

The Constitution and By-Laws of Lewiston-Porter Youth Football

The LPYF organization is a member of NEYSA (Niagara Erie Youth Sports Association). Our By-Laws reflect theirs. In the case of a discrepancy, NEYSA By-Laws Will be followed.

Article 1 - NAME & PURPOSE

- 1.1.0 This organization shall be known as "Lewiston-Porter Youth Football (L.P.Y.F.).
- 1.1.1 This organization is designed primarily to encourage athletic endeavors and promote the physical, mental and moral development of children. The organization will provide the means through which each child shall receive instruction in flag football, tackle football and/or cheerleading.
- 1.1.2 The purpose of setting up such programs is to develop a sense of fair play, honest endeavor, fair competition, true sportsmanship, and team spirit.
- 1.1.3 This organization shall support these principles for every interested and eligible child.
- 1.1.4 Every eligible (**) player will play during every game. (see (**) last page).

Article 2 - MEMBERSHIP

- 2.1.0 This organization shall consist of any adult wishing to participate in the functions, promotions and welfare of the Lewiston-Porter Youth Football Players and Cheerleaders.
- 2.1.1 It shall be automatic that any interested adults become members of the organization and have the right to attend all regular monthly meetings.
- 2.1.2 All members will be required to read and show understanding by signing, a code of conduct pursuant to each of their positions within LPYF.
- 2.1.3 Any member, other than participants, who is authorized to be on the sidelines or field will be required to wear a badge.

Article 3 - BOARD OF DIRECTORS

- 3.1.0 The Board of Directors shall consist of a maximum of 18 members which will include 6 Executive Officers and 4 Coordinators
- 3.1.1 The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Commissioner and Field Representative
- 3.1.2 Coordinators shall consist of a Tackle and Flag Football Coordinator, Cheerleading Coordinator, Co-Cheerleading Coordinator and Equipment Coordinator.
- 3.1.3 The Board of Directors, in its entirety, shall be referred to as the "VOTING MEMBERSHIP".
- 3.1.4 The annual election of this association shall be at the regular monthly meeting in December. Nominations will be accepted from the floor.
- 3.1.5 The incoming Executive Officers, Board of Directors and Coordinators shall be elected by the existing VOTING MEMBERSHIP by secret ballot. Each eligible voter must be present to vote. No absentee or proxy vote ballots will be allowed. Any Board member that does not attend 7 official meetings in a calendar year, will forfeit their right to vote in the Annual Election.
- 3.1.6 The Audit Committee Chairman shall hold all ballots for 30 days and have them available for review.
- 3.1.7 The term of office for each Executive officer and coordinator shall be one (1) year commencing January 1st and ending December 31st, following the election.
- 3.1.8 The term of office for each Director elected shall be two (2) years.
- 3.1.9 One year a slate of four (4) directors, and the following year a slate of four (4) directors will be elected so that the newly elected directors will serve with the directors elected the previous year.

