

SANTA MARIA YOUTH FOOTBALL LEAGUE

BY- LAWS

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ARTICLE I

NAME OF CHAPTER

Section A - Name of Chapter

1. The organization shall be known as the "Santa Maria Youth Football League"; hereafter it shall be referred to as the Chapter or SMYFL.
2. The Chapter is in association with the "Central Coast Youth Football League"; hereafter known as the Executive Council or CCYFL.

ARTICLE II

PURPOSE OF CHAPTER

Section A – Purpose of Chapter

1. Provide a tackle football program for the youth of Santa Maria in association with the CCYFL.
2. Operate the Chapter as a non-profit organization.
3. Teach players sportsmanship, discipline and the rules of football.
4. Inspire youth to practice the ideals of health, citizenship and character.
5. Encourage players to keep up with their grades in school.
6. Help youth to realize that they can accomplish goals through the use of teamwork.
7. To enforce the rules and by-laws of CCYFL.

ARTICLE III

MEMBERSHIP

Section A – Types of Membership

1. Member: shall be defined as any adult (18 years of age or older) who resides within the CCYFL boundaries. He/she must have an active role (i.e. parent/guardian, coach, Board Member, volunteer) within the Chapter to qualify for voting rights. Each Member will be entitled to one vote. Membership shall be considered in force for the duration of one year beginning on January 1st.
2. Board Member: shall be defined as any Member elected or appointed to the Board of Directors of SMYFL. He/she will have the same voting rights as a member, except for the Chapter President who will only vote in case of a tie. All Board Members' terms shall be for one year beginning on January 1st.

3. Participant: shall be defined as any player (as described in Article II of the Rules and Regulations of CCYFL) or cheerleader or coach (under the age of 18) registered with SMYFL. Participants do not have voting rights.

Section B - Conditions of Membership:

1. All Members and Board Members of the Chapter must be a member in good standing to retain their voting rights.
2. All Members, Board Members and Participants of the Chapter shall act as volunteers without pay.

Section C - Suspension or Dismissal

1. Any Member, Board Member or Participant of the Chapter not in good standing is subject to suspension or dismissal from the program.
2. The Chapter, in its opinion, will determine if a violation of the by-laws or rules and regulations of SMYFL warrants a suspension or dismissal.
3. Evidence of misconduct or failure to comply with the by-laws or rules of SMYFL shall be presented in writing to the President of the Chapter. It will outline, in detail, the charge(s) being stated. At the next regular meeting or a special meeting, if deemed necessary, the charge(s) will be heard by the Membership and a decision will be handed down.
4. Provided, however, that the accused person has been given written notice of the accusations. He/she shall then be given the opportunity of a hearing at said meeting, including the right to produce witnesses, if any, on their behalf.
5. A suspension or dismissal will require a 2/3 vote of the Membership present at the meeting.

ARTICLE IV

BOARD OF DIRECTORS

Section A – Board Positions

1. SMYFL has fifteen Board of Directors. Each position is filled by election or appointment by the President with the approval by vote of 2/3 of the Membership present. Those individuals serve for one year terms beginning on January 1st. The positions are listed:
 - a. President
 - b. Vice President
 - c. Secretary

- d. Treasurer
 - e. Athletic Director
 - f. Equipment Manager
 - g. Coaches Agent
 - h. Player Agent
 - i. Fundraising Coordinator
 - j. Field Commissioner Coordinator
 - k. Snack Bar Coordinator
 - l. Cheerleading Coordinator
 - m. SMYFL Representative to CCYFL (Shall be appointed by the Chapter President)
 - n. EMT Representative
 - o. Insurance Representative
2. Some Board Members may have assistants if approved by vote of 2/3 of the Membership present.

Section B – Nominations

1. Notification of the election will be made to all Members prior to the November SMYFL meeting each year.
2. Nominations for Board Member positions will be made from the floor at the November SMYFL meeting.
3. Written nominations for Board Member positions may be submitted up until the November SMYFL meeting.

