

Central U.P. Youth Football League, Inc.  
(Revised February 14th, 2007)  
BYLAWS

ARTICLE I  
NAME

The name of this league shall be Central U.P. Youth Football League, Inc., herein referred to as the League.

ARTICLE II  
OBJECTIVE

The objective of this organization shall be to teach good sportsmanship, teamwork, and the basic fundamentals of football and to stimulate our youth's interest in sports.

ARTICLE III  
AFFILIATION

This organization shall operate as an independent league and as a non-profit corporation.

ARTICLE IV  
SITE OF PRINCIPLE OPERATION

Operation shall be in, but not limited to the Michigan Counties of Iron, Dickinson, Delta and Menominee and the Wisconsin Counties of Florence and Marinette.

ARTICLE V  
POWERS

This League shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:

Section 1

To make and enforce rules and regulations to govern itself on a local basis which are consistent with, but not contrary to, any rules and regulations of the American Youth Football Corporation.

Section 2

No Officer or agent of this League shall have the authority to make any agreement or contract with any person or firm in any manner, except by authority of the Board of Directors, and in no event shall any person have the authority to sign any agreement or contract binding the League for a period longer than three years. All agreements or contracts executed on behalf of the League shall be signed and counter signed by the President and Secretary respectively after first being approved by the Board of Directors.

Section 3

The League shall have the authority to solicit contributions and raise funds to cover costs of equipment, fees, insurance, and the general expense in running an organization. Any person, association, partnership, corporation, or estate may subscribe to or establish activity and/or building funds to be administered by the Board of Directors prescribe, subject to acceptance of such subscription or donation by the Board of Directors, to further the purpose of the League. Such subscription or donation shall carry with it no control over the fund or funds, voting rights, or other privileges of membership.

Section 4

The League shall have the authority to hold and own any and all property necessary to complete a season. This shall include but is not limited to uniforms, player equipment, field marking equipment, referee equipment and concession stand equipment. Under no circumstances shall the League sell, lease or lend any equipment to anybody for personal use other than for short term rent to an eligible player.

Section 5

To render final decisions relating to area eligibility, player selection, coach selection, scheduling, fees and appeals from decisions of the Executive Board or committees.

Section 6

A member of the Executive Board is the only member authorized to conduct business on behalf of this League. Board of Directors and Area Vice-Presidents are not authorized to conduct business such as ordering equipment, publishing League news, or scheduling League Activities.

ARTICLE VI  
MEMBERSHIP

- A. Membership in this League is extended to all persons who have a child or ward registered as a player, to all Coaches, and to all Referees. The Board of Directors reserves the right to accept or reject any application for registration of coaches, referees or players. For membership voting privileges please refer to Article IX Meetings.
- B. An Area must meet the following in order for League representation:
  - 1. At least one (1) Board of Director Seat must be filled to field a team.
  - 2. At least one (1) Board of Director Seat must be filled and the Area Vice-President position filled to host home games.
  - 3. These positions must be filled by the close of the March Meeting in order for an Area to be represented by this League.
  - 4. To maintain good standing with the League, at least one member from each area must attend at least 2 meetings out of the April, May, June, and July scheduled meetings.

ARTICLE VII  
GOVERNMENT

The governing body of the Central U.P. Youth football League, Inc. shall consist of the following:

Section 1 Composition

A. Executive Board

The Executive Board shall consist of the President, Area Vice-Presidents, Secretary, and Treasurer. An Area Vice-President can also hold the seat of Secretary or Treasurer, but not President.

B. Board of Directors

Board of Directors shall consist of at least one (1) representative from an Area that wishes to be represented by this League.

C. Board Member at Large

Each registered player's Parents or Guardian will be assigned a Board of Directors Seat and be considered as Board Member at Large.

