



**SOUTHLINGTON VALLEY MIDGET FOOTBALL ASSOCIATION, INC.**

**d/b/a**

**Southington Valley Midget Football League**

**Bylaws**

**(November, 2018)**

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## Article I:

**Name** – The name of this non-profit corporation shall be The Southington Valley Midget Football Association, Inc d/b/a Southington Valley Midget Football League (hereinafter referred to as “SVMFL”).

**Location** – The physical location of SVMFL shall be Recreation Park, Maxwell Noble Dr, Southington, CT 06489. The mailing address for SVMFL shall be PO Box 163, Southington, CT 06489, and all correspondence to SVMFL must be sent to this address.

## Article II:

**Vision** – The SVMFL supports the growth and development of the whole child through physical and mental activities that promote self-confidence and sportsmanship to facilitate the development of our players into positive community role models.

**Mission** – The SVMFL will provide an infrastructure focused on the development of the player, coach, community, volunteer and facilities management. Committees, comprised of volunteers, will systematically develop, monitor and improve content specific components of the SVMFL.

## Article III:

### Section 1. Executive Board

**Officers** – The following officers, as enumerated, shall constitute the Executive Board of SVMFL: President, Vice President, Treasurer, Secretary, Tackle Commissioner, Flag Commissioner, Equipment/Safety Manager, League Auxiliary Directory, Marketing Director, Powder Puff Commissioner and the Cheer Director (collectively, the “Executive Board of Officers” each an “Executive Board Officer”). No two offices may be held by the same person, and each Executive Board Officer shall hold office until their successor has been duly elected.

**Terms of Office; Transition Period** – Executive Board Officers shall serve a term of one (1) year, commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup> of the same year. Commencing on the date of the First November Meeting, but in no event later than December 31<sup>st</sup>, the Executive Board Officers shall, in good faith, transfer all relevant and necessary SVMFL documentation and information to the newly elected Executive Board Officers.

**Election Process** – The Executive Board Officers will be elected at the General Membership Meeting (as defined herein) held on the second Tuesday of November of the current year (the “First November Meeting”). Any interested person may be nominated and elected to be an Executive Board Officer within the following guidelines:

1. All applicants for the Executive Board must be at least 21 years of age and must reside in the Town of Southington.
2. The offices of President, Vice President and Treasurer can only be held by individuals who have had direct participation with SVMFL, as a past board member, coach, parent or guardian of a participant, for a period of two (2) or more years.
3. The offices of Secretary, Tackle Commissioner, Flag Commissioner, Powder Puff Commissioner, Equipment/Safety Manager, League Auxiliary Director, Marketing Director, and Cheer Director can only be held by individuals who have had direct participation with SVMFL, as a past board member, coach, parent or guardian of a participant, for a period of one (1) or more years.
4. The election process will be facilitated by the outgoing President or his/her designee. If the outgoing President is running for a consecutive term of office as President, the next outgoing officer who is not running for reelection to office, following the order of enumeration, will facilitate the election process. This person will be known as the “Election Facilitator”. In the event that each current Executive Board Officer shall run again, the members will make a motion to nominate two (2) people to become the Election Facilitators, by the show of hands.

5. Applicants will be solicited beginning October 1<sup>st</sup> and an application, which will be available on the website or from the Election Facilitator, must be submitted to the Executive Board prior to the call to order for the last General Membership Meeting in the month of October (typically held on the last Tuesday of October).
6. All applicants (excluding any past or current Executive Board Members or existing coaches, to the extent that they have previously submitted a background check) will be required to complete the application and submit to a background search. In addition, all applicants, unless running unopposed, shall be required to speak before the general membership of SVMFL at the First November Meeting.
7. Background checks will be conducted on applicants as questionnaires are received. Applicants who do not produce a clean background check will be notified and their application withdrawn, pending an investigation by the President.
8. Five (5) calendar days prior to the First November Meeting, the Election Facilitator will present the members with an election packet containing the application submitted by the candidates who produced a clean background check, sorted by the Executive Board position sought.
9. At First November Meeting, the last item on the agenda before adjournment will be the election of the new Executive Board Officers. The Election Facilitator will distribute ballots to each member that has maintained voting rights. Each member must be present in order to cast a ballot, and only one ballot per member will be distributed. Completed ballots will be returned to the Election Facilitator who will tally the votes. The candidate for each Executive Board office receiving the highest number of votes cast by the voting members of the members present at the First November Meeting, shall be declared elected. In the event of a tie, the three highest ranking Executive Board Officers of the present Executive Board, excluding the Executive Board Officer of the position being sought, shall cast a tie-breaking vote.
10. The newly elected Executive Board will take office on January 1<sup>st</sup> with a transition period to commence on December 1<sup>st</sup>.

