

Portland Youth Football
By-laws
May 12, 1999

Article I: Constitution

Item A: The Entity

The entity shall be known as Portland Youth Football and for this document as PYF. This is what is filed with the Secretary of State of Maine.

Article II: Intentions

The Objective of Portland Youth Football shall be to implant firmly in the children of the community ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be decent, healthy and trustworthy citizens.

Item B: Area of Responsibility

The PYF shall have the following powers in addition to expressly or implicitly conferred on it by law set forth.

Subitem 1: The Officer of PYF will be responsible for setting and collecting fees that will be needed to operate.

Subitem 2: The Officers of PYF will be responsible for registration and overseeing of the draft process.

Article II: ORGANIZATION STRUCTURE

Item A: Board

PYF shall consist of up to 15 representative, with the following Officers:

- | | |
|-----------------------------|----------------------|
| 1. President | 2. Vice President |
| 3. Secretary | 4. Treasurer |
| 5. Athletic Coordinator | 6. Equipment Manager |
| 7. Director of Cheerleading | |

Item B: Meeting

Subitem 1: Regular meetings shall be held on the third Wednesday of the month.

Subitem 2: Special meetings shall be called at any time by the President of PYF.

Item C: Quorum

A quorum consisting of 2/3 of the existing Board Members is required for any and all rulings and amendments to the Bylaws. If 2/3 of the existing Board Members are not present, then the quorum issue will be tabled to the next meeting. All Board Members will be notified of the meeting by mail.

Item D: Amendments

Amendments must be submitted in writing to the Secretary at least one (1) meeting prior to being voted on. A simple majority of those present is required to carry an amendment. All By-Law amendments when adopted, will be incorporated into the existing By-Laws and updated copies of same will be distributed to the Officers at the next regular meeting.

Item E: Board Membership

Members in good standing will perform duties to the best of their abilities. To maintain good standing, any member of the Board who miss two (2) consecutive Regular or special meetings, will be asked by the President to submit a letter of resignation, and a majority vote by the Officers will, regarding said

violation, shall initiate dismissal from the Board. Any committee leadership left vacant by any dismissal shall be assigned to the President until a Board member can be inducted and leadership replaced. If performance degradation or conflict of interest occurs, then it is the right of the Board to ask for resignation or reassignment of any Board member, which also requires a majority vote by the Board.

Item F: Membership to PYF

Any person involved in PYF either as a parent of a participant, guardian of a participant, referee or coach shall be considered a member in good standing. There will be an Annual meeting in January, with the date being set by the President and requiring a two (2) week notification at all members prior to the date. During the annual meeting the members will elect the Board. The Board will elect the Officers at the next scheduled Board meeting.

Article III: BY-LAWS

Item A: League Membership

PYF shall be associated with Maine Youth Football Organization, MYFO, and shall abide by all rules set forth by that body.

Item B: Officers Duties

The President shall:

1. Preside over all meetings.
2. Call all meetings to the PYF Board.
3. Be an ex-officio member of all committees.
4. Enforce all By-Laws and directives.
5. Request volunteers for appointment for standing and special committees.
6. Have the power to remove any disorderly member impeding the progress of any meeting.
7. Be responsible with the treasurer for contents of the treasury.
8. In the event of a tie vote, the President shall have deciding vote.
9. Must follow meeting order and present an agenda.
10. Head up the Draft.

The Vice President shall:

1. Preside over all meetings where the President is not present.
2. Be responsible for all By-Law documentation and amendments.
3. Be an ex-officio member of all committees.
4. Enforce all By-Laws and directives when the President is not present.
5. Coordinate all media information.
6. Provide all injury reports and documentation of PYF Board.
7. Be responsible with the Secretary for all league records.

The Treasurer shall:

1. Receive and be accountable for all money from all sources.
2. Treasurer's report to be submitted bimonthly in writing, detailing a breakdown of monthly income and expenses by category.
3. Pay all bills by check and to keep a record of all money correctly.
4. Treasurer to submit an annual itemized statement to the Officer's for the Board at the Annual Meeting.
5. An annual budget detailing a breakdown of income and expenses by category, will be presented to the Board at the Annual Meeting.
6. Dual signature required on all expenditures over \$200.00.
7. A dual accountability system to be instituted for all cash received.
8. Monthly bank statements to be reconciled monthly.

The Secretary shall:

1. Be responsible for all PYF records.
2. Give proper notification of all PYF meetings and will keep minutes thereof and make available for all meetings and make copies upon request.
3. Establish and submit a full PYF teams roster. This will include all the teams, and have weights, jersey numbers and ages, by the start of the first game of the season.
4. Mail minutes to Officers and members of the Board.
5. Post the minutes to the WEB only after being approved by the Board.

The Athletic Coordinator shall:

1. Coordinate coach's certification process.
2. Be responsible for the searching of new coaches.
3. Intermediate between coaches and the Board.
4. Enforce all rules as set forth by PYF and MYFO.
5. Coordinate use of practice and game fields.

The Equipment Manager shall:

1. Purchase all equipment.
2. Maintain all equipment.
3. Keep and up to date inventory of all equipment.

Director of Cheerleaders shall:

1. Coordinate cheerleading sign-ups.
2. Be responsible for the searching of cheerleading coaches.
3. Intermediate between football team coaches and cheerleading team coaches.
4. Be responsible for purchasing and maintaining cheerleading equipment.

Item C: Registration Fees

Will be set once a budget is drafted and will be reviewed on a yearly basis.

Item D: Meeting Order

"Robert's Rules of Order" shall be the Parliamentary authority on all matters not covered by the constitution and By-Laws of PYF. The order of business as follows:

1. Call to Order (by the presiding Officer)
2. Roll Call (by the Secretary)
3. Public Forum - limited to 15 minutes
4. Reading of the minutes of the previous meeting (by the Secretary), followed by the necessary questions and a vote on acceptance of the minutes.
5. Treasurer's Report.
6. Report of Officers and Committees (by Chairperson of each Committee)
7. Old Business
8. New Business
9. Adjournment

Article IV: RULES

Item A: Assignment of Players

The Drafting of new players shall be conducted prior to the seasons and shall be done by the President. With only the President having access to the registration forms, shall pass out the registration to the coaches with the coaches not knowing who the players are. The assignment will strive to balance each team, in the area of player size, weight and age. Siblings and 1st cousins will be placed on the same team.

ItemB: Uniforms and Equipment

Each individual shall be responsible for his/her own proper equipment. This shall consist of, but not limited to, a helmet, shoulder pads, hip pads, tail pad, thigh pads, and knee pads. The use of rubber sole cleats shall be encouraged, but not required.

Item C: Coaches

Subitem 1: PYF shall be required to advertise in the local paper during the month of March for prospective new coaches. The Athletic Coordinator, with the assistance of the Head Coaches, will then compile a list of prospective coaches to be presented to the Board for approval by the June meeting. The Board will vote on the slate of coaches at the June meeting. A 2/3 vote on the entire slate is required for approval. The Athletic Coordinator will not be allowed to remove a head coach. Only the members may be allowed to do so.

Subitem 2: The removal for a coach requires a 2/3 majority vote of all members in attendance at a special Board meeting called by the President. The President must notify all members in writing two weeks prior to the vote. The President has the right to suspend a coach, for improper treatment of a player, parent, referee or another coach, up to 2 games so that a vote to remove the coach can be taken.

**Portland Youth Football
June 12, 2001
Amendment to By Laws re:
Dissolution of the corporation.**

Let it be stated:

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 c (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this 21st day of June 2001.