

*Cabot Youth Football Association
Constitution
Revised Spring 2009
Adopted May 20, 2009*

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ITEM 1 THE ASSOCIATION

Name:

The Association name shall be called **Cabot Youth Football Association** (a.k.a. **CYFA**). The name CYFA represents the program, its members, and Board Members who govern its laws and regulations.

Objective:

1. The objective of the CYFA shall be to allow an opportunity for every youth in Cabot and surrounding communities to learn about the enjoyment of the sport of football and to provide a fair and competitive avenue to grow and develop as an athlete while learning good sportsmanship.
2. To establish uniform guidelines, boundaries, rules, and regulations, including league structure and team memberships.
3. To provide proper safeguards in accordance with the spirit of true sportsmanship.

ITEM 2 MEMBERS

1. The Membership of the CYFA shall be unlimited in number. Any adult resident of Cabot or surrounding communities served by the CYFA shall be eligible for membership, provided that the resident has been proposed for membership by a current CYFA member and accepted by a majority vote of the CYFA Board. A person so elected shall be declared a member of the CYFA upon payment of the annual dues for the first year.
2. Annual membership dues of \$5 are payable during registration dates. Memberships will expire June 1st of every year. Membership must be renewed yearly. All box coaches must be a current member of the CYFA.
3. There shall be no initiation.
4. Membership into the CYFA may be revoked by a three-fourths vote of the CYFA Board, provided that notice of revocation is furnished to the member prior to the meeting at which the vote is taken. The member has the right to be present and to address the CYFA Board before such vote is taken. Once revoked, membership may not be restored except as provided in these by-laws for the election of a new member.

ITEM 3

BASIC POLICIES

1. The CYFA shall be promoted through educational programs directed towards parents and the general public. It shall be developed through conferences, committees and projects sponsored by the CYFA.
2. The CYFA shall be a non-profit organization.
3. Funds up to the limit allowed by the I.R.S. shall be carried over to the next year into the general fund for operating expenses.
4. No child shall be discriminated against because of acts or actions of his/her parent or guardian.
5. All actions, projects and programs undertaken must be for the betterment of the CYFA, Cabot, and surrounding communities.

ITEM 4

ELECTION & DUTIES OF OFFICERS

All Officers shall perform duties prescribed in the CYFA Constitution and By-Laws. Officers must deliver to their successors all official material within ten business days after the meeting at which the successors take office.

1. The Executive Committee shall be made up of the following positions:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Director at Large
 - f. Director of Scheduling
 - g. Public Relations & Special Projects Coordinator

2. The Board has two positions:
 - a. Executive Committee
 - b. League Directors

3. All officers, except Directors, shall be elected at the annual meeting in November by a majority vote of the members present. These elected officers shall serve a one-year term beginning on January 1 and ending December 31. By majority vote, the coaches shall elect a Director for each league at the annual preseason meeting. Each team may have one representative that is allowed to vote in this election. The Directors shall serve immediately upon election through the last CYFA sanctioned event of the season.

4. No person shall hold more than one office at a time, and no member shall be eligible to serve no more than three consecutive terms in the same office. Nominees may only run for one position at a time.

5. Any officer may be removed from the office provided that removal is by three-fourths vote of the Executive Committee. The removal is ratified by a two-thirds vote of the members present at the next meeting of the CYFA. Notice of the Executive Committee's impending actions will be furnished to the officer at least three days prior to the CYFA Board meeting at which the vote is taken. The notice of the vote for ratification of removal must be furnished to the membership at least three days prior to the meeting. When the vote for ratification is taken, the officer must be permitted to be present and to address the CYFA Board and the membership of the CYFA before the respective votes are taken. Upon removal, the office shall be declared vacant.

6. Any officer may resign his office by providing a written notice to the Executive Committee and upon acceptance of the resignation by majority vote of the Executive Committee, the office shall be declared vacant.
7. Any officer who fails to attend three consecutive general meetings of the CYFA may be declared to have abandoned his office by a two-thirds vote of the Executive Committee provided that an attempt is made to notify the officer of the Executive Committee's impending action prior to the vote. An office, which has been abandoned, shall be declared vacant.
8. All officers and directors shall serve without compensation.

ITEM 5

POSITION DESCRIPTIONS-CYFA OFFICERS

1. PRESIDENT

- A. **Election:** The President is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The President shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the President be temporarily absent or unable to act, the Vice President shall act as the President. If the President resigns or is removed from office, the Vice President takes over with the election of a new Vice President.
- D. **Duties:** The President will preside at all sessions of the CYFA Board and the Executive Committee. Direct policies of the CYFA. Perform duties as necessary for the proper and efficient conduct of the CYFA football program.
- E. **Representative:** When needed, serve as liaison to the Cabot Parks and Recreation, Cabot City Council or other organizations/events requiring CYFA representation.

2. VICE PRESIDENT

- A. **Election:** The Vice President is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Vice President shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Vice President be temporarily absent or unable to act, the Secretary shall act as the Vice President. If the Vice President resigns or is removed from office, the Secretary takes over until the election of a new Vice President is completed.
- D. **Duties:** The Vice President will act as chairman of any projects, suspensions, or disqualification committee. Perform the duties of President in the absence of the President and shall act as an aid to the President.