### **Vacancy**

1. Executive Board Officer positions may be vacated by written resignation of the vacating Executive Board Officer, submitted to the President
2. Executive Board Officer positions may also be vacated if an Executive Board Officer is absent without notice from more than two (2) consecutive Executive Board meetings or General Membership Meetings and accepted by a 2/3 majority vote of the Executive Board.
3. Vacancies due to abandonment, resignation or other will be filled by Presidential appointment and accepted by a two thirds (2/3) majority vote of the Executive Board. Appointees will serve the remainder of the unexpired term and thereby granted full voting rights for the remainder of the term.
4. In the event that the office of President becomes vacant, the next officer in succession following the order named under enumeration shall fill in the position of Interim President for the remainder of the term.

**Removal** – Any Executive Board Officer may be removed by a two thirds (2/3) majority vote of the Executive Board whenever, in its judgment, the best interests of SVMFL will be served thereby, in conjunction with Code of Conduct and Ethics for E-Board.

**Voting Eligibility** – To be eligible to vote on all SVMFL issues and in order to maintain such eligibility, the Executive Board Officers must be present at seventy percent (70%) of all scheduled Executive Board meetings and General Membership Meetings. Two (2) excused absences are allowed for each Executive Board Officer without vacating their position; provided, however, if extenuating circumstances exist, the Executive Board may, in its sole discretion, approve additional excused absences. Voting eligibility to align with January-December E-Board calendar year.

**Duties** – The Executive Board Officers shall run SVMFL and their individual duties are as follows:

1. The Executive Board Officers shall govern the SVMFL in accordance with approved SVMFL Bylaws, Playing Rules and Regulations and Code of Conduct

2. The Executive Board Officers shall make a year-round commitment to SVMFL to, among other things, attend all Executive Board meetings, attend all General Membership Meetings and chair one or more of the SVMFL committees, such commitment to commence on January 1<sup>st</sup> of each year.
3. In the event of inclement weather or other extenuating circumstances, the most senior Executive Board officer present at the field that is not involved in a competitive situation shall make the decision as to whether to cancel or delay practices or games in the event there are no referees present at the field at the time of inclement weather to make the determination.
4. The Executive Board Officers shall have the sole responsibility for determining and enforcing disciplinary action to be taken against players and coaching staff in situations that are in violation of the Code of Conduct. Example: If one of our players is ejected from a game for any reason, they will not play in their next scheduled game.
5. The Executive Board Officer shall have the sole responsibility for determining and enforcing disciplinary action to be taken against any coaching staff that acts in violation of a determination made by the Executive Board Officers.
6. The Executive Board Officers shall be responsible for creating and executing the protocols of expansion and elimination of any SVMFL team. Once such protocol is established, it shall be brought before the members for approval by a two thirds (2/3) majority vote.

### **President**

1. The President is the presiding officer at annual, regular, emergency and special meetings and shall call and conduct all meetings in accordance with the SVMFL Bylaws and Robert's Rules of Order, Newly Revised Brief 2011, DeCapo Press.
2. It will be the duty of the President to see that all policies of the Board are enforced and all orders of the Executive Board are faithfully executed.
3. The President will directly oversee the activities of the Executive Board, general membership, all Committees and all participants and volunteers of SVMFL.
4. In the absence of the Secretary at annual, regular, special or emergency meetings, the President will appoint a Secretary pro-tem.
5. The President will serve as the SVMFL liaison to the community and will attend outside meetings by which SVMFL will be impacted, or shall appoint a person to act in his/her stead.

### **Vice President**

1. The Vice President shall report to the President, shall preside over all meetings with the President and shall be responsible for the day-to-day operations of SVMFL.
2. In the absence of the President or in the event of his/her inability to act, the Vice President will perform the duties of the President and when so acting, will have all of the powers of the President, as set forth in these Bylaws.
3. The Vice President will be the Chairman of the Bylaws committee.
4. The Vice President will assist or substitute for any other Executive Board Officer as directed by the President
5. Shall oversee the Tackle, Flag and Powder Puff drafts.
6. Shall coordinate announcing booth duties.