- 3.1.10 Upon leaving office, each officer, board member and coordinator shall transfer all books, paper, documents, keys and equipment which have been entrusted to his or her care, to his or her successor.
- 3.1.11 The regular monthly meeting shall be held on the 3rd Monday of each month at 6:00 p.m. The day and time may be changed as deemed necessary and communicated to the members via email, website or social media.
- 3.1.12 A QUORUM shall consist of two thirds of the Executive Board and is required to officially call a meeting of the LPYF Board to order.
- 3.1.13 In the event of failure to fill any position on the executive board at the ANNUAL ELECTION meeting, the board member currently in that position could be held over, upon their consent, until his/her successor has been elected.
- 3.1.14 A vacancy in any office on the executive board shall be filled by a special election at any regular meeting.
- 3.1.15 The term of office for any officer not elected at the annual election meeting shall expire on December 31st following his/her election to office.
- 3.1.16 A vacancy on the Board of Directors may be filled by an election at any regular meeting to serve the remainder of the two-year term.
- 3.1.17 If any board member finds that he/she cannot attend a meeting, he/she shall give prior notice to the President.
- 3.1.18 Any elected member missing 2 unexcused monthly meetings consecutively will receive a letter of intent to be sent out by the Secretary. Second offense within one year will result in automatic termination of the Board seat. This will be calculated using a rolling calendar.
- 3.1.19 A third consecutive unexcused missed meeting or an additional offense of 3.1.17 will result in the termination of the Board seat. Secretary will track attendance and will inform Board of specific members that fall within 3.1.18. Secretary will send a certified letter, notifying this member of his/her termination from the LPYF Board.
- 3.1.20 Whenever the Executive Board shall determine that any member of this association is guilty of misconduct or grossly misusing his/her office or position, they shall report such information to the Discipline committee (see Article 14) If the Conflict Resolution process is needed and the members of that committee are also directly connected to the team in question (coach, team parent etc), that member must abstain from being involved in the process as a board member. A member not directly associated with that team will take their place for that particular situation.
- 3.1.21 If any board member feels there is a By-Law needing modification, a meeting can be called to discuss.
- 3.1.22 All board members will work together in relationship to organization activities, meetings, functions and other duties as needed.
- 3.1.23 In order for a board member to maintain their position, they must actively serve on no less than 2 committees.
- 3.1.24 Expenditure authority and reimbursement for expenditures by board members: A board member has authority to spend two-hundred dollars without prior approval of the VOTING MEMBERSHIP; an itemized receipt must be submitted for each item purchased and for any requested reimbursement. The board member seeking approval for an expenditure from the VOTING MEMBERSHIP shall be responsible for notifying the board of the expenditure request.
- 3.1.25 All online accounts set up for LPYF purposes shall only be set up using the LPYF email. The username and password must be shared with an identified member of the board; a description of the account and identity of those in possession of the username and password must be submitted to the secretary for safe keeping. Upon such a board member's departure, the password shall be changed, shared, and submitted to the secretary.

Article 4 - DUTIES of EXECUTIVE BOARD MEMBERS

4.1.0 The EXECUTIVE BOARD:

- 4.1.1 Shall consist of the President, Vice-President, Secretary, Treasurer, Commissioner, and Field Representative.
- 4.1.2 Shall hold additional meetings when deemed necessary by the President.

- 4.1.3 Executive Board meetings are open only to Executive Board members and any guest invited by the President. Minutes will be taken, held by the Secretary and available, upon request.
- 4.1.4 Under direction of the President, shall have the power of decision making and approve all expenditures between regular meetings of the association.
- 4.1.5 Has authority to spend **one-hundred dollars two-hundred dollars** without prior approval of the VOTING MEMBERSHIP; a receipt must be had for each item purchased.

4.2.0 The PRESIDENT:

- 4.2.1 Shall preside at all meetings of the **organization** and executive board, in accordance with recognized parliamentary procedure as outlined in Robert's Rules.
- 4.2.2 Shall call special meetings when in his/ her judgment they are necessary or upon written or verbal request of five members of the Board of Directors.
- 4.2.3 **Unless otherwise provided, shall appoint all committees.**
- 4.2.3 Shall enforce the **following** of the Constitution and By-Laws **of LPYF and NEYSA.**
- 4.2.4 Shall NOT vote on any motion other than the election of the VOTING MEMBERSHIP except in the case of equal division, when his or her vote shall decide.
- 4.2.5 May countersign checks or vouchers for bank withdrawals.
- 4.2.6 The new President shall order an audit before taking over the duties of office.

4.3.0 The VICE-PRESIDENT:

- 4.3.1 Shall assist the President in the discharge of his/her duties.
- 4.3.2 **In** the case of the President's absence, or should the office of President become vacant, shall assume the duties of the President prior to election of **a** new President.
- 4.3.2 **May also countersign checks or vouchers for bank withdrawals.**

4.4.0 The SECRETARY:

- 4.4.1 Shall take attendance and record the minutes of all board meetings.
- 4.4.2 Shall attend to all correspondences, communications and other organizational papers of the Secretary's office.
- 4.4.3 Shall keep an organized file **of any necessary documentation.**
- 4.4.4 Shall not lend any books, papers, documents, etc. belonging to the **organization** without consent of the Executive Board.
- 4.4.5 **May countersign checks or vouchers for bank withdrawals.**
- 4.4.5 Shall send out any certified correspondence when necessary.
- 4.4.6 **Shall maintain a secure log (sealed envelope?) of all online accounts set up for LPYF purposes including the identity of the board members in possession of the username and password.**
- 4.4.7 **Shall maintain a log of all keys issued for LPYF purposes (ie: storage room, P.O. Box) and all board members in possession of such keys.**

