

# Muskogee Youth Football and Cheer Bylaws.

The following are the Bylaws set forth by the Muskogee Youth Football Association (MYFC) as adopted by the Board.

## ARTICLE I – NAME

**Section 1.01** The name of this organization shall be Muskogee Youth Football and Cheer (MYFC).

## ARTICLE II – PURPOSE

**Section 2.01** The purpose of the MYFC shall be to promote the education of and dissemination of knowledge and training about tackle football among interested players, player's parents or guardians, coaches, and other interested persons, in an atmosphere of mutual respect and encouragement.

## ARTICLE III – MEMBERS/MEMBER'S MEETINGS

**Section 3.01 – Eligibility.** Any person attending Muskogee Public Schools or residing within the MYFC boundary, as designated by the Indian Nation Football Conference, who is willing to comply with and follow the Members Rules and Regulations of the MYFC may become a member. Membership is established by payment of the annual registration/ participation fee. Non-residents may participate by making written application to the General Board, by providing a written release from their respective district's youth football organization, and paying the annual registration participation fee.

**Section 3.02 – Membership Termination.** Any member may be removed for misconduct by a vote of two-thirds (2/3) of the board. Any member may resign by written resignation mailed to the remaining members or filed with the Secretary of the MYFC.

**Section 3.03– Annual Meetings.** The annual meeting of the MYFC members for purpose of electing officers, grade representatives, and for transacting other proper business shall be held in the month of December at such time and place as the General Board shall determine by resolution. Meeting will be advertised two weeks in advance.

**Section 3.04– Special Meetings.** Special meetings of the MYFC may be called at any time by a majority of the General Board. The General Board shall call a special MYFC meeting when furnished with a written request of the majority of MYFC members eligible to vote. The purpose of the special meeting shall be included in the written request and no business other than that specified in the written request shall be covered at the special meeting.

**Section 3.05– Meeting Places.** The meeting place will be set by the MYFC board.

**Section 3.06 – Quorum.** The presence of a majority of MYFC members entitled to vote shall constitute a meeting quorum for the transaction of business at any meeting of the members of the MYFC.

**Section 3.07– Voting.** Each member shall be entitled to one (1) vote in person on the matter in question.

**Section 3.08– Meeting President and Secretary.** The President or in the President’s absence the next position of the board as listed in 4.04 shall preside over the meeting, with the MYFC secretary serving as meeting secretary. The meeting President shall appoint a meeting Secretary if the MYFC secretary is absent.

## **ARTICLE IV – GENERAL BOARD OF DIRECTORS**

**Section 4.01 – General Powers.** The property, business, and affairs of MYFC shall be managed by and under the direction of the General Board.

**Section 4.02 – Term Limits** – All board members shall serve two year terms but are eligible for re-election.

**Section 4.03** – Members must be present at board meeting to be nominated to a board position during an election. Member must have been an active volunteer within the league to be considered a board candidate. Member must also have had no form of disciplinary action taken against them in the past game season, formal (i.e. letter, suspension,etc) nor informal (ie,involved in situation needing mediation,etc.)

**Section 4.04** – The MYFC General Board shall have seventeen members consisting of the following:

### ***General Board***

- A) President of the MYFC
- B) Director of Football Operations of the MYFC
- C) Director of Cheer of the MYFC
- D) Treasurer of the MYFC
- E) Secretary of the MYFC
  
- F) Marketing and Merchandising Coordinator of the MYFC
- G) Registration Clerk of the MYFC
- H) Equipment Manager
- I) Game Coordinator of the MYFC
- J) Member at large of the MYFC

### **Grade Representatives**

- K) One First Grade Representative
- L) One Second Grade Representative
- M) One Third Grade Representativ
- N) One Fourth Grade Representativ
- O) One Fifth Grade Representative
- P) One Sixth Grade Representati
- Q) One Seventh Grade Representative

***Head coaches and assistant coaches are eligible to serve on the General Board.***

**4.05 – Resignations.** Any General Board member may resign at any time by giving written notice to the Board or to the Secretary of the MYFC. Any resignation will become effective immediately upon receipt and does not require acceptance to be effective.

**4.06 – Vacancies.** Any vacancy in the General Board regardless of the circumstances causing the vacancy may be filled by a majority vote of the remaining General Board members. Each General Board member chosen in this fashion shall fill the remaining term of the vacant General Board member.