### **Treasurer**

1. The Treasurer shall report to the President and shall manage the financial policy of SVMFL (including budget), handle league insurance, and shall be responsible for the control of the funds of SVMFL, the financial records, bank deposits and distribution of SVMFL funds, as approved by the Executive Board.
2. Will submit a monthly Treasurer's Report to the Executive Board displaying all receipts and disbursements and provide a copy of the most current SVMFL bank statement at any meeting at which a Treasurer's Report is being submitted. The Treasurer will also provide such other detailed information or documentation as may be requested by the Executive Board.

3. Will prepare an annual report of SVMFL's finances and present such report at the First November Meeting.
4. Will be responsible for coordinating with the SVMFL CPA to file annual tax returns.
5. At the end of the term of office, all books, records, funds, papers, documents and all other property of SVMFL having to do with the financial or other transactions of the SVMFL which may have come into the Treasurer's possession or may have been compiled or created during the Treasurer's term of office, must be turned over to the successor Treasurer.

### **Secretary**

1. The Secretary will report to the President and will be responsible for recording the minutes of all Executive Board meetings and General Membership meetings and submit them for approval or corrections by the Executive Board before entering them in the permanent records of SVMFL.
2. Will handle all correspondence and emails of SVMFL, as directed by the President.
3. Will be responsible for the custody of the Bylaws and all other official records and documents of SVMFL.
4. Will be responsible for submitting an Annual Report with the Connecticut Secretary of State to ensure SVMFL's corporate active/good standing before August 1<sup>st</sup> of each year.
5. Will be responsible for keeping attendance records at all SVMFL meetings.
6. Will be responsible for submitting the schedule of General Membership meetings for the year to the Marketing Director to be posted on the SVMFL website prior to the first General Membership meeting in January.
7. Will be responsible for background checks.
8. Will be responsible for SVMFL registration, assisted by the League Auxiliary Director.
9. Shall perform other duties as assigned by the President and/or Vice President.
10. Will assume the responsibility for creating the schedule for team and player pictures each season.

### **Tackle Commissioner**

1. The Tackle Commissioner shall report to the Vice President.
2. Shall oversee the duties of all tackle division coaches and playing personnel to ensure compliance with the Playing Rules and Regulations which have been approved by the SVMFL.
3. Responsible for tackle field communications, statisticians and field equipment, and shall collect, review and submit any such communication/documentation inclusive of weekly play sheets to the Secretary for filing, and will determine consequences for non-adherence.
4. Responsible for the dissemination of all communications relevant to the tackle division from the Executive Board and members to the tackle coaches.
5. Responsible for conducting the tackle division drafts, as overseen by the Vice President.
6. Shall act as the liaison between the tackle division coaches and the Equipment/Safety Manager for each tackle team's equipment needs.
7. Shall be responsible for the collection and resolution of all parent complaints, concerns and issues surfaced throughout the season.

### **Flag Commissioner**

1. The Flag Commissioner shall report to the Vice President.
2. Shall oversee the duties of all flag coaches and playing personnel to ensure compliance with the Playing Rules and Regulations which have been approved by the SVMFL.
3. Responsible for flag field communications, statisticians and field equipment, and shall collect, review and submit any such communication/documentation inclusive of weekly play sheets to the Secretary for filing, and will determine consequences for non-adherence.
4. Responsible for the dissemination of all communications relevant to the flag division from the Executive Board and general members to the flag coaches.
5. Responsible for conducting the flag division drafts, as overseen by the Vice President.

6. Shall act as the liaison between the flag division coaches and the Equipment/Safety Manager for each team's equipment needs.

### **Powder Puff Commissioner**

1. The Powder Puff Commissioner shall report to the Vice President.
2. Shall oversee the duties of all powder puff coaches and playing personnel to ensure compliance with the Playing Rules and Regulations which have been approved by the SVMFL.
3. Responsible for powder puff field communications, statisticians and field equipment, and shall collect, review and submit any such communication/documentation inclusive of weekly play sheets to the Secretary for filing, and will determine consequences for non-adherence.
4. Responsible for the dissemination of all communications relevant to the powder puff division from the Executive Board and general members to the powder puff coaches.
5. Responsible for conducting the powder puff division drafts, as overseen by the Vice President.
6. Shall act as the liaison between the powder puff division coaches and the Equipment/Safety Manager for each team's equipment needs.