4.5.0 The TREASURER:

- 4.5.1 **Shall receive all monies and give receipts for same in a book provided for that purpose.**
- 4.5.1 Shall keep a true and correct account of all **financial** transactions. **All cash transactions must go through the Treasurer or the current co-signer on the bank account to insure proper documentation for cash transactions.**
- 4.5.2 Shall deposit all funds **into the financial institution which houses the LPYF financial account and make payments as deemed by the LPYF Board of Directors. Deposits should occur at minimum {once every week}(within set two-week schedule) and be verified by a second identified board member.**
- 4.5.3 All payments **and/or reimbursements** shall be made by check, debit card, or electronically on-line with LPYF's established financial institution. **Receipts and/or proper documentation required for payments and/or reimbursement of any kind. Purchases, ordering, invoices need to go through the LPYF email and paid by the treasurer only.**
- 4.5.4 Shall submit his or her books for audit when called for, **to such persons designated by the President.**

- 4.5.5 Will submit a financial statement at each monthly meeting, and an annual report at the January meeting.
- 4.5.6 Will sign checks or vouchers for any financial business of the association.
- 4.5.7 Will be responsible for submitting Annual Tax Exemption Federal Forms.
 - There is mention under the president, vice president and secretary that they can counter sign checks but no mention that this is mandatory. If it is something we want it would need to be added.
 - Purchases, ordering, invoices need to go through the LPYF email and paid by the treasurer only. Having to hunt down missing invoices and receipts presents audit issues and is time consuming.
 - Added that the treasurer for the purpose of properly documenting all cash/check transactions cannot coach

4.6.0 The COMMISSIONER:

- 4.6.1 Will act as liaison between LPYF and NEYSA.
- 4.6.2 Will attend monthly NEYSA Commissioner's Meetings and submit a monthly report
- 4.6.3 Register with USA Football as Commissioner of LPYF in order to receive information regarding Organization and Coach status. Coach certifications will need printed for badges to be made.
 - Administer our pre-season football tournament (See Tournament Duties document for details)
 - Make sure that coaches attend the **mandatory** Commissioner and Coaches Meeting held before the start of each season. The aforementioned meeting is important because it furthers the goal of making sure that all NEYSA coaches are aware of the rules and expectations of the league.
 - Ensure that ALL coaches are Tackle 1 Certified before deadlines announced by NEYSA
 - Make sure that no one is on our field coaching without being certified as indicated on the Commissioners Dashboard located on the USA Football website. A severe penalty will be levied by the league if this requirement is violated. Furthermore it potentially opens LPYF up to lawsuits.
 - In addition make sure that no adult is on the practice field who has not been background checked.
 - Nominate a PSC (Player Safety Coach) to be registered with USA Football.
 - Help administer the creation of the LPYF Team Book in the manner required by NEYSA regulations. Before player pictures are taken players need to be verified by a NEYSA representative from another organization. Also, the LPYF Commissioner (or Rep) should make him/herself available to help in the verification process for other organizations. For instance in the past we have verified players for Wilson and PABA.
 - Administer weigh-ins with Commissioner or Rep from other organization (up to week 4).
 - Make sure that Game Rosters are valid and correctly completed each week. Game Rosters that are improperly executed will result in fines.
 - Monitor surroundings during games to help make sure that no one is smoking on the premises and that no one has pets present (service animals are excluded).
 - Monitor games and practices to make sure that organization and league rules are being followed. For instance if during a game one of our teams is violating or in danger of violating a rule (i.e. Rule 7. #21), the Commissioner should go on the field to notify the Head Coach of the situation. Again, violation of rules can result in heavy fines and/or suspensions.
 - Report any player or coach ejections to the league. Make sure that any ejected coach (home or opponent) is escorted from the playing field.

- 4.5.2 Shall submit a monthly report to the association.

