

Maryland Youth Football Alliance

Constitution & Bylaws

2018





Revisions

- I. **January 19, 2018** - Constitution (Addition) Article III. Membership Section 4.
All teams must be bona fide members of their respective organizations. Each team shall reflect their organizations affiliation in team name, uniform markings, and shared practice/ game fields. Unaffiliated Independent teams will not be recognized or placed on the schedule. If necessary the Executive Board will convene and vote to deem a team or organizations authenticity. The Executive board's ruling shall be final.
- II. **January 19, 2018** - Constitution (Amendment) Article IV. Officers
The Executive Board shall consist of: Presidents of MYFA, Vice Presidents, Secretary, and Treasurer. Officers will be elected at the last meeting of the year. Nominees for officers shall be members of MYFA. Each shall serve a two-year term. All Board members shall serve without compensation.
- III. **January 19, 2018** - Constitution (Amendment) Article IX. Amendments
The Constitution may only be amended at the first regular meeting of the year. The amendment will take effect immediately. It must also be transmitted via regular mail, electronic mail or facsimile to the Secretary five business days prior to the first meeting at which the proposed amendment will be discussed.

Article I. Name and Offices

Section 1. The name of the corporation is the Maryland Youth Football Alliance, Inc., (referred to in the Constitution and By-Laws as "the Organization" or "MYFA).

Section 2. The principal office of the organization shall be located at 4733 Maryknoll, Pikesville, MD 21208, or at any other place or places as the Board of Directors may designate.

Article II. Purpose

Section 1. The MYFA shall operate exclusively for charitable purposes in accordance with and limited by federal and state tax laws.

Section 2. MYFA shall support and promote youth football and cheerleading by organizing and operating competitive leagues and events.

Section 3. The MYFA shall formulate policies, advise, recommend, and promote positive youth football and cheer activities in Maryland & surrounding area.

Section 4. The MYFA shall solicit members, players and/or cheerleaders and volunteers to accomplish the purposes of the organization.



Section 5. MYFA is organized as a Maryland Non-Stock and Not for Profit Corporation and has no authority to issue equity securities and no member of the corporation may receive any financial gain from the revenues of the corporation.

ARTICLE III. Membership

Section 1. Members of MYFA shall be comprised of organizations that have been voted on by a majority of the quorum of MYFA members in good standing.

Section 2. Membership in MYFA shall be open to all Maryland and surrounding area youth athletic organizations, subject to approval of the MYFA membership in good standing.

Section 3. Prospective members must submit an application form for membership, present themselves or the organization for acceptance, and be voted in by a simple majority of MYFA members in good standing.

Section 4. Membership for a program is obtained by the applying Program submitting, application form for membership, presenting the organization at a meeting of the general membership for acceptance, and be voted in by a majority of the quorum of MYFA members in good standing. If accepted by the vote, Membership in MYFA is then granted to the specific program and its members subject to the following conditions:

- New Organizations agree, understand and accept all rules
- A \$250.00 non-refundable Application and an additional \$250 entry fee upon acceptance.
- League meeting presentations must take place prior to April BOD Meeting — Executive BOD approval for special cases will be considered.
- New program must agree to bring all teams in its organization, Executive Board approval for special cases will be considered.
- Voting privileges will commence 1 August of acceptance year
- Organization will have 1 year probationary period
- Evidence of Insurance for the Program
- All teams must be bona fide members of their respective organizations. Each team shall reflect their organizations affiliation in team name, uniform markings, and shared practice/ game fields. Unaffiliated Independent teams will not be recognized or placed on the schedule. If necessary the Executive Board will convene and vote to deem a team or organizations authenticity. The Executive board's ruling shall be final.



Section 5. Organizations may be removed from MYFA membership by a 2/3 vote of the quorum of MYFA members in good standing or by a majority vote of the Board of Directors.

Section 6. Each program membership is represented by the program representative or the individual designated to act and vote on behalf of the program. Each program in good standing is entitled to one vote.

Section 7. A program must have a representative authorized to vote present at all meetings. If a program fails to attend two consecutive meetings or attends less than two-thirds in a calendar year, the program will have its voting privileges revoked. Furthermore, a \$100 fine will be assessed that program for each meeting missed.

To regain voting privileges, a program must pay any outstanding fines and attend 2 consecutive meetings. Fines must be paid before the start of the third meeting attended.

If the fines are not paid, the program's team will not be scheduled for the upcoming season of play. If this occurs during a season, the team will be disqualified from any post season play.

