

Collinsville Youth Football Association
CYFA – By-Laws

ARTICLE I - NAME AND ADDRESS

1. The name of this organization shall be Collinsville Youth Football Association (CYFA).
2. The registered office of this organization shall be P.O. Box 460 Collinsville OK 74021.

ARTICLE II - PURPOSE

1. The purpose of the organization is to coordinate, foster, and promote non-profit youth activities of football and cheerleading in the Collinsville Public Schools recruiting boundaries. Our focus is to provide the youth within said boundaries the opportunity to learn, play, and develop pride in Collinsville athletics that will continue to feed our High School athletic programs.

ARTICLE III - MEMBERSHIP

1. The regular membership of this organization shall be composed of families with good moral character who affirm that they are in accord with the purpose of this organization in its entirety. Membership shall be limited to families of students currently enrolled in the Collinsville Public School system or whose residence lies within the CYFA recruiting boundaries. Membership in CYFA does not confer eligibility to participate in the Indian Nations Football Conference (“INFC”) or any other organizations in which CYFA is a member. Eligibility to participate in such organizations are determined by the rules and regulations of the governing organization.
2. The “voting membership” of this organization shall consist of, and be limited to those regular members of the organization who:
 - a. are not in default in the payment of any athletic equipment or other fees; and
 - b. who have, residing in their home, any child or children
 - a. currently enrolled in football with the Collinsville Youth Football Association.
 - b. currently enrolled in Collinsville Public Schools grades 1-6 or whose residence lies within the recruiting boundaries of Collinsville Youth Football Association.
 - c. Exceptions to this Article may be made by a majority vote of the Board of Directors.

There is a one vote per family membership limitation.

3. Any person who has performed some particular service for the organization or has made a significant contribution in the field of athletics may, upon motion of any voting member, may be elected to honorary membership in the organization for a period of one year by majority vote of the members at any regular meeting.
4. The membership of the organization shall elect officers in accordance with Article V.
5. For all general membership meetings and any special membership meetings, the membership must be notified two (2) weeks in advance of the meeting.

6. The Board of Directors shall implement/enforce a Code of Conduct to be followed by each member/participant. Any member who disagrees with the Board of Directors actions in enforcing the Code of Conduct may file a grievance with the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

1. The business and property of the CYFA shall be managed by the CYFA Board of Directors, elected and appointed. The aims and policies of the CYFA shall be set by majority vote of the Board of Directors. The management of the CYFA is vested in the Board of Directors. The Board of Directors shall make reports to CYFA membership at all annual meetings as to the matters handled by the Board of Directors during the preceding twelve month period.
2. The Board of Directors shall meet at least once calendar quarter and any other times so called by the President or a majority of the Board of Directors. Special meetings and grievance hearings are closed to general membership. Quarterly Board of Directors meetings are open to the general membership, any member wishing to present new business before the Board of Directors must send a written request to be placed on the agenda no less than seven (7) days prior to the scheduled Board of Directors meeting.
3. The Board of Directors will consist of elected officers. Those elected officers are:

President

Vice President

Treasurer

Secretary

Grade Reps -

 Mighty Mite

 3rd/4th Director

 5th/6th Director

Lifetime Advisor: Bob Cottingim

Honorary Board members:

Varsity Head Coach

Former Board members (Having left board on good terms and re-electable)

Former members serving as League Board Member/Commissioner

4. A quorum for the transaction of business at any Board of Directors Meeting shall consist of five (5) members.

ARTICLE V - ELECTION, APPOINTMENT, RESIGNATION, AND REMOVAL OF OFFICERS

1. The CYFA Board may establish a Nominating Committee to identify candidates for elected positions within the CYFA organization. Individuals who are not selected by the Nomination Committee may also be candidates for elected office.

All candidates for CYFA elected positions shall:

- a. satisfy all requirements of the position sought
- b. submit their candidacy and a completed application form to CYFA no later than seven(7) days prior to scheduled date of the annual meeting;. And
- c. be qualified for office based upon the results of the criminal and background check as determined by CYFA selection criteria in place at the time of election.

A candidate who does not satisfy each of these requirements shall not appear on the slate of officers to be elected at the annual meeting, except that the CYFA Board, by a vote of three-fourths (3/4ths) of the members of the Board, may waive time period set forth in subpart (b) above, when the CYFA Board determines that it is in the best interest of the organization to do so.