Section C – Election

1. The election will be held at the December SMYFL meeting and be open to the public. Although open to the public, only Members in good standing will have the right to vote.
2. In order to run for President or Vice President of SMYFL the candidate must have been a member in good standing for two years and attended and 75% of the previous year's meetings.
3. In order to hold any other Board position the candidate must be a member in good standing for one year and attended 50% of last year's meetings.
4. A list of the Chapter's new Board of Directors will then be sent to the Executive Council by the first meeting of CCYFL in January.
5. In the event of that a position on the Board remains vacant after the election or a Board Member is unable to finish their term the President of SMYFL may appoint someone to fill the vacancy. The appointment must be approved by 2/3 of the voting Membership present. Those individuals that are appointed but do not meet

the requirements of the position will be placed on a six month probation period. Probation will be defined as not able to cast a vote as Board Member or part of a quorum, but the person(s) may vote as a Member on any membership decision.

ARTICLE V

DUTIES OF THE BOARD

Section A – President

1. He/she will be responsible for enforcing all rules, by-laws, policies and principles of SMYFL and CCYFL.
2. Preside at all Chapter meetings that he/she is attending.
3. He/she will be given certain discretionary powers to expedite the running of the Chapter and the supervision of the Board of Directors to ensure that all duties are being performed. This includes delegating or reassigning responsibilities of SMYFL for the betterment of the Chapter.
4. The President may appoint a Member(s) to any position(s) vacant on the Board of Directors with the approval 2/3 of the voting Membership present.
5. He/she may suspend any Member or participant of the Chapter if, in his/her opinion, a violation of rule, by-law or policy of SMYFL or CCYFL has been committed. All suspensions will remain in effect until a full investigation can be conducted.
6. The President will formulate and chair a violations committee (consisting of at least two (2) other Board Members) who will fully investigate any infractions of rules and by-laws or accusations of misconduct pertaining to the Chapter. Investigations will be conducted as expeditiously as possible so that the issue may be brought before the Membership for a decision at the earliest convenience.
7. He/she will be responsible for the completion of all back ground checks for those Members of SMYFL that require them.
8. He/she will arrange all the dates, times and locations for all of the Chapter's meetings.
9. He/she will arrange for all the practice and game fields to be used by SMYFL.
10. He/she will coordinate all the dates, times and locations for player sign-ups.

Section B – Vice President

1. He/ she will be familiar with all the duties of the President in the event that they will need to assume that position.
2. The Vice President will preside over any meeting that the President is not in attendance.

3. He/she will be the point of contact for any rule interpretation for the Chapter.
4. The Vice President will assist in the resolution of any Chapter problem.
5. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section C – Secretary

1. He/she will be the official recorder of all meeting minutes and will be responsible for maintaining a book of all minutes. The Secretary will also be tasked with forwarding a copy of each meeting minutes to the Secretary of CCYFL via e-mail.
2. The Secretary will generally be the Board Member responsible for the clerical and correspondence duties associated with SMYFL.
3. He/she will compile and maintain a list of all Chapter members and responsible for distributing any Chapter information to the Membership.
4. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section D – Treasurer

1. Treasurer will be responsible for maintaining the Chapter's status as a non-profit organization and handling all tax related issues.
2. He/she will be responsible for accounting for all SMYFL funds and maintaining a checking account in which two (2) signatures will be required before a purchase or withdraw can be transacted.
3. The Treasurer will keep full and accurate records on all financial matters pertaining to SMYFL for a period of five (5) years. This will include, but not limited to, bank statements, tax returns, invoices and receipts, and contracts signed on behalf of SMYFL.
4. He/she will prepare an annual budget and present it to the Membership for approval the earliest general meeting.
5. The Treasurer will prepare and read a financial report at every monthly meeting. This report will include any receipts or invoices for expenditures of the previous month. A motion will be made to accept the report. Acceptance will require a majority vote of the Members present.
6. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section E – Athletic Director

1. The Athletic Director will coordinate and supervise the Chapter's conditioning weeks with the Player Agent.

2. He/she shall oversee the Chapter's Jamboree with the other Members of the Board of Directors.
3. The Athletic Director will assist in resolving any team or player with the Coaches Agent and the Players Agent.
4. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section F - Equipment Manager

