamwork and "healthy" competition.

2. It shall be the responsibility of all Coaches that each player on their respective team is suitably equipped in accordance with official rules of American Youth Football Organization.

3. All Coaches shall serve without monetary compensation

4. All coaches shall be responsible to the Board of Directors for their actions on the playing field, weather during practice or during the game. The board shall have the right to take such disciplinary action as deemed necessary.

5. Coaches shall have the responsibility to maintain discipline and player respect for all participation in Peabody Youth Football and Cheer. Coaches can suspend a player for a period of up to 1 practice with the approval of the director of Coaches. Coaches do not have the authority to relieve or cut a participant without prior consent from the Board of Directors. Disciplinary actions may be appealed to the BOD.

6. Each coach is responsible for the conduct of His/hers player's, assistant coaches, fans and parents at practices and games.

. Each coach is responsible for the conduct of His/hers player's, assistant coaches, fans, and parents at practices and games.

A. All necessary precautions shall be taken to prevent the parties listed from threatening or assaulting referees before, during or after a game.

B. All parties shall conduct themselves consistent with the objectives established in the rules and parent code of conduct.

C. The coach has the right to send a player away from the playing site in order to meet the objectives of this section of the By - Laws.

D. The Coach has the right to send a parent, assistant coach or other spectator away from the playing site in order to meet the objectives of this section of the By- Laws.

E. Failure of an individual to leave the playing site per items © and (d) above is just cause for disciplinary action as provided in section III of the By-Laws.

F. Failure to control any of the parties listed above can result in disciplinary actions as determined by the BOD, in accordance with these By-Laws and guidelines which are in effect at the time of the incidents in question.

G. Each coach shall ensure the full, active participation of players and coaches in all special events sponsored by the Program.

D. The Board reserves the right to deny any coaching/volunteer position or participation or may be relieved, disciplined or suspended at anytime at the discretion of the Board of Directors.

Section IV.4 Amendments to the By - Laws

A. Method of Amending:

1. The Secretary shall announce, at a monthly meeting of the Program, the time and date at which amendments are to be read and adopted.

A. Typed copies of the amendments shall be presented to each member of the Program present at the meeting at which time the amendments to be adopted are read.

B. As each proposed amendment to the By-Laws is read, it will be discussed and revised as deemed necessary by the President.

C. At the conclusion of the reading, it shall take the affirmative vote of at least 2/3 of the members of the Board present and voting at the next meeting.

2. Filing of Amendments:

A. The Board must sign the official Copy of all amendments to these By-Laws.

B. The Secretary shall keep in his/her possession the Official copy of all amendments to the official copy of the By-Laws.

C. The By-Laws shall be revised to incorporate all adopted amendments an the President.

D. The Secretary shall distribute copies of the updated By-Laws at the next monthly meeting after adoption of the amendments