4.6.0 The FIELD REPRESENTATIVE

- 4.6.1 The Field Representative shall attend the monthly Commissioner meetings.
- 4.6.2 Will consult with the association on issues when the Commissioner is unable to do so.

4.7.0 The BOARD OF DIRECTORS:

- 4.7.1 Shall work with the Executive Board in relationship to league activities, meetings, and functions, and other such duties as the association may direct.

4.7.2 In order for a Board Member to maintain their board position, they must serve ACTIVELY on no less than one committee.

4.8.0 The EXECUTIVE BOARD:

4.8.1 Shall consist of the President, Vice-President, Secretary, Treasurer, Commissioner, and Field Representative.

4.8.2 Shall hold additional meetings when deemed necessary by the President.

4.8.3 Executive Board meetings are open only to Executive Board members and any guest invited by the President. Minutes will be taken, held by the Secretary and available, upon request.

4.8.4 If an Executive Board member finds that he/she cannot attend a meeting, he/she shall give prior notice to the President.

4.8.5 Under direction of the President, shall have the power of decision making and approve all expenditures between regular meetings of the association.

4.8.6 Has authority to spend (one-hundred dollars)(two-hundred dollars) without prior approval of the VOTING MEMBERSHIP; a receipt must be had for each item purchased.

Article 5 – COORDINATORS

5.1.0 THE TACKLE & FLAG FOOTBALL COORDINATOR:

5.1.1 Shall be an adult (*) appointed by the VOTING MEMBERSHIP.

5.1.2 Shall assist Commissioner with Team Rosters and Records.

5.1.3 Will act in the best interest of all FOOTBALL TEAMS.

5.1.4 Will act as liaison between the ASSOCIATION, the COACHES and the PARENTS.

5.1.5 Shall attend association monthly meetings and present recommendations from COACHES, PARENTS or BOTH

5.1.6 Will meet with the COMMISSIONER and COACHES, prior to the start of the season, for the purpose of going over rules set forth by the Board of Directors and N.E.Y.S.A.

5.1.7 Coach Coordinator cannot hold the position of coach/team parent due to possible conflict of interest.

5.2.0 FLAG FOOTBALL DUTIES

5.2.1 Shall be an adult (*) appointed by the VOTING MEMBERSHIP.

5.2.2 Will act in the best interest of all FOOTBALL TEAMS.

5.2.3 Will act as liaison between the ASSOCIATION, COACHES, PARENTS and LEAGUE on any Topics that pertain to FLAG FOOTBALL.

5.2.4 Will give report at monthly board meeting regarding anything pertaining to FLAG FOOTBALL.

5.3.0 The CHEERLEADING COORDINATOR/ CO-CHEERLEADING COORDINATOR

5.3.1 Shall be appointed by the VOTING MEMBERSHIP.

5.3.2 Will act as liaison between the Association and team Coaches.

5.3.3 Will act in the best interest of the cheerleading squads.

5.3.4 Shall attend all association monthly meetings.

5.3.5 Has the authority to spend \$200.00 for needed accessories, without prior approval of the voting membership. Anything over \$200.00 will need approval of the voting membership.

5.3.6 Shall be in charge of preparing squad rosters, records, and handing out/collecting Code of Conduct forms.

5.3.7 May submit a proposed budget at the February meeting, if necessary.

5.4.0 The EQUIPMENT COORDINATOR

5.4.1 Shall purchase new equipment with the approval of the VOTING MEMBERSHIP.

5.4.2 Will be responsible for equipment PRIOR to issue and AFTER Return.

5.4.3 Will keep accurate accounts of all equipment issued, and periodically report any damage or lost equipment to the VOTING MEMBERSHIP.

5.4.4 Has authority to spend two hundred dollars (\$200) on equipment without prior approval of the VOTING MEMBERSHIP between regular monthly meetings.