1. The Equipment Manager will be responsible to account for, store and maintain all of the Chapter's equipment.
2. He/she will be responsible for determining if any item of equipment or gear needs to be repaired, replaced or recertified. Then, with Membership approval, located and purchase replacement gear or find an appropriate source to recertify equipment.
3. The Equipment Manager shall coordinate the distribution of all equipment and keep accurate records of items issued. He/she will then organize the return and collection of all issued equipment and will also be responsible for billing those individual who fail to return SMYFL equipment.
4. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section G – Coaches Agent

1. He/she will serve as liaison between Coaches and the Board of Directors.
2. The Coaches Agent will preside over any Coaches meeting.
3. He/she will arrange for the training of league Coaches.
4. He/she will assist the Athletic Director with resolving team problems.
5. The Coaches Agent will assist in overseeing the conditioning weeks and the Chapter's Jamboree.
6. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section H – Player Agent

1. He/she will serve as liaison between Players and the Board of Directors.
2. The Player Agent will coordinate the certification of all SMYFL players and assist with the Chapter's draft and organization of team rosters.
3. He/she will assist the Athletic Director with resolving team problems.
4. The Coaches Agent will assist in overseeing the conditioning weeks and the Chapter's Jamboree.

5. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section I – Fundraising Coordinator

1. The Fundraising Coordinator will plan, organize and supervise all of the Chapter's fund raising events. This will include deciding which fund raising programs will best benefit the Chapter's needs.
2. He/she will be responsible for collecting and accounting for all monies raised during any Chapter activity. All funds must then be turned over to the Treasurer for deposit within five (5) days.
3. The Fundraising Coordinator will approve all team fund raising efforts prior to the activity. He/she will then ensure that each team participating in fund raising submits a financial report prior to the end of the season.
4. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section J – Field Commissioner Coordinator

1. The Field Commissioner Coordinator will be arranging for a Field Commissioner to be present at all SMYFL home games. Those Commissioners will be the point of contact for all teams.
2. He/she will ensure that all Commissioners representing SMYFL are properly trained and knowledgeable of the rules and procedures.
3. He/she will be responsible for forwarding all reports, protests, rosters and audit sheets to CCYFL, via mail on the next business day.
4. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section K – Snack Bar Coordinator

1. He/she will be responsible for operating a snack bar at all SMYFL home games. This will include purchasing and accounting for all inventory.
2. The Coordinator will provide accurate accounting records, receipts and financial reports weekly to the Chapter Treasurer.
3. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section L – Cheerleading Coordinator

1. The Cheerleading Coordinator will serve as the liaison between the cheerleaders and the Board of Directors.
2. He/she will organize Cheer squads and appoint squad leaders. Also, establish practice times and schedule game assignments.
3. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section M – SMYFL Representative

1. The SMYFL Representative will sit on the CCYFL Board and represent the Chapter. He/she will be responsible for informing the Chapter on any league issue. To include only casting a vote with the Executive Council that has previously been approved by a majority vote of the Chapter.
2. He/she will be the Chapter's point of contact on CCYFL rules interpretations and the person to forward those concerns to the Executive Council.
3. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section N – EMT Representative

1. The EMT Representative will be required to recruit and maintain a qualified group of EMTs. All EMT certifications must be on file with SMYFL and CCYFL prior to being utilized as a game EMT.
2. He/she will be responsible for scheduling a qualified EMT at all Chapter Home Games.
3. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

Section O – Insurance Representative

1. The Insurance Representative will be responsible for ensuring that all Board Members, Coaches and Field Commissioners are trained all insurance procedures and familiar with the Field Injury Report. Remember, a Field Injury Report must be filled out on any player injured at practice or in a game.
2. He/she will be responsible for collecting all completed Field Injury Reports. Then copy each report before forwarding the original to CCYFL. All copies will be file and maintained in a secured place for any follow up insurance needs.
3. The Insurance Representative shall follow all CCYFL procedures and attend annual CCYFL insurance training.
4. Be prepared to carry out duties or assignments he/she is delegated to perform by the President.