## Section 2 Duties

### A. President

1. Supervise the affairs and activities of the League.
2. Represents the League within the community.
3. Supervise the Treasurer in the preparation of the budget.
4. Prepares a plan for the full year.
5. Preside and maintain order at meetings.
6. Supervise and assist the other officers in the performance of their duties.
7. Must be familiar with the Leagues Insurance policy and track player injuries.

### B. Area Vice-President (Area Rep)

1. Reports directly to the President of the League
2. Is not involved with any coaching activity.
3. Responsible for organizing player registration for their respective area.
4. Assist the Secretary with registration and player records.
5. Responsible for obtaining sponsors for their respective teams.
6. Responsible for organization and managing any fund raising activities for their respective area.
7. Responsible for having their respective playing field in a condition suitable for play.
8. Responsible for assembling a Refereeing Crew for their respective playing field.
9. Responsible for ensuring that the Refereeing Crew is properly trained and pay sheets are filled correctly and turned in.
10. Must be present during League activities at their respective field. If not available, a designated replacement from the Board of Directors may fill in with approval from the Executive Board.
11. Responsible for assembling a chain-gang to keep track of ball position and first down yardage.
12. Responsible for monitoring all of their coach's activities for their respective area to insure that the Fair Play Policy is adhered to and that all coaches conduct themselves according to the rules outlined in these by-laws.
13. To help the Secretary create a season game schedule.
14. Holds a seat on the Rules Violation committee.

### C. Secretary

1. Shall issue notice to all Membership of special meetings of the Board of Directors and the Executive Board. This notice may be e-mail, regular mail, or by phone.
2. Shall prepare and maintain as a permanent record all minutes of such meetings.
3. Shall be custodian of all records of the League.
4. Shall organize registration of players.
5. Shall assist the other officers with official correspondence.

### D. Treasurer

1. Shall be responsible for all financial records of the League.
2. Shall maintain prudent custody of all funds of the League.
3. Shall withdraw and disburse the funds of the League as authorized. Disbursements over \$100 dollars must have the Presidents approval and signature.
4. Shall present to the Board of directors, at the monthly meeting, a League Financial Report. This report will include all deposits and expenditures and past due accounts.
5. Prior to player registration, will present to the Board of Directors a budget outlining projected expenses for the playing year, tentative registration fees, and projected fundraising needs.

**ARTICLE VIII  
ELECTIONS, APPOINTMENTS, RESIGNATIONS AND REMOVAL OF MEMBERS**

**Section 1 Board Member**

- A.** Board Members will be elected as vacancies become available. A person may be nominated and elected at the same meeting to the position of Board Member.
- B.** Board Members will be subject to re-election each January. If there are no more than four (3) parties interested in the position, no election is required.
- C.** Should a Board Member choose to resign their position, a written resignation must be received by the Executive Board.
- D.** If a Board Member is absent from more that three (3) consecutive Board Meetings, with no notice to the Secretary as to the reason for the absence, the Board Member will be subject to removal per Section 5 of this Article.

**Section 2 Executive Board Elections**

- A.** At the November Regular Board Meeting the floor shall be opened for nominations for President, Secretary, and Treasurer. A person may be nominated for more than one position.
- B.** The Election of the Executive Board will take place during the January Regular Board Meeting. This Election will be conducted using ballots. Voting for President will take place first, followed by the Secretary and then Treasurer. If a person has been nominated for more than one position and is elected to a position his or her name will then be removed from the ballot for the other positions.
- C.** The newly elected Executive Board will be sworn in during the January Annual meeting and will serve a one (1) year term until the following January.
- D.** There are no term limits for any Executive Board position.
- E.** In the event of an Executive Officer vacancy created in the midterm by either resignation or removal, a vote must take place to fill the vacated position. A written notice must be sent 10 days prior to the election to each board member at their last known address notifying them of the vacancy. A candidate can be nominated and elected at the same meeting.

**Section 3 Area Vice-President**

- A.** The Area Vice-President will be chosen by their respective area's Board Members. An area with more than 3 teams can elect to have 2 Area Vice-Presidents.