### **Equipment & Safety Manager**

1. Equipment & Safety Manager shall report to the Vice President and is responsible for refurbishing and/or purchasing equipment and uniforms, working directly with the Executive Board Officers. He/she shall put the purchase out to bid and shall submit the bids to the Executive Board for decision.
2. Must complete a course regarding fit of equipment and must provide documentation evidencing the same, which is to be approved by the Executive Board.
3. Responsible for giving a full inventory of all equipment/uniforms to the Executive Board once a year at the March Executive Board meeting.
4. Responsible for setting up distribution and collection dates for all equipment and uniforms and for the distribution and collection of all equipment and uniforms.
5. Responsible for knowing the proper fit of equipment and uniforms.
6. Responsible for supplying and maintaining each team with the appropriate number of footballs and equipment repair kits.
7. May designate assistants from the Equipment Committee to help him/her complete the required tasks, after appropriate training.
8. Responsible for collecting Code of Conduct and Medical Forms and shall not distribute equipment to anyone until all required paperwork has been submitted.
9. Responsible for ensuring that all head coaches are CPR, Concussion and First Aid Certified.
10. Responsible for collecting all injury reports and shall not allow an injured player back on the field without a doctor's release.
11. Responsible for handling any medical insurance claims.
12. Responsible for hosting and implementing any medical and safety training that is beneficial to SVMFL.
13. Must gain authorization for any league equipment purchase exceeding \$1500 from the President and/or Treasurer.
14. Must log and oversee weights/weigh-ins for all tackle division players and will assure that the 2<sup>nd</sup> person present for weigh-ins is an additional E-Board member when there is a coach conflict of interest because of player affiliation with the team.

### **League Auxiliary Director**

1. League Auxiliary Director will report to the Treasurer or the Secretary and will support SVMFL in any way that is deemed necessary.
2. Should the league forgo hiring an outside contractor to run the SVMFL concession stand in any given year, the League Auxiliary Director responsibilities will include concession scheduling, running the concession stand, keeping an up-to-date inventory of food and supplies, purchasing food and supplies from vendors and communicating with vendors to

ensure product delivery. The League Auxiliary Director may appoint a concession stand committee chair to assist with the scheduling and running of the concession stand and coordinate the volunteers working in the concession stand.

3. Will communicate with the Team Parent on various items that will need coordination of the teams including spirit wear ordering, concession stand responsibilities, scheduling concession stand volunteers, recruiting fundraiser volunteers and any other items that may come up throughout the season.
4. Will coordinate and communicate with all League Team Mom's or Dad's.
5. Will provide assistance to the Tackle Commissioner and Flag Commissioner with the drafts/combines and the Secretary with the player registration, each in an administrative capacity. In addition, the League Auxiliary Director will support the other Executive Board officers in any capacity that is needed.
6. Will appoint and work with committee chairs for spirit wear and team photos.
7. Will maintain concession stand according to food and safety rules as well as complete online course for health and safety regulations for handling food.

### **Cheer Director**

1. Cheer Director will work with the Executive Board to create a Cheer Committee as deemed necessary, and shall be the chairperson of such committee.
2. Will be responsible for the coordination and operation of all cheerleading activities and will facilitate the marketing and supervise the SVMFL Cheer Program in line with the SVMFL vision and mission.
3. Will be responsible for compiling a list of cheer coaches and assistant coaches for submission to the Executive Board for approval.
4. Will be responsible for coordinating cheerleading practice schedules, clinics and competitions for cheer coaches and cheerleaders.
5. Will work with the Equipment/Safety Manager for the inventory, distribution and collection of all cheerleading uniforms and equipment, and shall be responsible for giving a full inventory of all equipment/uniforms to the Executive Board once a year at the March Executive Board meeting.
6. May designate assistants from the Cheer Committee to help him/her complete the required tasks.

### **Marketing Director**

1. Marketing Director will work with the Executive Board to develop, coordinate and implement an annual fundraising plan, including annual campaign, major donor and event sponsorship/fundraising activities, developing strategies to encourage new or increased contributions.
2. Will be responsible for identifying and cultivating sponsorships; all marketing and fundraising correspondence; developing and maintaining media contact lists; preparing and initiating press releases; developing and coordinating we-based fundraising and marketing; maintaining donor databases; monitoring progress of fundraising drives and promoting all League activities and fundraising efforts.
3. Responsible for maintaining the SVMFL website, as well as social media sites.

## **Section 2. Membership**

**Members** – SVMFL members are comprised of all individuals who are at least eighteen (18) years of age and have direct involvement with SVMFL as a coach, designated/registered Assistant Coach, team parent, a parent/guardian of a player or cheerleader, or a volunteer.