ARTICLE VI

MEETINGS

Section A- Meetings

1. All meetings will be conducted by "Roberts Rules of Order, Revised".
2. Meetings for the entire Membership will be conducted monthly. They will include 1) elections, 2) rules and by-law changes and 3) Special meetings.
3. Before any business can be conducted at any meeting a quorum must be present. A quorum will be defined as 50% of the voting Board of Directors.
4. Any Player requests, appointments, or rules and by-law changes will require 2/3 votes of the Members present at the meeting to pass. All other decisions may pass with a simple majority vote.
5. No proxies will be accepted. Members must be present to vote.
6. The President may call a Special meeting at any time if needed.
7. In the case of a Special meeting, those concerned shall be notified no less than 48 hours in advance, either by telephone or in writing.
8. The 48 hour rule may be waived if 2/3 of the Board of Directors agrees to conduct the Special meeting at a regularly scheduled monthly meeting.
9. In the case of a Special meeting, only the business for which the meeting was called for maybe discussed.
10. Any Member of the Chapter may request to address the Board of Directors. Their request must be in writing and contain the subject of their discussion.
11. All meetings shall be conducted in the Santa Maria area.

ARTICLE VII

FINANCIAL PROCEDURES

Section A – Budget

1. As soon as possible the Treasure will propose an annual budget for the entire Chapter. The budget will be read and discussed at the next scheduled meeting. A final vote of approval will be taken at the following months meeting.
2. Any motion to make expenditures outside the budget will require a majority vote of the Members present at the meeting the motion is read.
3. SMYFL will operate on a fiscal year beginning January 1st and ending on December 31st.

Section B – Financial Disbursement

1. All payments of debts of SMYFL so authorized by the Membership shall be made on SMYFL checks requiring two (2) signatures by authorized Board Members.
2. All payments will be made in a timely matter.

ARTICLE VIII

HEAD COACHES

Section A – Head Coaches

1. The Board of Directors shall review all applicants for Head Coach. The Board will then prepare a list of eligible Head Coaches and present that list to the Chapter for final approval. Head Coaches will be approved by a majority vote of Members present at the designated meeting.
2. To qualify as an eligible Coach, all applicants must abide by the requirements set forth in Article VII of the CCYFL by-laws and Article III of the CCYFL Rules and Regulations.
3. Returning Head Coaches from the previous year will have a priority to return to their teams in that same division as long as that Head Coach remains in good standing.
4. The Board of Directors will investigate and consider any complaint concerning a Head Coach, if said complaint is submitted in writing. It will then take a 2/3 vote of approval by the Board of Directors before the Head Coach can return.
5. The Head Coach will be responsible for picking Assistant Coaches. The selection of Assistant Coaches must adhere to the rules of CCYFL.
6. All SMYFL Members in good standing have the right to be Coaches.
7. Once selected as a Head Coach, that individual will be required to attend the monthly meetings. Failure to attend could be grounds for replacement.
8. All Head Coaches and Assistants are responsible for encouraging and supporting the participation of any Chapter Fundraising Event.
9. If a Head Coach elects to conduct a separate Team fundraising event, He/she will be required to have approval by the Fundraising Coordinator. The Head Coach will be responsible for all monies raised during the individual event and must then submit a financial report by the December meeting.
10. At the end of a team's season the entire coaching staff will be required to assist the Equipment Manager in collecting and accounting for all the player's and team's equipment.

ARTICLE IX

PROTESTS/GRIEVANCES

Section A – Protests

1. Protests will be handled as described in Article IX of the CCYFL by-laws and Article X of the CCYFL Rules and Regulations.

Section B – Grievances

1. Grievances are infractions that do not affect the playing or outcome of a game or a complaint against any person associated with SMYFL.
2. All grievances will be submitted to the Chapter President in writing, with any support material. The President, along with a designated violations committee, will investigate all grievances before bringing their findings to the Membership to determine if further action is necessary. The President has the authority to call a Special Meeting; if he/she determines that a hearing is necessary to resolve a grievance.