5.4.5 Shall issue a set of keys to the President.

5.4.6 May submit a proposed budget at the February meeting, if necessary.

5.5.0 The STATISTICIAN

Insert description / duties

5.6.0 The REGISTRATION COORDINATOR / REGISTRAR

Insert description / duties

FOR MORE DETAILED DISCUSSION:

-added that they will keep accurate record of all uniforms issued

-section 5.1.7 from the football coordinator should be added under co-cheer coordinators

- add schedule minimum two competitions per season two of which are peach fest and neysa fall Fest

-added they are in charge of securing indoor practice locations for all squads

-i recommend a cheer "handbook" be added to our website similar to NT. This would list dates, fees, schedules, uniform expectations, practice expectations, etc. If the board chooses to add this then the cheer coordinators would be responsible for providing updated information for this to the website/social media committee

-in charge of putting together cheer team books

Article 6 – COACHES

6.1.0 FOOTBALL COACHES

6.1.1 The VOTING MEMBERSHIP shall have the authority and responsibility to approve all HEAD COACHES and to dismiss any coach from year to year.

6.1.2 Election will be held at the January meeting for the Head coaching positions. Head Coaches shall be elected by secret ballot. Anyone wishing consideration shall submit his/her name in writing or in person at January membership meeting.

6.1.3 HEAD COACHES shall have the authority to appoint his/her own assistant coaches with the approval of the VOTING MEMBERSHIP at the February membership meeting.

6.1.4 COACHES shall meet with the COMMISSIONER and FOOTBALL COORDINATOR to go over L.P.Y.F. and N.E.Y.S.A. rules and shall abide by such rules. Failure to comply with said rules, will result in disciplinary action being taken. These actions could result in suspension and/or dismissal from coaching.

6.1.5 Coaches will listen and follow the recommendation from the commissioner on the field.

6.1.6 HEAD COACHES will aid the EQUIPMENT COORDINATOR with the initial equipment disbursement and be responsible for any mid-season adjustments or new additional players and advise the EQUIPMENT COORDINATOR of equipment used.

6.1.7 The VOTING MEMBERSHIP shall retain the right to dismiss any coach, assistant, or volunteer by 2/3 vote. See Article 15 – Discipline

6.1.8 Football coaches are responsible for letting their respective coordinators know of anticipated practice schedules before start of season.

6.2.0 CHEERLEADING COACHES

6.2.1 Each Cheerleading squad shall have a Coach.

6.2.2 Coach shall appoint their own assistant(s), up to two if needed.

6.2.3 CHEERLEADER Coach shall assume full responsibility for the well-being of the members on the squad, for the conduct of the squad, and for the scheduling of practices, etc.

6.2.4 Cheerleading coaches are responsible for letting their respective coordinators know of anticipated practice schedules before start of season

Article 7 – MANAGERS / MONITORS

7.1.0 Each team may have a manager/monitor who will be appointed by the team staff, subject to approval of the VOTING MEMBERSHIP.

7.1.1 The manager/monitor will have the authority to appoint their own assistant. (REMOVE?)

7.1.2 Will be responsible to the Head Coach.

- 7.1.3 Will be responsible for keeping track of player's field time, advise the head coach and help wherever else they may be needed.

Article 8 - CHEERLEADERS:

- 8.1.0 Cheerleaders may attend cheerleading competitions. Shall not schedule or attend on game days without prior approval by the board of directors.
- 8.1.1 Cheerleading squads shall consist of 5 minimum, 30 members maximum.
- 8.1.2 Tryout Eligibility - any child Kindergarten through 8th grade, on or before August 1st.

FOR DISCUSSION: Article 8

-lower cheer squad maximum to 20

-incorporate a wait list policy similar to that of football

-add attendance at games, competitions and practice the week of competition is mandatory. It should also be noted neysa's cheer attendance policy which is once school starts anyone missing practice for any reason other than sickness or vacation must sit out the next game.

-registration fees paid in full by family night to be able to obtain uniform

-accessories orders turned in and paid for by 1st practice

Article 9 - STANDING COMMITTEES

9.1.0 AUDIT & VOTING COMMITTEE

- 9.1.1 Shall consist of three members of the Board of Directors and is responsible for auditing all Committees generating funds: including treasurer, registration, fundraising, concession, banquet, etc.
- 9.1.2 If on committee and you or your spouse is up for a position, you must remove yourself from the counting of the votes and will be replaced by the President.