**Voting** – Effective January 1, 2016, to be eligible to vote on all SVMFL issues and in order to maintain such eligibility, each member must be present at no less than seventy percent (70%) of all scheduled General Membership meetings in a given year, as evidenced by a sign in and sign out sheet that will be provided by and maintained by the Secretary for each of such General Membership meetings.



**Members' Duties** – Members' responsibilities are to assist in the general league operation, as directed by the Executive Board, including but not limited to:

- i. Attend league meetings to keep abreast of SVMFL matters;
- ii. Serve on appointed committees;
- iii. Participate in league events and fundraisers;
- iv. Offer suggestions for league operations;
- v. Vote on SVMFL Bylaws;
- vi. Elect the Executive Board Members

**Section 3. Appointed Committees** – All committees are on a volunteer basis and shall be chaired by a member of the Executive Board, as appointed by the President. Committees are to report to the Executive Board on all committee action and all business of such committee must be brought before the Executive Board. Insofar as possible, the membership of all committees shall represent different divisions and teams. The Executive Board has the right to amend any committees and add any committees they feel are necessary to the operation of SVMFL. The following are the current committees of SVMFL:

- i. Bylaws – Vice President
- ii. Brand Management – Marketing Director
- iii. Budget Coordination – Treasurer
- iv. Building Management – President
- v. Camps – Tackle Commissioner
- vi. Cheer – Cheer Director
- vii. Community Service – Equipment/Safety Manager
- viii. Concessions – League Auxiliary
- ix. Equipment – Equipment/Safety Manager
- x. Field Management – President
- xi. Fundraising – Marketing Director
- xii. Insurance – Treasurer
- xiii. League Safety – Equipment/Safety Manager
- xiv. Media – Marketing Director
- xv. Officiating – President
- xvi. Professional Marketing – Marketing Director
- xvii. Public Relations – Marketing Director
- xviii. Scheduling – President
- xix. Scholarship – E-Board

## **Article IV: Coaching Personnel**

### **Section 1. Head Coaches**

1. Each SVMFL team shall be supervised by one (1) Head Coach.
2. All Head Coaches must be at least eighteen (18) years of age and be a resident of the Town of Southington
3. Any person wishing to be a Head Coach or wishing to continue to be a Head Coach, must submit an application or have an active application on file, with a designation of his First Assistant, to the Executive Board no later than the call to order for the last General Membership meeting in the month of November. Failure to do so will be construed as an intent not to continue coaching and the Executive Board will proceed to elect a new Head Coach.
4. Each Head Coach may select assistant coaches for each "A", "B", "C", Flag and Powder Puff squads. The names of such Assistant Coaches are to be submitted in writing to the Executive Board for approval, pending a clean background check.
5. Each Head Coach must designate (a) a First Assistant and (b) a lead coach for the "B" tackle squad (the "B" Squad Lead Coach), each at least two (2) weeks prior to the first game of the season. The First Assistant will assume all responsibilities of the Head Coach in his absence. In addition, if the Head Coach resigns, the First Assistant would act as the interim Head

Coach for the remainder of the current season, with a new Head Coach to be thereafter elected.

6. Each Head Coach is responsible for the proper conduct of all personnel on his team at all times, including but not limited to, all designated assistant coaches, players and designated statisticians, and that proper instructions are conveyed that are within the Playing Rules and Regulations. Additionally, it will be the responsibility of all coaches to maintain an appropriate atmosphere of respect from the spectators and parents on their side of the field.
7. Each Head Coach shall be responsible for disseminating all SVMFL communications to their respective team and shall be responsible for making sure that all background checks for each of his/her team's coaches/parent volunteers have been processed, and the collection of any forms required to be submitted to SVMFL by the players, including, but not limited to, Health and Code of Conduct forms.
8. Head Coach's will select one (1) team parent (the "Team Parent") to assist in disseminating any necessary correspondence from SVMFL and coordination of 50/50 raffle and concession stand coverage for their respective team. The Team Parent may enlist other parents throughout the season to assist with his/her duties as Team Parent. In the event that the Head Coach cannot appoint a Team Parent, the SVMFL Auxiliary will seek volunteers to fill the position with approval from the Head Coach.
9. Each Head Coach will be responsible for working directly with the Equipment Manager to ensure an organized distribution, proper fit and timely collection/return of all uniforms and equipment.
10. Must sign and adhere to the Code of Conduct. Violation of the signed Code will result in disciplinary action, as determined by the Executive Board.
11. Will be responsible for ensuring that (a) if his team plays the first game of the day, they must set up the field, and (b) if his team plays the last game of the day, they must break down the field.
12. Each division's individual head coaches, regardless of team, must maintain a current CPR/First Aid/Concussion certification.
13. Each Tackle league's Head Coach must submit a list of how many plays each player played in each game to show that all players received the minimum required 12 plays to the Tackle Commissioner.