3. SECRETARY

- 1) **Election:** The Secretary is elected at the annual meeting in November by majority vote of the CYFA members present.
- 2) **Term of Office:** The Secretary shall serve no more than two consecutive terms. Term of office begins the first day of January.
- 3) **Vacancy:** Should the Secretary be temporarily absent or unable to act, the Treasurer shall act as the Secretary. If the Secretary resigns or is removed from office, the Treasurer takes over until the election of a new Secretary is completed.
- 4) **Duties:** Attend all meetings of the CYFA. Conduct the following activities:
 - a) Call the roll.
 - b) Record the minutes of the meeting(s).
 - c) Place minutes in final type-written form for distributing at the next meeting.
 - d) Perform the duties as may be delegated from the CYFA.
 - e) Record and maintain data of CYFA Officers, CYFA Members, coaches, players and sponsors. This information should included but limited to:
 - i. Name
 - ii. Address
 - iii. Contact Telephone Numbers
 - iv. Playing Status
 - v. History of Playing/Sponsorship within CYFA
 - vi. Registration Forms (both paper and electronic files)
 - f) Serve as Treasurer when Treasurer is absent.

4. TREASURER

- A. **Election:** The Treasurer is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Treasurer shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Treasurer be temporarily absent or unable to act, the Secretary shall act as the Treasurer. If the Treasurer resigns or is removed from office, the Secretary takes over until the election of a new Treasurer is completed.
- D. **Duties:** Attend all meetings of the CYFA.
 - a) Maintain the CYFA fiscal and property files and provide monthly updates highlighting financial position of CYFA and property assessment. Provide to the President all files/records for annual audit.
 - b) Shall receive and record all monies of the CYFA.

- c) Chair the Finance Committee, which will consist of one or more persons appointed by the President.
- d) Prepare written financial statement monthly and one annual financial statement for November meeting. The statement should show receipts, expenditures, and balance on hand, and list of property owned by the CYFA with the estimated value of each item.
- e) Keep accurate record of paid CYFA Members.
- f) Shall pay all normal operating expenses that include but limited to:
- g) Cabot Parks & Recreation (Field Maintenance, Scorekeepers, etc.)
- h) Referees
- i) Equipment (Coaches Bag, Field Equipment)

5. DIRECTOR AT LARGE

- A. **Election:** The Director at Large is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Director at Large shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Director at Large be temporarily absent or unable to act, the Vice President shall act as the Director at Large. If the Director at Large resigns or is removed from office, the Vice President takes over until the election of a new Director at Large is completed.
- D. **Duties:** To be assigned as necessary by the CYFA.

6. DIRECTOR OF SCHEDULING

- A. **Election:** The Director of Scheduling is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Director of Scheduling shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Director of Scheduling be temporarily absent or unable to act, the Director at Large shall act as the Director of Scheduling. If the Director of Scheduling resigns or is removed from office, the Director at Large takes over until the election of a new Director of Scheduling is completed.
- D. **Duties:** Responsible for all scheduling and coordination of all events for the CYFA including the following:
 - a) Meetings.
 - b) Registrations.

- c) League Games/Make-up Games/Playoffs.
- d) Executive Committee field duties.
- e) Camps.
- f) Practice (when allowed at CYFA/Parks & Recs facilities).
- g) Coordinate all change in times and venues with all parties impacted, including coaches, referees, scorekeepers, Executive Committee, and Cabot Parks and Rec.
- h) Collect and maintain game scores.

7. PUBLIC RELATIONS & SPECIAL PROJECTS COORDINATOR

- A. **Election:** The Public Relations & Special Projects Coordinator is elected is elected at the annual meeting in November by majority vote of the CYFA members present.
- B. **Term of Office:** The Public Relations & Special Projects Coordinator shall serve no more than two consecutive terms. Term of office begins the first day of January.
- C. **Vacancy:** Should the Public Relations & Special Projects Coordinator be temporarily absent or unable to act, the spot will remain vacant until a new Public Relations & Special Projects Coordinator can be elected. If the Public Relations & Special Projects Coordinator resigns or is removed from office, the spot will remain vacant until a new Public Relations & Special Projects Coordinator can be elected.

ITEM 6 VOTING

1. Voting will be limited to CYFA members only.
2. Only one vote per member.

ITEM 7 COMMITTEES

1. **EXECUTIVE:** The CYFA Executive Committee shall consist of:
 - A. President (Chairman)
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Director at Large
 - F. Director of Scheduling
 - G. Public Relations & Special Projects Coordinator

2. **RULES:** Chaired by Vice President and three CYFA members appointed by the President.
 - A. Duties:
 - a) Tri-Annual review of CYFA Constitution and By-Laws, convening in the Spring of 2009, 2012, and subsequently every third year thereafter.
 - b) Submit changes and recommendations of CYFA Constitution and/or By-laws to Association for revision.