**4.07 – Meeting Place.** The General Board may hold any of its meetings at locations the General Board may designate.

**4.08 – Regular Meetings.** The General Board shall meet regularly at such times as designated by the President or by resolution of the General Board. Any business may be transacted at meetings where a majority all of the General Board members are in attendance. Notice of regular meetings need not be given.

**4.09 – Compensation.** Individual General Board members shall not receive any compensation for their services. However, the General Board may approve reimbursing individuals for direct operation expenses incurred on behalf of the organization. Expenses of attending General Board meetings shall not be reimbursable.

**4.10 – Committees.** The General Board may, by resolution passed by a majority of the whole General Board, designate one or more committees. Any such committee, to the extent provided in the resolution of the General Board, shall have and may exercise all powers authority of the General Board in the management of the business and affairs of MYFC, and may authorize the seal of the MYFC to be fixed to all papers which require it. No committee shall have power or authority to amend the By-laws, encumber property or assets of the MYFC, or to enter into contracts on behalf of the MYFC. Any such committee shall keep written minutes of its meetings and report the same to the Board at the next regular General Board meeting. The General Board shall also have the authority to designate one or more committees, as he or she shall deem necessary. Committees designated by the General Board shall be governed by the same rules as those governing committees designated by General Board resolution as described earlier in this section.

**B.** The General Board shall appoint the members of all special or other committees or standing committees of the Board. The committee members shall be members of the MYFC.

In the absence or disqualification of a member of a committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the Board to act at a meeting in the place of any such absent or disqualified member.

*The following are the standing committees of the MYFC:*

**1. Coaches Board.** There shall be a Coaches Board consisting of at least one head or assistant coach from each of the major grades and any other persons that the Director of Football may designate. The Director of Football shall be the chair of this committee. This committee will interview all head-coaching candidates and make recommendation to the General Board as candidates to accept as a head coach. The Director of Football and the committee shall also make themselves available to hear disputes between coaches and parents.

#### **Dismissal of Coaches**

Coaches may be relieved of their head coaching duties with or without cause.

## **ARTICLE V – OFFICERS**

**Section 5.01 – Officers.** The officers of the MYFC shall be a President, a Director of Football Operations, Director of Cheer, a Secretary, and a Treasurer, such other officers as may be elected, from time to time, by the General Board. The President shall have general supervision, direction, and control, of the officers, grade representatives, coaches, volunteers, business, and affairs of the MYFC, unless directed otherwise by the General Board. To hold a position as the MYFC President or a director position, you must have served the previous year as an MYFC Board Member (Coaches Board or General Board). To hold a position as MYFC Secretary or Treasurer you must have served the previous year as an active volunteer to the MYFC.

**Section 5 .02 – President.** The President shall exercise the duties as customarily pertain to the office and shall have general and active supervision over the property, business, and affairs of the MYFC, and over its other officers, grade representatives, coaches, employees, and volunteers. The President may discharge officers, agents, or employees, except officers elected by the General Board. The President may sign, execute and deliver, in the name of the MYFC, powers of attorney, contracts, bonds, and other obligations. Term shall run from January 1st of odd year to December 31st of even year.

#### ***The President shall enforce the following rules:***

A protected player shall not be considered officially protected until the signed protection form is on file in the MYFC office. Possession of the signed form by either the appropriate Grade Representative or President shall be considered as being filed with the MYFC office. The number of protected players per team shall be governed by the rules set forth by the INFC.

Any player may return to the draft provided that he has filed a completed request with the MYFC office prior to the beginning of the combine. Possession of the signed form by either the appropriate Grade Representative or President shall be considered as being filed with the MYFC office. All players on a dissolved team shall be returned to the draft.

The President shall perform such other duties as may be prescribed by the General Board or the Bylaws.

### **Section 5.03 Director of Football Operations.**

Responsibilities:

- Coordinate committee for screening new coaches.
- Review questionnaire with board
- Perform background checks on all coaches every year and submit findings to board
- Setup and conduct interviews with new youth coaches
- Turn in questionnaire and results of screening to board
- Organize and coordinate training and certification for coaches
- Setup correspondence with high school coaching staff to get defensive and offensive schemes
- Organize and submit playbook requirements to coaches
- Organize football camp, which includes training coaches and players
- Participate in coaches reviews and evaluations as needed
- Document NYSCA training certification and communicate to board
- Develop and coordinate coach's camp (camp to focus on development and improvement in the areas of team competitiveness, practice and game strategy, offensive and defensive schemes, coaching and teaching techniques, getting the best out of players and developing a winning attitude)
- Assure that all coaches are aware of INFC rules and regulations, weight limits, participation, behavior, etc.
- Secure practice locations
- Organize and conduct drafts
- Organize team game schedules
- Be a positive MYFC representative
- Term shall run from January 1st of even year to December 31st of odd year.