**Section 4 Board Member at Large**

- A.** Board Member at Large is appointed as members of the association by successfully registering their child and paying the registration fee in full.

## Section 5 Removal

**A.** Any Officer, Board Member, Coach or Committee Chairperson may be removed from his or her position by a three-fourth (3/4) vote of the Board of Directors.

**B.** Notice of Removal

1. The Secretary shall inform the individual being considered for removal in writing via registered mail no less than ten (10) days prior to the date of the meeting.
2. The Secretary shall inform all Board of Directors that a Vote of Removal will be brought before the Board and express the need for their attendance to insure a fair and impartial proceeding.

## ARTICLE IX MEETINGS

### Section 1 Meeting Procedures

**A.** Roberts Rules of Parliamentary Procedures and will govern all proceedings of all meetings of this League and its constituent parts except as provided by the Bylaws. The Order of Business for all meetings will be as follows:

1. Call to Order (By the Presiding Officer)
2. Roll Call (By the Secretary)
3. Reading and Approval of the minutes of the previous meeting. If the minutes have been printed and provided to each Board Member, reading is not necessary for approval.
4. Officer Reports
  - a. Treasurer
  - b. Secretary
  - c. Treasurer
  - d. Area Vice-President
  - e. President
5. Committee Reports
6. Old Business
7. New Business
8. Public Comment
9. Adjournment

### Section 2 Quorum

**A.** A Quorum for the transaction of business at any meeting of the Board of Directors shall consist of one-half (1/2) of the active roster of the Regular Board of Directors plus one (1). For example 15 people on the Board of Directors, round up the next even number 16, 1/2 is 8 plus 1 would be 9 needed for a Quorum. The Regular Board of Directors consists of the Executive Officers, Area Reps and Board Members. This excludes the Board Members at Large. For resolution passage a simple majority vote of the Quorum is required. Simple Majority Vote does not apply to Removal of Board Members or Amendments of the Bylaws. Voting for these issues is specified in their respective Sections.

### Section 3 Membership Voting

#### **A. Board of Director Voting**

Each Area will have a minimum of one (1) vote or a maximum of four (4) votes per Board Seat. The number of votes available to an Area depends on the number Board Seats filled at the time of the vote. Votes will be allocated to the most senior Board members from each area present at any given meeting. The Secretary, Treasurer and the Area Vice-President are allocated one (1) vote per position from their respective area's four (4) votes. The President of the League will not be allocated a vote from his or her respective area's vote count and will only vote in the event of a tie vote of the Board of Directors.

#### **B. Executive Board Voting**

At an Executive Board Meeting the Secretary, Treasurer and the Area Vice-President are allocated one (1) vote per position. The President of the League will only cast a vote in the event of a tie vote of the Executive Board.

#### **C. Board Member at Large Voting**

As a member of the association, the Board Member at Large position is entitled to one (1) vote. This one (1) vote will be counted as to the election of officers. If the Parents or Guardian has more than one child registered as a player, they will represent the same number of seats as players registered. The Voting Rights of Board Member at Large is one (1) vote for each seat held.

### Section 4 Annual Meeting

**A.** An annual meeting will be held in January of each year and notice of such a meeting shall be mailed to each eligible member at their last known address at least ten (10) days prior.

### Section 5 Board of Directors Meeting

**A.** Regular Board meetings will be held once a month on a day determined by the current Board of Directors as the most convenient for the Board. Meetings shall be announced using all media available at least ten (10) days prior.

### Section 6 Executive Board Meetings

**A.** Executive Board Meetings may take place as often as the Executive Board deems necessary to properly lead this organization. No public notice is required and all proceedings of these meetings will be made public at the next Board of Directors Meeting.

### Section 7 Special Meetings

**A.** Special Meetings of the Board of Directors may be called by the President or by the written request of at least four (4) Board Members. The Secretary will advertise this special meeting as much as possible to attain the highest attendance. If a Quorum exists, business may be conducted.