No CYFA appointed position or Board position may be filled until the candidate has satisfied (a), (b), and (c) above.

2. If after election or appointment, CYFA discovers information that any individual serving as an officer, director or in an appointed position would no longer satisfy subpart (c) above, that individual may be removed from their position by a majority vote of the Board.
3. The officers of CYFA shall be elected and installed at the annual meeting of CYFA held at the first of the fiscal year.
4. The vote of a simple majority of the voting members present at such annual meeting shall be sufficient for the election of any such Board member.
5. The Board of Directors shall be elected by the membership, except those designated appointed positions.
6. No person shall be eligible to hold an office in CYFA who is not a voting member of CYFA.
7. Each elected Board member shall serve for the period of two (2) years and/or until his/her successor is duly elected and installed. No Board member shall hold the same office for more than three (3) consecutive terms.
8. For the purpose of continuity, the offices of President, Cheer Director, Mighty Mite Rep, 5th/6th Grade Rep shall be elected in the even-numbered years, and the Vice President, Treasurer, 3rd/4th Grade Rep shall be elected in odd-numbered years.
9. In the event that a vacancy exists in any office, whatever the reason, such vacancy may be filled by the Board of Directors. The person appointed would be up for reelection in the year that particular position is scheduled for reelection.
10. Any officer resigning shall tender his/her resignation to the Board of Directors at least thirty (30) days prior to the desired effective date thereof. The Board of Directors shall not approve the resignation of any officer who has custody of any monies, securities,

equipment or other property of CYFA until the accounts of such officer have been verified and found to be true and proper by the Board of Directors.

11. Any member of the Board of Directors may be removed from the Board by the vote of three-fourths (3/4ths) of the voting members present and voting at any special meeting of CYFA.
12. A Board member who misses three (3) consecutive sessions shall be considered to have resigned unless the President has given prior approval. A majority of the Board of Directors, present and voting at a regularly scheduled Board of Directors meeting, may reinstate the Board member.
13. Any member of the Board of Directors may hold any coaching position for football.

ARTICLE VI - DUTIES OF OFFICERS

President -

The President shall preside at all meetings and shall preserve order and decorum. The President shall carefully supervise the affairs of the CYFA organization and labor for its usefulness, efficiency and compliance with the By-Laws of the organization.

The President shall sign all official documents on behalf of the organization and sign all checks, with the Treasurer, or in the absence of the Treasurer such, other individual as may be approved by the Board of Directors as a signer on the account, and expenditure must be approved by a Board majority vote.

The President shall serve as the official CYFA voting Representative at all Conference meetings of which CYFA is a member, or appoint the Vice President to serve in this capacity. The president shall report to the Board of Directors all Conference activities.

The President may deem necessary and recommend committee formation, which is not otherwise provided herein. Committee chairpersons are to be approved by the Board of Directors.

The President will aide in the selection of appointed members of the Board, which will be approved by the Board of Directors.

Vice President -

The Vice President shall be charged with the supervision of all football activities. The Vice President shall monitor adherence to policy, both CYFA and League in which the CYFA is a member of.

The Vice President shall make recommendations to the Board of Directors concerning schedule of games, conference participation and new activities, etc.

The Vice President shall be a member of the Coach Selection committee. The Vice President shall serve as the official CYFA voting representative at conference meetings of which CYFA is a member in absence of or directed by the President to do so.

The Vice President may appoint staff for help with equipment, registration, and any other areas he/she requires assistance. These appointed assistants will not be voting members of the board unless otherwise eligible. The Vice President shall serve on the Finance Committee.

In the absence of the President, the Vice President shall fulfill the duties of that office.

Secretary –

The Secretary shall issue notices of Board meetings to all Directors, including an agenda for each respective meeting. The Secretary shall attend and keep minutes of all Board of Directors meetings and meetings of general membership. Minutes of all meetings shall be provided to and approved by Directors at the following meeting.

The Secretary shall have charge of all corporate records, papers, and the Club seal. The Secretary shall attest all written contracts, mortgages, deeds, and similar instruments of CYFA.