ARTICLE IV. Officers

Section 1. The Executive Board shall consist of: Presidents of MYFA, Vice Presidents, Secretary, and Treasurer. Officers will be elected at the last meeting of the year. Nominees for officers shall be members of MYFA. Each shall serve a two-year term. All Board members shall serve without compensation.

Section 2. Any Executive Board member may be removed from office by a two-thirds vote of the quorum present, if charges have been brought against them and deemed substantiated. There must be a motion for such action, a discussion, and a vote.

Section 3. The Board of Directors shall consist of the Executive Board, and Committee Chairpersons.

ARTICLE V. Committees

Section 1. The Board shall be comprised of the officers set forth in Article IV. The President shall chair the Executive Board. The Executive Board shall decide any questions of interpretation of the MYFA constitution and by-laws.



Section 2. Standing Committees and ad hoc committees shall be appointed as prescribed in the By-Laws.

Section 3. Special committees may be appointed and disbanded as the President deems necessary to fulfill the functions, and purpose of the Board.

ARTICLE VI. Meetings

Section 1. General Body meetings shall be held on the fourth Monday of each month at 7:00 or at time deemed appropriate by the President.

Section 2. To conduct a General Body meeting, there must be a quorum as defined in the MYFA Bylaws. If a quorum is not reached, it will be announced and the meeting will not take place. Fines will be levied on all organizations not in attendance.

Section 3. Elections shall be held at the regular meeting in February and Officers shall assume their responsibility in March of each year.

ARTICLE VII. Finances

Section 1. There shall be a written Treasurer's report prepared for each regular scheduled general meeting.

Section 2. All accounts payable payments by check must be signed by one of the President(s) or the Treasurer.

Section 3. The Fiscal year of MYFA shall run from June 1 of each year to May 31 of the following year. A final yearly financial report is due to the Executive Board 60 days after the close of the fiscal year.

Section 4. If MYFA is dissolved, its assets shall be distributed for one or more of the exempt purposes within the meaning of Section 501c(3) of the Internal Revenue Code.

ARTICLE VIII. Non-Discrimination

Membership, office, and participation in all activities, programs and benefits of the organization shall be open without regard to race, creed, color, sex, sexual orientation, or national origin.



ARTICLE IX. Amendments

The Constitution may only be amended at the first regular meeting of the year. The amendment will take effect immediately. It must also be transmitted via regular mail, electronic mail or facsimile to the Secretary five business days prior to the first meeting at which the proposed amendment will be discussed.



Maryland Youth Football Alliance

By-Laws

2018





Revisions

1/19/18-By-Laws (Addition)

Article II. Meetings

In cases arising where there is no rule or precedent the Executive Board shall convene and vote on the issue. This ruling shall expire at the next yearly rules meeting where the issue will be proposed as a permanent rule change or addition for vote by the General Body.

1/19/18- Article VIII. Amendments

These Bylaws may only be amended at the first regular meeting of the year. The amendment will take effect immediately. Amendments will require a two-thirds vote of the required quorum.

ARTICLE I. AUTHORITY

All MYFA business, activities, and transactions shall be governed by and conducted in accordance with the following documents, each of which shall have precedence over the others named after it:

- A. Constitution
- B. By-Laws
- C. The Standard Operating Procedures or General Rules
- D. Robert's Rules of Order

ARTICLE II. MEETINGS

MYFA shall meet:

- A. In regular meetings of the General Membership to be held on the fourth Monday of the month, at a time and place to be determined by the President, to transact any business that may properly come before it. All meetings shall be conducted in accordance with parliamentary procedures. Only the Program Representative or designee can vote for his/her program.
- B. In special session for the General Body called by the President/Vice-Presidents.
- C. In special session for the General Body called by the majority of the Executive Board.
- D. Based on a Rules Committee decision.
- E. Three (3) days after proper notification has been given by mail, e-mail or phone of special meetings.



- F. In cases arising where there is no rule or precedent the Executive Board shall convene and vote on the issue. This ruling shall expire at the next yearly rules meeting where the issue will be proposed as a permanent rule change or addition for vote by the General Body.

ARTICLE III. MYFA BOARD OF DIRECTORS

Section 1: MYFA Executive Board members:

- A. The MYFA Executive Board shall be made up of the following members:
- i. President
 - ii. Vice President(s)
 - iii. Secretary
 - iv. Treasurer
- B. The MYFA Board of Directors shall be made up of the:
- v. Executive Board; and Committee Chairs

Section 2: Board voting restrictions

Motions and issues presented to the MYFA Board shall be voted on by the Program Representative only or designee. In the event of a tie of a General Body vote, the Executive Board President shall vote.