ARTICLE X  
STANDING COMMITTEES

Standing Committees shall be created by the Executive Board to smoothly operate the League. The Executive Board will review the previous year's committees and adjust the committees accordingly. All chairpersons will be chosen by the President and approved by the Board of Directors. For the 2004 Season the following committees have been developed:

- A. Coaches, Refs and Rules
- B. Equipment
- C. Fundraising
- D. Rules Violation

ARTICLE XI  
AMENDMENT OF BYLAWS

These Bylaws may be amended by one of the following methods:

1. A motion is made at a regular or special meeting to amend the Bylaws and no objection to the motion is noted. This motion must pass with a unanimous vote.
2. A two-thirds vote of the Board of Directors at any regular or special meeting provided that a written notice is sent to the last known address of each Board member at least ten (10) days prior to the date of such meeting or 2. The motion to approve had been tabled at a regular meeting and the vote will not be until the next regularly scheduled meeting.

ARTICLE XII  
Nonprofit Status – Dissolution

This corporation does not afford pecuniary gain, incidentally or otherwise, to its members. Upon the dissolution of the corporation, the Executive Board shall, after paying or making provisions for payment of all liabilities of the corporation, shall dispose of all assets. All such assets will be disposed in accordance with Article VI of the organization's ARTICLES OF INCORPORATION.

ARTICLE XIII  
Equal Opportunity

Section 1 General

- A.** It is the policy of this corporation to provide equal opportunity to all persons without regard to race, age, religion, national origin, sex, handicap status, or veteran status.

ARTICLE XIV  
CONFLICT RESOLUTION

Section 1 During the Game

- A.** If an issue arises during the game, the Area Vice-President, both Head Coaches and the Head Referee will have the authority and will make every effort to solve the dispute.
- B.** If no resolution is reached, the game will continue with acknowledgement of protest, and Section 2 will then apply.

## Section 2 After the Game

A. If after the conclusion of the game there is an issue, the Head Coach, Head referee or Parent of the team with the issue must submit, within forty eight (48) hours, a written description of the complaint to the Area Vice-President. The Area Vice-President will then initiate a Rules Violation Committee meeting.

### Article XV Rules Violation Committee

## Section 1 Composition

A. The Rules Violation Committee will be comprised of each Area Vice-President. A minimum of three (3) Area Vice-Presidents, excluding the Area Vice-President filing the complaint, will constitute a valid Committee meeting.

## Section 2 Procedures

A. The Area Vice-President filing the complaint must organize a Committee meeting within 48 hours of the receipt of the written complaint.

B. The Committee can meet with the Head Coaches and the Head Referee involved and gather information about the incident or can review written statements from those individuals involved.

C. If during this meeting a solution or compromise is worked out the issue is considered closed. **A copy of the written complaint and a copy of the committee's resolution must be filed with the President of the League no later than 24 hours prior to the next scheduled game.**

D. If the issue is not worked out during the initial meeting the Rules Violation Committee will submit a recommended solution to the Executive Board as soon as possible.

E. The Executive Board will then agree with the recommendation and indorse the resolution or modify the recommendation and submit the case to the Board of Directors for guidance.

### Article XVI League Refund Policy

The Leagues refund policy is as follows:

#### Full Refund

1. A Full Refund will be issued to a player that chooses not to participate in League activities prior to the second Monday of practice.
2. A Full Refund will be issued to a player that has had a season ending injury prior to the Leagues first game.

#### Full Refund minus game Jersey cost

1. A Full Refund minus the game Jersey cost will be issued to a player that chooses not to participate in League activities prior to the first game.

#### 50% Refund

1. A 50% Refund will be issued to a player that has had a season ending injury prior to the Leagues 4<sup>th</sup> scheduled game.

No refunds will be issued after the start of the Leagues 4<sup>th</sup> scheduled game.