Treasurer –

The Treasurer shall have custody of all CYFA financial records and be responsible for all monies and securities of the CYFA, shall keep regular books of account, and shall render detailed reports at each meeting of the Board of Directors.

The Treasurer shall be responsible for the preparation and filling of all tax and accounting forms as may be required by all governmental authorities.

The Treasurer shall obtain co-signature from the President or another designated individual on disbursements as outlined in Section 1 of this Article.

The Treasurer will present a detailed financial statement at the General Meeting, including a balance sheet, profit and loss statement and budget variance report.

The Treasurer shall serve as Chairperson for the Finance Committee and shall submit a budget to the Board of Directors before Open Registration.

At the end of the Treasurer's term of office, he/she shall give the Board of Directors, correct accounts of all monies in his/her charge, together with the book, receipts, and other relevant material belonging to the organization. After assumption of duties by the new officers, the Board shall determine accuracy of the final accounting reports, and unless otherwise ordered by the organization, the President and Secretary shall sign these reports as evidence of acceptance and approval on behalf of the new Board of Directors.

Cheer Director –

The Cheer Director shall be the Director of all Cheerleading activities as they pertain to the active member organization activities in which CYFA is being represented. He/ She shall be charged with supervision and coordination of all the girls activities overall and participate in Cheer Board mtgs.

The Cheer Director shall monitor adherence to policy of CYFA and any active member organization participating in representing CYFA.

The Cheer Director shall report to CYFA Board of Directors but be electable through their own membership by a 2/3 majority vote.

Grade Representatives -

Each designated Grade Rep shall be responsible to ensure adherence of rules and policies for the grade(s) they are appointed. Grade Reps will foster complaints/concerns of parents/coaches and make immediate containment decision until it can be brought before a regular or special session of Board of Directors.

ARTICLE VII - GREIVANCE COMMITTEE

The Board of Directors shall act as the Grievance Committee.

Any grievance shall be submitted in writing and accompanied by a filing fee of \$25.00 to the appropriate Grade Rep, Cheer Director or the Vice President. An additional copy of the grievance should be mailed to CYFA, P.O Box 460 Collinsville, OK 74021 for record. The receiving Club representative shall forward the grievance and fee to the President who will call a meeting of the Board of Directors, acting as a Grievance Committee. In the event that a member of the Grievance Committee is the person being charged, and/or has an interest in the grievance, that member shall not serve on the committee for that specific cause of action. Any member having a grievance against any other member may file a complaint in writing with the Vice President/ Cheer Director stating complaint or violation of the Rules or By-Laws committed by the member. The Grievance Committee shall provide the member so charged with a cop of the charge in writing, and shall in ten(10) days conduct a hearing and shall thereafter submit a full report of its findings and recommendations for action to the Board of Directors.

If the Board of Directors finds in favor of the complaint the filing fee will be refunded.

ARTICLE VIII - PARTICIPATION RULES FOR PARTICIPANTS, COACHES, & SPONSORS

CYFA shall to adhere to any and all rules/requirements identified by its hosting league of participation. In addition, we recommend the following activity guidelines.

The President will monitor the adherence of the CYFA organization to corporate and conference rules and regulations including, but not limited to the following:

1. **Participants** - All participating players shall maintain moral and league standards in compliance with the aims and objectives of CYFA. Participants must abide by all the rules and regulations of CYFA and its league association.
2. **Coaches** – Football coaches must be approved by majority vote of the Board of Directors. Coaches must be members of the organization. They must abide by all rules and regulations of CYFA and its league association. All members of the coaching staff will be certified per league requirements and be required to present proof if requested by any CYFA/League/Host club member at that time. Practice lengths and times shall be

determined by individual team Head Coaches and shall conform to all requirements of associated league.

Violations shall be reviewed by each Grade Rep/ Cheer Director for immediate ruling and will be finalized and next regular or special session of Board of Directors via Grievance Committee.

ARTICLE IX - REVISION AND AMENDMENT OF BY-LAWS

These By-laws may be revised or amended by a majority vote of the voting members in attendance of the annual meeting of the CYFA or at any special meeting called by the Board of Directors in accordance with these By-laws. All proposed revisions and/or amendments shall be placed on the agenda and/or included with the two (2) week notification to the membership of the meeting.