2. **FINANCE:** Chaired by Treasurer and three CYFA members appointed by the President.
 - A. Duties:
 - a) All aspects of the concession stand operation to include purchasing supplies, determining prices that will be charged, etc, if the CYFA manages concessions.
 - b) Management of the Insurance Program.
 - c) Recommending the registration fee for players.
 - d) Developing fund raising projects.
 - e) Submitting recommendations to the Executive Committee on single purchases that exceed \$100.
 - f) Prepare budget.

3. **GROUND:** Chaired by Director at Large and League Directors.
 - A. Duties:
 - a) Grounds and playing fields.
 - b) Extra improvements or work on fields.
 - c) Chaired by the Director at Large, consisting of the Secretary and 3 members.

4. **SCHEDULING:** Chaired by Director of Scheduling three CYFA members appointed by the President as needed.
 - A. Duties:

- a) Scheduling playing fields for league games, playoffs, make-up games, tournaments and practice (when necessary).
 - b) Director at Scheduling will be responsible for contacting teams with their rescheduled game times as needed due to rainouts or canceled games.
5. **MEMBERSHIP:** Chaired by Vice President and the Treasurer and three CYFA members appointed by the President.
- A. Duties:
- a) Develop plans for recruiting new members for the CYFA and for retention of existing members.
 - b) Other matters related to the CYFA will be referred to this committee as required by the CYFA.
6. **SPECIAL:** The CYFA Executive Committee shall appoint committees as deemed necessary to carry on the work of the CYFA. A Special Committee shall serve for a term designated at the time of its creation. The term of a Special Committee may be amended by majority vote of the Executive Committee.

ITEM 8 MEETINGS

All meetings are open to the entire Association except when necessary for the CYFA Executive Board to be in Session.

1. SCHEDULED MEETINGS

A. Annual Meetings:

The Annual Meeting shall be held each November. This meeting will also be held for election of Officers of the CYFA.

B. Fall Meetings:

The Fall Meeting will be held between July 15th and August 15th. This meeting will be to report the results of the current seasons and give a Financial Report.

C. Spring Meetings:

The Spring Meeting will be held between mid-February and mid-March. This meeting will be to establish the CYFA football season for the upcoming season and to amend the Constitution and By-Laws if necessary.

D. General CYFA Membership Meetings:

Meetings shall be held every 3rd Wednesday of the month

2. SPECIAL MEETING

A. The President may call a Special Meeting of the CYFA Executive Board and/or General Members, when business requires or when directed to do so upon written petition of 50% of the head coaches of a league or by two-thirds of the CYFA members.

B. All team coaches and CYFA members will be given not less than 48 hours notice of a special meeting.

C. Majority vote of the CYFA members present at the meetings must vote in favor of a motion to have it adopted.

D. File upon request and make available to the CYFA Executive Board and general members copies of the minutes of any meeting.

ITEM 9 ARTICLE OF ORGANIZATION

The Constitution of the CYFA shall be deemed to be its Article of Organization.

ITEM 10 AMENDMENTS

1. Proposed amendments to the Constitution must be submitted to the Chairman of the Rules Committee in writing.
2. The Secretary shall then prepare and distribute all proposed amendments submitted.
3. A majority approval of the voting CYFA members present will be required for adoption of a new amendment.
4. A proposed amendment being considered at the annual Spring Meeting may be revised by majority approval of the CYFA members present.
5. Amendment(s) shall be effective immediately after its adoption unless otherwise specified in the amendment. The Constitution and By-Laws will only be modified every three years in correlation with the convening of Rules Committee. This will not affect the adjustment of registration and camp fees which are set annually by the Finance Committee as stated currently in the By-Laws.

ITEM 11 ORDER OF BUSINESS

1. The order of business for any meeting of the CYFA shall be as follows:
 - A. Roll Call
 - B. Minutes of Last Meeting
 - C. Committee Reports
 - D. Executive Committee Reports
 - E. Unfinished Business
 - F. New Business
 - G. Election of Officers (November Meeting)
 - H. Adjournment
2. The order of business for any special meeting of the CYFA shall be only for the specific purpose the meeting was called. No other business shall be conducted.
3. Robert's Rules of Order shall be the parliamentary law for all meetings of the CYFA.

ITEM 12 DISQUALIFICATION

Disqualification and penalty procedures as outlined in the current National Federation of State High School Associations and CYFA By-Laws will be used.

ITEM 13 REINSTATEMENT

Guidelines for application, procedures for reinstatement and eligibility date will follow the procedures as outlined in the current National Federation of State High School Association and CYFA By-Laws.

ITEM 14 DISSOLUTION

Should the CYFA be dissolved, all moneys, equipment, concession equipment and supplies will revert to the Special Olympics.


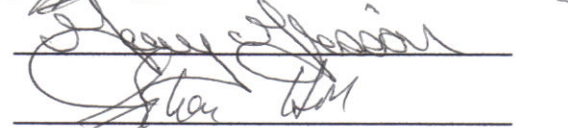


ADOPTION

This Constitution was modified and approved by the Association on the 20th day of May, 2009 with a majority of the Executive Committee members present.

Executive Committee Members:

Signature

Position

SECRETARY
TREASURER
President
Directors at large
Public Relations
Director of Publicity
Vice President

Witnessing CYFA Members