### **Section 1. Head Coach Election**

1. The President must notify the members of the availability of a Head Coaching position.
2. After notification to the members, the Secretary shall post the Head Coach position on the SVMFL website and on the bulletin board at the field house.
3. Any Assistant Coach or any other individual in such Head Coach position must submit a request for an application to the Secretary. The completed application and volunteer form must be received by SVMFL no later than two (2) weeks after receipt of notification of vacancy.
4. If a vacancy occurs, the First Assistant of the team in which the vacancy occurs will assume the duties of Head Coach for the remainder of the current season and/or until one is elected officially by the members at the next annual election.
5. Requirements for the position of Head Coach are as follows:
  - a. Must be at least eighteen (18) years of age;
  - b. Must conform to SVMFL's Rules and Regulations;
  - c. Must submit a resume detailing his/her football experience;
  - d. If not previously a Head Coach, the applicant must speak to the Executive Board regarding his/her previous coaching experience;
6. Head Coaches shall be elected by the majority vote of eligible voters at the last November General Membership meeting. Each Head Coach positions will be deemed terminated at the conclusion of each season and must be renewed pursuant to the election procedures. At no time will any coach appear on any two rosters for the Tackle A, B, or C division. At no time will a coach in the Flag division appear on two rosters within the same Flag subdivision.

Exception: if a coach wishes to change division/team, he may keep his original position until the new position is finalized, at which time he must relinquish his former position.

7. Any person may be removed from their position with a two thirds (2/3) majority vote of eligible voters of the Executive Board. Once a Head Coach has been removed, his/her name cannot be resubmitted for a coaching position for one full year from the date of the vote.

### **Section 3. Assistant Coaches/Assistant Coach Appointment**

#### **1. Number of Assistant Coaches Permitted**

- a. **A Squads** – A maximum of six (6) registered Assistant Coaches per “A” squad may be designated by the Head Coach, two of which will be the designated First Assistants.
  - b. **B Squads** – A maximum of six (6) registered Assistant Coaches per “B” squad may be designated by the Head Coach, two of which will be the designated First Assistants.
  - c. **C Squads** - A maximum of six (6) registered Assistant Coaches per “A” squad may be designated by the Head Coach, one of which will be the designated First Assistant. In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.
  - d. **Flag Squads** – A maximum of three (3) registered Assistant Coaches per each Flag squad may be designated by the Head Coach, one of which will be the designated First Assistant. In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.
  - e. **Powder Puff Squads** - A maximum of three (3) registered Assistant Coaches per each Powder Puff squad may be designated by the Head Coach, one of which will be the designated First Assistant. In addition, the Head Coach may designate, for practice purposes only, two (2) additional Assistant Coaches for each squad. The names of such Assistant Coaches must be submitted in writing to the Executive Board for approval.
2. Any Assistant Coach may be removed from that position with a two thirds (2/3) majority vote of eligible voters of the Executive Board. Once an Assistant Coach has been removed, his/her name cannot be resubmitted for any coaching position for one full year from the date of the vote.
  3. Any individual that would like to become an Assistant Coach must approach the Head Coach of the team for which he/she would like to be considered to discuss whether there are any openings at that time. In the event of an opening, such individual must submit an application and background check form to the Secretary.
  4. No Assistant Coach may be added to any staff before his child or legal dependent is assigned to a team. However, an Assistant Coach may be added at any time so long as such individual does not have a child or legal dependent that will be involved with such team within two (2) years of the Assistant Coach’s signing. Exception: An expansion team start-up will be exempt from this section.
  5. Consideration for the position of Assistant Coach will be as follows:
    - a. Must be at least eighteen (18) years of age;
    - b. Must conform to SVMFL’s Rules and Regulations;
    - c. Must have a clean background check.

### **Article V: Team Creation/Elimination**

**Section 1. Creation** – The creation of any expansion team shall be at the discretion of the Executive Board, with a two thirds (2/3) majority vote by the members. Head Coaches transferring from an established team to an expansion team may take an experienced player that resides in the Head Coach’s household. The Head Coach also has the opportunity to pick one (1) Assistant Coach’s players residing in the Assistant Coach’s household.