### **Section 5.04 Director of Cheer.**

Responsibilities:

- Submit/administer budget for uniforms and equipment
- Setup uniform fittings start date and cutoff date
- Review questionnaire with board
- Setup and conduct interview with new youth coaches
- Appoint coaches
- Setup camp clinic for youth and coaches
- Provide budget for camp wear
- Secure practice locations
- Document NYSCA training certification and communicate to board
- Assure that all coaches are aware of INFC rules and regulations for cheer
- Provide squads with team game schedules
- Help plan and prepare for competition
- Be a positive MYFC representative
- Term shall run from January 1st of even year to December 31st of odd year.

**Section 5.05 Secretary.** The Secretary shall keep the minutes of all meetings of the members of the General Board and Executive Board, and to the extent ordered by the President, the minutes of the meetings of all committees. The Secretary shall give notice of special meetings of the General Board. The Secretary may sign and execute contracts with the President or other officers and perform other duties customarily assigned to the office. Term shall run from January 1st of odd year to December 31st of even year.

**Section 5.06 Treasurer.** The Treasurer shall have general custody of the funds and securities of the MYFC and have general supervision, under supervision from the President, of the collection and disbursement of MYFC funds. The Treasurer shall endorse on behalf of the MYFC for collection, checks, notes, and other obligations, and shall deposit said items in a designated bank or banks. The Treasurer may sign with the President or other officers all bills of exchange or promissory notes of the MYFC. The Treasurer shall keep accurate entries of all receipts and disbursements of all monies received by the MYFC. The Treasurer shall be prepared to present to the General Board a balance sheet and income statement at all monthly meetings and to make these two financial statements available to the President upon request. The Treasurer shall perform such duties as designated by the President. Term shall run from January 1st of even year to December 31st of odd year.

**Section 5.07 Marketing and Merchandising coordinator.**

Responsibilities:

- Solicit donations
- Recommend and organize fundraisers
- Publish fundraisers rules and requirements
- Have fundraiser ready for implementation at sign up
- Design program and submit to board for review
- Collect monies and submit to treasurer
- Submit budget for spirit table
- Provide regular updates to the board during fundraising events
- Secure advertisements from local businesses for website
- Be a positive MYFC representative
- Term shall run from January 1st of even year to December 31st of odd year.

**Section 5.08 Registration Clerk.**

Responsibilities:

- Organize on-line registration
- Maintains forms for registration
- Sets up registration dates and locations
- Print signup forms, create team roster and provide for draft
- Participate in draft to move players to correct team on electronic spreadsheet
- Assures all participants are registered online
- Be a positive MYFC representative
- Term shall run from January 1st of even year to December 31st of odd year.

### **Section 5.09 Game Coordinator.**

Responsibilities:

- Coordinates volunteers to prepare field for game day
- Plan and schedule volunteers to work the gate and run scoreboard for each game
- Coordinate cleanup crew after game and in between
- Setup hospitality area for referees(Cold drinks and snacks)
- Term shall run from January 1st of odd year to December 31st of even year.

### **Section 5.10 Equipment Manager**

Responsibilities:

- Maintain and inventory all equipment related to Muskogee Youth Football
- Responsible for reconditioning of equipment (helmets,pads,etc.)
- Responsible for developing repair kits for each team
- Responsible for distribution and collection of equipment
- Responsible for player equipment checkout forms
- Development of policies to govern distribution and return of equipment
- Responsible for storing equipment during offseason
- Responsible for coordinating with Game Coordinator for field setup
- Term shall run from January 1st of odd year to December 31st of even year.

### **Section 5.11 Member at Large.**

- Advertise for coaches and club name
- Responsible for distributing flyers throughout appropriate school systems
- Have banners and posters made to be posted throughout the community
- Place notification in paper for registration and signup
- Submit weekly articles and action photos, etc. to newspaper
- Term shall run from January 1st of odd year to December 31st of even year.

**Section 5.12 Amendments.** Amendments to the existing Bylaws can be made at any General Board meeting by a 2/3 vote of the Directors present at said meeting, provided that the amendment is submitted in writing at a prior General Board meeting. The Bylaws of the MYFC shall be subject to change only by action of the General Board.