Revisions will be maintained as part of the By-laws in the "Revisions" area with summary of change, date of change and President and additional member signature of current Board of Directors.

ARTICLE X - FISCAL YEAR

The fiscal year for CYFA shall be from January 1st through December 31st of each year.

ARTICLE XI – SOCIAL MEDIA POLICY

Purpose – The purpose of this Social Media Policy is to provide guidelines for the use of social media by all members of the CYFA. Members include players, parents, coaches and committee members. It relates specifically to the use of social media to make comments in a context that is identifiable as being in relation to CYFA. This includes comments or implied comments regarding:

1. Games or League events
2. Team or player performance
3. Individuals with direct context or mention of their role with CYFA such as Committee Members
4. CYFA in general in a demeaning or derogatory context

Guidelines - All comments, notes, photos posted on social media sites relating to CYFA and its members are to be constructive and positive in nature. All membership is charged with identifying and reporting any social media posts that are posted in a derogatory or demeaning manner in order that it may be contained / addressed. Incidents identified will be reviewed by the Board of Directors and be ruled upon with consequences up to and including probation for a period identified by the Board, removal of membership, removal from coaching position, removal from appointed/elected position. Board of Director rulings shall be separate and in addition to any rulings by the Police or judicial system.

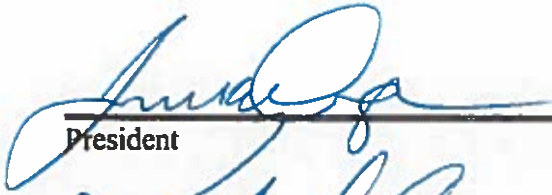
ARTICLE XII - DEFINITIONS

Notice/Notification – may include posting information through designated Social media pages maintained by designee of the Board of Directors of CYFA and/or other local forms of media (Collinsville Herald, CvilleOk.com, etc.)

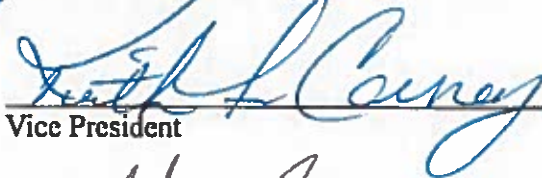
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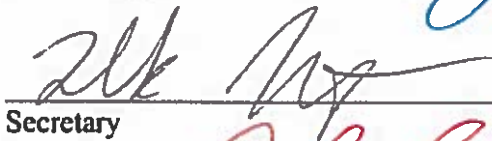
This governing document was implemented in good faith for the betterment of CYFA this 24 day of July, 2016 as attested by the residing CYFA Board of Directors:



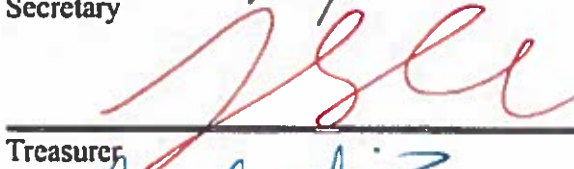
President



Vice President



Secretary



Treasurer



Mighty Mite Director



3rd/4th Grade Director




5th/6th Grade Director

REVISIONS

<u>Rev Level</u>	<u>Summary of Change (Include Article/Section)</u>	<u>Date</u>
Initial release	Establish CYFA By-laws	5/24/2016

I certify that the foregoing amended/ revised By-laws of Collinsville Youth Football Association were presented for review and vote to the membership of CYFA in accordance with Article IX of By-laws.

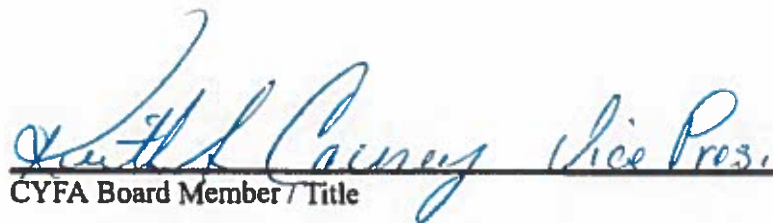

CYFA President

2016

Active Term period

5-24-2016

Date


CYFA Board Member / Title

2016 - 2017

Active Term period

5-24-2016

Date