## 1. Tackle Division

- a. In the event that the number of registrants will cause all teams of a division to exceed twenty (20) layers each, a new tackle team may be formed, at the discretion of the Executive Board.
- b. The Executive Board will determine expansion team names and/or colors. The E-Board will also determine need for eliminating team names and/or team colors contingent on the quantity of return players. Coaches may also be reassigned based on their playing history, degree of football acumen and coaching experience.

## 2. Flag Division

- a. In the event that the number of registrants will cause all teams of a division to exceed sixteen (16) players each, a new flag team may be formed, at the discretion of the Executive Board
- b. The Executive Board will determine expansion team names and colors.

## 3. Powder Puff Division

- a. In the event that the number of registrants will cause all teams of a division to exceed sixteen (16) players each, a new flag team may be formed, at the discretion of the Executive Board
- b. The Executive Board will determine expansion team names and colors.

**Section 2. Team Elimination (all divisions)** – The elimination of any team shall be at the discretion of the Executive Board with a two thirds (2/3) approval by the members.

## Article VI: Meetings

**Section 1.** The Executive Board will establish a calendar of monthly general membership meetings (each a “General Membership Meeting”) to be published no later than the January General Membership Meeting. All meetings will follow the published calendar for the entire year. The calendar of General Membership Meetings will be posted on the website and the Secretary will send a meeting notice via email to those members of the SVMFL who have submitted their email address to the league.

**Section 2.** General Membership Meetings will always be held monthly December through July and bi-weekly August through November, on a Tuesday, unless otherwise stated.

**Section 3.** General Membership Meetings will be open to the general public. All attendees of each meeting should sign-in.

**Section 4.** The parliamentary authority which shall govern the procedures of SVMFL in all meetings in any respect not covered by these Bylaws is Robert’s Rules of Order, Newly Revised in Brief 2004, DeCapo Press, unless otherwise specified prior to the commencement of the meeting.

**Section 5.** Special meetings (those other than General Membership Meetings or regularly scheduled Executive Board meetings) may be called by the Executive Board. No business other than that for which the special meeting was called shall be conducted at such special meeting. No special meetings will be held without a minimum of twenty four (24) hours notice to all Executive Board Officers by email and phone call.

**Section 6.** Quorums for the transaction of SVMFL business shall consist of at least 50% of the Executive Board. They shall act on SVMFL matters with a simple majority vote.

## Article VII: Financial Policy

**Section 1.** Any SVMFL basic, fixed expenses less than Five Hundred Dollars (\$500.00) may be paid by the Treasurer without a vote by the Executive Board.

**Section 2.** All SVMFL expenses and purchases greater than Five Hundred Dollars (\$500.00) but less than One Thousand Dollars (\$1,000.00) (other than regular concession food/beverage purchases which are more particularly set forth in this Article VII), will be submitted to the Executive Board in writing and must be approved by a 2/3 majority vote of the Executive Board.

**Section 3.** Any SVMFL purchases over One Thousand Dollars (\$1,000.00) shall, prior to purchase, require a minimum of two (2) bids prepared on vendor stationary detailing the purchase with quantity and

purchase prices and submitted to the Executive Board for approval. The Executive Board has the right to waive bid procedures. Consideration shall be given to delivery dates and variables. All bids should be made on an equal basis and part number whenever applicable.

**Section 4.** All checks will have the signatures of either the President or the Treasurer. Other than regular concession food/beverage purchases, any checks over Five Hundred Dollars (\$500.00) shall have the signature of both the President and the Treasurer.

**Section 5.** Any General Membership Meetings wherein bids are being submitted for approval, six (6) eligible voters from the general membership must be present to constitute a quorum. In the absence of a quorum, the members present will assemble and declare no legal meeting.

**Section 6.** All invoices and receipts must be submitted to the Treasurer and made available to the general membership at the first scheduled General Membership Meeting following the purchase.

**Section 7.** All expenses shall be in accordance with SVMFL financial policy.

**Section 8.** All monies are to be deposited in the SVMFL checking or savings account.

**Section 9.** No merchandise or funds may be accepted from any outside vendor by any individual without approval by the Executive Board.

**Section 10.** Any player requesting a refund due to their withdrawal from SVMFL will be assessed a \$25.00 processing fee on their refund. The fee shall be assessed without regard to whether the player had participated in any practices or games and shall not be refunded until all equipment is returned.

**Section 11.** The Fundraising Committee Chairperson shall submit a financial report to the Executive Board at each General Membership Meeting.