9.2.0 BANQUET COMMITTEE

- 9.2.1 Shall be in charge of the Annual Awards Banquet.
- 9.2.2 Shall be responsible to the President for all awards, as set forth in Article 11 of these by-laws.
- 9.2.3 Chairperson shall submit a written report for the Secretary's files at the conclusion of the season.
- 9.2.4 Shall submit and/or discuss the Annual Banquet Budget, if necessary, to the Board by, no later than the March Board Meeting.

9.3.0 CONCESSION

- 9.3.1 Chairperson schedule work load.
- 9.3.2 Concession stand receipts shall be turned in weekly to treasurer.
- 9.3.3 Chairperson shall submit a written report for the Secretary's files monthly during operational months.
- 9.3.4 Chairperson shall discuss an Annual Concession Stand Plan/Budget to the Board by, no later than the March Board Meeting.

9.4.0 FUNDRAISING

- 9.4.1 Shall be appointed by the President from the membership and shall be in charge of all fundraising profits
- 9.4.2 Shall turn over any deposits to the treasurer at the next monthly meeting or before.
- 9.4.3 Is not authorized to pay any bills under any circumstances.
- 9.4.4 No funds will be solicited unless authorized by the association.
- 9.4.5 Chairperson shall keep an accurate record of all projects for the inspection of the Executive Board and Audit Committee.
- 9.4.6 Chairperson shall submit a written report for the Secretary's files.
- 9.4.7 Shall discuss Annual Fundraising Budget to the Board by, no later than the March Board Meeting.
- 9.4.8 Shall be responsible for selling Split Club/50-50 tickets at all HOME games. Shall be responsible for the collections of all donations and receipts. All donations & receipts shall be turned in to the Treasurer, as soon as possible.

9.5.0 MEMBERSHIP, REGISTRATION, WEBSITE, AND PUBLICITY

- 9.5.1 A designee from the Board will chair this committee.
- 9.5.2 Shall contact members to promote interest and active participation in the association.
- 9.5.3 Chairperson shall submit a written report for the Secretary's files.
- 9.5.4 All funds will be collected and turned over to the Treasurer, weekly.
- 9.5.5 Shall be responsible for releasing all publicity concerning team and association activities.
- 9.5.6 Shall perform duties in regard to public relations, as the President shall direct.
- 9.5.7 Shall be responsible for keeping the website up to date with pertinent information regarding the organization including announcements.
- 9.5.8 Coach recruitment and participant awareness will begin in the month of January, with ads and flyers being distributed for the recruitment of both.

~~9.5.9~~

9.6.0 PHOTOGRAPHY AND YEARBOOK

- 9.6.1 Shall be responsible for choosing a photographer to take individual and group photos of all participants and teams.
- 9.6.2 Shall organize and communicate to all, a date that photos shall take place.
- 9.6.3 Chairperson shall submit a written report for the Secretary's files, if necessary.
- 9.6.4

9.7.0 TROPHIES/AWARDS/JACKETS

- 9.8.1 Chairperson of this committee will be appointed by the President.
- 9.8.2 Shall be responsible to the President for all awards as set forth in Article 11 of these bylaws.
- 9.8.3 Shall submit a written report for the Secretary's files.
- 9.8.4 Shall submit an Annual Awards Budget to the Board by, no later than the March Board Meeting.

Article 9

- all committees should have their calendar/dates presented to the board by end of March?
- all committees will turn over funds to the treasurer within one week of obtaining them
- one person leading each committee. This person submits reports to board
- there's several notations of committees being appointed by president?

Article 9.1

- audit committee cannot consist of either signer on the bank account

9.2.2 removed as we have an award committee

9.3

- add that cash boxes will be returned to treasurer at the end of each event

9.4.2

Shall turn over deposits to the treasurer within one week of acquiring funds

9.4.8

Do we want to exclude the reference to 50/50? This caused confusion on whether 50/50 was mandatory

9.5

- Website/publicity and registration need to be 2 separate committees.
- registration committee would be in charge of organizing family nights

Article 10 –REGISTRATION

- 10.1.0 LPYF Reserves the right to accept or deny any registration
- 10.1.1 Football teams will be limited to a thirty-five (35) player roster, if there are more than (35) veterans returning to any team (Knights, Rams, Chargers, Spartans) then rosters will be limited to the thirty-

five (35) player maximum allowed by N.E.Y.S.A. All veterans must pre-register to be guaranteed a spot. If roster is not filled by veterans, there will be an open registration. Open registration is on a first come, first-serve basis. Once the roster becomes full, (35) players, any new members will be placed on a waiting list. Additions to the roster will be taken from the active waiting list for the current season and the following year.