ARTICLE X

CHAPTER FEES

Section A – Fees

1. Yearly player registration fees shall be set each year, taking into consideration jerseys, basic picture packages, trophies, and insurance and administration costs.
2. All registration fees and required paperwork (physicals, birth certificates, report cards, and photos) the first clinic week.
3. The Chapter will consider feasible payment plans.

Section B – Penalties

1. Failure to comply with Article X Section A will result in the player not being allowed to play and the delay in gear issued until all fees and requirements are met. Application numbers will only be assigned when all requirements have been received.
2. All returned checks will be charged \$25.00.

ARTICLE XI

AMENDMENTS OF THE BY-LAWS

Section A – Amendments

1. The power and authority to adopt, amend, or repeal any of these by-laws rests solely with the Membership of SMYFL.
2. Any recommended change to an existing by-law or the adoption of a new by-law shall be presented to the Membership for a first reading at a Regular or Special Meeting. Action on the proposal(s) can only take place after a second reading at the next following meeting.
3. Whenever an amendment or new by-law is adopted; it shall be duly dated and recorded.

ARTICLE XII

RULES

Section A – Rules

1. The official playing rules for SMYFL will consist of CCYFL rules and regulations, CIF rules and amendments thereto. Rules will take precedence in the order listed. All Chapter teams will abide by these rules.
2. All Board Members and Head Coaches will sign the CCYFL acknowledgement of rules form, verifying that they have read and understand all the rules, prior to the first week of the season.

Section B – Acts of Disbarment

1. Anyone found to have committed the following acts, by the SMYFL Board of Directors or the CCYFL Executive Council, could be subject to disbarment.
 - a. Striking any coach, official, spectator, or participant of SMYFL or CCYFL.
 - b. Under the influence or the use of dangerous drugs or alcohol at any league game, practice, or meeting.
 - c. The misuse of any funds belonging to SMYFL or CCYFL.
 - d. The use of any abusive language viciously directed to any Member or participant of SMYFL or CCYFL.
 - e. The use and practice of Sweating down any player to qualify them to remain in a certain division.
 - f. The practice of running off weaker players.
2. Anyone found to have committed the following acts, by the SMYFL Board of Directors or the CCYFL Executive Council, will be subject to suspension, but could result in disbarment depending on the severity of the offence.
 - a. Unsportsmanlike conduct whether on the field or as a spectator.
 - b. Disobeying any other SMYFL or CCYFL rules or by-laws.

- c. Deliberately not reporting any type of injuries to the Insurance Representative.

ARTICLE XIII

BOUNDRY WAIVERS

Section A – Boundaries

1. Boundaries for SMYFL are designated in the CCYFL Chapter Boundaries (2004). Each player must play within the Chapter's boundaries unless given a written permission letter (Waiver) to play in another Chapter.

Section B - Waivers

1. No waiver will be granted for players to play outside of the boundaries of SMYFL unless:
 - a. SMYFL does not field a team for which a waiver applicant is qualified.
 - b. SMYFL cuts players down to full rosters and the receiving chapter does not have full rosters.
 - c. No waiver will be granted due to the personal desire of a coach, parent, or player to play elsewhere.
 - d. No waivers will be granted after Certification Day.
 - e. All waivers must be approved by a majority vote of the Board of Directors of SMYFL.
 - f. All waivers will be forwarded to CCYFL for consideration and final approval.

ARTICLE XIV

DISBANDMENT OF SMYFL

Section A – Dissolution

1. Dissolution of SMYFL will require a 2/3 majority vote of the Membership.
2. In the event of dissolution, all assets of SMYFL will be distributed as follows:
 - a. All monies will be distributed evenly to unpaid bills.
 - b. After all debts have been paid, any remaining monies will be donated to a non-profit charity of SMYFL's choosing.
 - c. After a one year waiting period, all property and equipment will be sold to the highest bidder.

ARTICLE XV

DATE OF ADOPTION

Date Adopted: 4-6-11

President: Mark Ledson

Vice President: Greg Henning

Secretary: E. Marty Ledson