**Section 12. The League Auxiliary Director shall set a budget for the concession stand on or before June 1st,** which budget shall be submitted to the Executive Board for approval. The Auxiliary Director shall be permitted to make regular purchases for the concession stand in an amount up to \$500.00, without approval. The Treasurer shall be permitted to approve regular purchases for the concession stand in an amount up to \$1,000.00, without approval. Any purchases which either individually, or in the aggregate, total more than \$1,000.00 must be brought to the Executive Board for approval by a 2/3 majority vote.

**Section 13.** The fiscal year of SVMFL for financial purposes and the filing of all regulatory reports with the federal, state and local agencies, shall begin on January 1st of each year and end of December 31st of the same year.

## **Article VIII: Background Checks**

**Section 1.** Background checks are mandatory for all persons that will have repetitive access to, or contact with, SVMFL football and/or cheerleading participants, including but not limited to Executive Board Officers, Head Coaches, Assistant Coaches, Cheer Coaches, Assistant Cheer Coaches, Team Parent(s), Team Medics, and any other individual that the President deems necessary. All applicants will be required to submit to a background check (except that any past or current Executive Board Members seeking reelection or existing coaches running for election, to the extent that they have previously submitted to a background check, will not have to do so again).

**Section 2.** Repetitive access is defined as any supervised contact with participants in situations to include, but are not limited to the following sanctioned activities: practice, games, competitions and fundraising.

**Section 3.** The SVMFL volunteer form that will be submitted by all volunteers of SVMFL shall provide that all such volunteers shall be subject to periodic background checks, such background checks to be performed at the discretion of the President. Failure to complete and submit the volunteer form by those required to do so will result in such individual being barred from involvement in any SVMFL sanctioned activities in the capacities.

**Section 4.** All background checks will be performed by the President and the Secretary.

**Section 5.** All background checks must be completed before any individual assumes his/her official duties.

**Section 6.** The background investigation will be conducted maintaining the confidentiality of the search and the privacy of the subject individual. As such point that the investigation reveals a criminal history that should be addressed, the subject will be provided with notice and a copy of the history/report. The subject volunteer will be provided an opportunity to discuss the history/report with the President and/or the Secretary.

#### **Article IX: Insurance**

**Section 1.** An Insurance Committee representative will be appointed by the Executive Board. The Treasurer will act as the chairperson of the Insurance Committee. The Insurance Committee shall be responsible for setting medical and liability insurance guidelines. Such guidelines will be presented to and acted upon by the Executive Board at the June Executive Board meeting.

**Section 2.** All SVMFL insurance shall be subject to annual review by the Executive Board. The automatic renewal of any insurance coverage without such approval by the Executive Board is prohibited.

#### **Article X: Bylaws / Bylaw Amendment**

**Section 1.** These Bylaws shall govern the SVMFL.

**Section 2.** The Executive Board shall decide all questions of interpretation of the Bylaws with a two-thirds (2/3) majority vote.

**Section 3.** These Bylaws, once approved, shall be effective as of June 1st of the current year.

**Section 4.** These Bylaws may be amended from time to time, with such amendments to be proposed, in writing, and submitted to the Vice President, who will then submit such proposals to the Executive Board for consideration. Following approval by a two-thirds (2/3) majority vote of eligible voters in attendance, the amendments shall be appended to the end of these current Bylaws for inclusion in the next revision thereof. This vote will be conducted at the May General Membership Meeting, provided, however, that the written proposal outlining such addition or revision must have been given to the general membership at least ten (10) days prior to such General Membership Meeting.

#### **Article XI: Dissolution**

Upon dissolution of SVMFL, the assets of SVMFL shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or 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.

#### **Article XII: Indemnification**

No Executive Board Officer, Director, member or agent of SVMFL shall be personally liable for the acts or failure to act on the part of any other Executive Board Officer, Director, member or agent of SVMFL, nor shall any Executive Board Officer, Director, member or agent of SVMFL be liable for his acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

#### **Article XIII: Miscellaneous**

**Section 1.** Any listing of player names, addresses, phone numbers or email addresses of past or present members or players of SVMFL shall not be given out for the purpose of solicitation of profit.

**Section 2.** The field house and/or kitchen may not be used for non-SVMFL business without the approval of the Executive Board.

**Section 3.** Smoking is not permitted in the field house or anywhere on or around the playing fields.

**Section 4.** No drinking of alcohol shall be permitted at any SVMFL sponsored event where players are present, with the exception of the year end banquet. Additionally, there will be no consumption of alcoholic beverages on or around the field house or the playing fields.

**Section 5.** No open fires will be permitted on Recreation Park grounds.