10.1.2 In the event that there are new members on a waiting list for any team (Knights, Rams, Chargers, Spartans), if the list has five (5) or less members, it would be the Head Coach's decision whether or not to add those members to the roster.

10.1.3 If the waiting list for any team (Knights, Rams, Chargers, and Spartans) has nine (9) or more members, then the roster would be split into two squads with twenty-two (22) player minimum.

10.1.4 All members and new members on the waiting list must pay any and all registration fees including the jersey fee at sign-up and if not added to a roster by September 1st, then all fees will be refunded and names will be left on the waiting list for the following year.

10.1.5 **Minimum Play Rule:**

All football players who attend practices regularly and are not restricted due to health or disciplinary reasons shall play a minimum of six (6) plays per game. This includes all games (regular season, playoffs and championships). Exception to rule, any child 5 years of age.

ARTICLE 10: TO DISCUSS

-Renamed football players?

-registration fees paid in full by family night to obtain equipment

Article 11 – MISCELLANEOUS

11.1.0 All team and squad activities must be under ADULT (*) supervision at all times. Any activities not Scheduled through LPYF need prior approval from the Board of Directors.

11.1.1 Private donations may be made to any individual team, squad or the association in general.

11.1.3 All Coaches, Assistants, Monitors/Managers and Board Members must submit to a background check prior to participating in any activities with the players and participants in LPYF. Background checks must be completed each season in order to participate in any official activities.

ARTICLE 11: TO DISCUSS

11.1.3 I believe we found out background checks are every 2 years?

-no smoking, vaping or alcohol consumption by lpyf board members, coaches, managers at neysa or lpyf events

-move minimum play rule under article 10

-players abide by section moved to articles 8 and 10

Article 15 goes hand in hand with article 14

Article 12 – AMENDMENTS

12.1.0 The constitution and by-laws may be amended at any regular monthly meeting by a two-thirds (2/3) vote of the VOTING MEMBERSHIP present, providing the proposed amendment(s) shall have been submitted to the VOTING MEMBERSHIP for review and recommendation at a previous meeting (30 days' notice) and notice then given.

Article 13 – ORDER OF BUSINESS – (Per ROBERT'S RULES)

13.1.0 Reading and approval of the minutes of the previous regular monthly meeting and the reading for information only of any special meeting(s).

13.1.1 Report of Officers, Boards, and Standing Committees.

13.1.2 Report of Special Committees

13.1.3 Reading of communications and the presentation of bills.

13.1.4 Unfinished business (commonly referred to as old business).

13.1.5 New business.

13.1.6 Election of officers, board of directors, head coaches and coordinators.

13.1.7 Adjournment.

Article 14 – DISCIPLINE

14.1.0 It is the expectation that the appropriate Coach/Cheer Coordinator, will attempt to resolve conflict that is brought to his/her attention. If the conflict is not resolved, the Coordinator will bring this conflict to the Disciplinary Council for discussion. The Disciplinary Council will be a committee comprised of 2 Exec Board members, 2 Board Members & 1 Coach Coordinator.

14.1.1 The Disciplinary Council will hear both sides of the dispute and decide on a course of action in an attempt to alleviate the issue. The Secretary will record the suggestions/guidance provided by the Disciplinary Council.

14.1.2 If the Disciplinary Council shall determine that any member of this Association is potentially guilty of misconduct or grossly misusing his/her position, it shall be reported to the voting membership.

14.1.3 If the Voting Membership determines that a vote is needed to determine that any member of this Association is guilty of misconduct or grossly misusing his/her position, regarding potential disciplinary actions, the accused may be invited to attend the next Board Meeting in order to state their views and speak to the entire board, prior to the vote.

14.1.4 If a motion for dismissal is approved, it will require a 2/3 majority of the voting membership to dismiss the member. The President or Board Designee will inform the person that he/she has been dismissed in person and/or in a written letter, which will be sent via certified mail by the US Postal Service within 7 days. Board minutes will reflect such action.

14.1.5 After one year of removal (the current season and next season), the person who has been dismissed shall retain the right to contact the board to request to be considered once again for a position within the L.P.Y.F. Organization. This person may attend a board meeting to discuss his/her possible return to the L.P.Y.F organization. A motion must be made, seconded and requires a 2/3 majority vote of the voting membership via secret ballot, for reinstatement. Ballots will be kept for 48 hours for possible review. Minutes will reflect such actions, the motions and the result of the vote.

Players must abide by the below in order for the play rule to apply

1. Players must be willing to play in the position that the Coach places them. Any player who refuses to play the position that the Coach selects will be DISQUALIFIED from the minimum play rule. If this situation arises, the Head Coach will then be responsible to inform the child's parents and Commissioner/Coordinator/President.
2. Coaches will pick positions on skill and safety of the players.
3. Each team will have a non-coaching manager/monitor. That will keep track of player's field time and advise the head Coach.

Article 15 – CONFLICT/RESOLUTION

15.1.0 There is a 24 hour "cool down" period before any parent or guardian can approach a coach or Board member.

15.1.1 Once a conflict or issue has been brought to the head coach, he/she has 1 week to rectify the situation. If the problem is not rectified the issue can be brought to the coach coordinator. The coach coordinator will review with all involved within 1 week. If the problem is still not rectified, can be brought to the board discipline committee.

ARTICLE 14 and ARTICLE 15: TO DISCUSS

Player/Parent Discipline / Conflict Resolution

Schedule of Offenses?

and

Board Member / Coach/ Team Manager Discipline/ Conflict Resolution, temporary suspension, removal

(*) **ADULT:** Anyone over the age of 18

PREVIOUS REVISIONS TO BY-LAWS ON:

(1) DEC 1973	(5) APR 1987	(9) MAY 1998	(13) APR 2002
(2) MAY 1975	(6) FEB 1992	(10) JAN 2000	(14) APR 2004
(3) AUG 1981	(7) MAR 1994	(11) JAN 2001	(15) MAR 2005
(4) JUL 1986	(8) JUL 1994	(12) JAN 2002	(16) APR 2006
(17) APR 2007	(21) MAY 2009	(25) DEC 2012	(29) MAY 2018
(18) JUN 2007	(22) JAN 2011	(26) MAY 2013	(30) DEC 2018
(19) MAY 2008	(23) APR 2011	(27) MAR 2016	(31) MAR 2020
(20) JUN 2008	(24) JAN 2012	(28) FEB 2017	

EXTRACTIONS FROM ROBERT'S RULES:

A **QUORUM** – in an assembly is the number of members entitled to vote who must be present in order that business can be legally transacted. The **QUORUM** refers to the number of such members present, not to the number actually voting on a particular question. The **QUORUM** should be as large a number of members as can reasonable be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

The term **BY-LAW** includes all rules that the association considers so important that they:

- (a) cannot be changed without previous notice to the members and the vote of a specified large majority (such as two-thirds vote), and
- (b) cannot be suspended-no matter how large the vote in favor of doing so or how inconvenient the rule in question may be.

ASSOCIATION PROVISIONS

Dissolution Provision

In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501 © (3) of the Internal Revenue Code, or corresponding provision of any subsequent Federal tax laws; or the federal government, or to a state or local government, for a public purpose.

Non-Inurement Provision

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Restrictive Legislation Provision

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h) or participating in/or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Restrictive Purposes and Activities Provision

Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary or educational purposes, or to foster national or international amateur sports competitor (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501 © (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 © (3) or corresponding provision of any subsequent Federal tax laws.

MISCELLANEOUS ISSUES TO BE DISCUSSED / INSERTED

1. Who is in charge of putting together the football team books.
2. Also, very clear notation of who is in charge of submitting background checks to neysa. The background lists should be given to that person by the football/cheer coordinators from their respective teams.