Section 3: Quorum

Quorum as defined for the purposes of MYFA, Inc. is 2/3 of the entire general membership in good standing.

Section 4: Active Officers

Should the office of President, Vice-President(s), Secretary, Treasurer, become vacant, the General Body will elect a new officer at the next regular meeting after such vacancy occurs.

Section 5: Board of Directors Responsibilities

- Approve all disbursements by the MYFA in excess of \$1,000.00.
- Cause the Treasurer to receive and disburse funds for the MYFA and keep proper records of all receipts and disbursements, such records to be subject to audit at any time the Board may deem advisable, but not less often than once a year.
- Provide each organization with copies of the most current Constitution and By-Laws, Standard Operating Procedures, and/or General Rules.



- Provide each organization with web access to the proper forms required by the MYFA for participation.
- Establish rules for participation by players and/or cheerleaders in the MYFA with regard to age, and physical condition, playing rules, and rules governing equipment, with the means to enforce these rules. (These rules will make up the General Rules, also called the Standard Operating Procedure)
- Ensure that the rules set forth by the MYFA are enforced.
- Monitor uniform colors of participating teams with authority to determine team colors and settle disputes if conflicting areas cannot settle the issue between themselves.
- Prepare and publish league schedule and standings.
- Determine, assess and collect league fees, establish a budget and cause same to be carried out.
- Conduct any and all business for the benefit of the MYFA, Inc.

ARTICLE IV. Elections

Section 1: Elections

- A. All recognized members in good standing of MYFA, as defined in Article III, section II of the Constitution are eligible to be nominated for an office.
- B. Offices shall consist of a two year term. Elections shall be held in February of each year and officers shall assume their responsibility in March.
- C. Nominations will be open one (1) month prior to the February MYFA general meeting (during the January MYFA general meeting) and accepted until the January general meeting by the nomination committee.
- D. If nominees are not present during the January, MYFA general meeting to accept the nomination and they are willing to accept any nomination for an Executive Board position, then they will need to submit a proxy statement indicating their acceptance of a nomination to the Executive Board prior to the January general meeting.
- E. The nomination committee chairman will be responsible for creating the ballots that will be used in the election and will oversee the tallying of the ballots for elections with the nominations committee.
- F. Secret written ballots shall be used if more than one candidate is running for same office
- G. Only Program Representatives or their designee can vote in the elections of Board of Director member. Written designation of authority must be provided to the Board of Directors 7 days prior to the vote.
- H. The actual election of the MYFA Executive Board members will take place as the last order of business at the February MYFA general meeting
- I. In the event that more than one person has been nominated for the MYFA Executive Board position, each Candidate, starting with the challenger, will be allowed a 2 minute period of time to present a nomination speech.
- J. The winner for each MYFA Executive Board position will be determined by a simple majority vote. In the event of a tie an additional vote will be taken.



ARTICLE V. Responsibilities of MYFA Board Members

Section 1: President(s)

- A. Shall preside at all meetings of the General Body
- B. Shall serve as an ex-officio member of all other committees with the exception of the nominating and audit committee.
- C. Shall appoint committees deemed beneficial to the operations of MYFA.

Section 2: Vice President(s)

- A. Shall direct football operations, to include scheduling.
- B. Shall oversee Committee Chairs
- C. If so designated by the President(s) in their absence, shall preside at those meetings of the General Body.

Section 3: Secretary

- A. Shall record the minutes of all MYFA General Body meetings.
- B. Shall distribute minutes of the meetings to the Executive Board, and to each Program Director.
 - 1. Distribution shall be made by mail or e-mail within 10 days after the meeting
 - 2. Date and time shall be mailed or emailed of next meeting, if not in the minutes.
 - 3. The text of any proposed amendment to the constitution or Bylaws shall be mailed prior to the first reading at the general meeting, if possible.
- C. Shall maintain all records in a binder of meeting notes
- D. Shall take roll at all meetings

Section 5: Treasurer

- A. Shall keep accurate records of all funds received and disbursed.
- B. Deposit all funds of the MYFA. in a timely manner in such financial Institution as shall be approved by the Board of Directors
- C. Maintain a checking account in the name of the MYFA in which all monies received shall be deposited and which shall require the Treasurer or President's signature on all checks.
- D. Shall insure all bills, invoices, debts, etc. are paid in a timely manner.
- E. Shall make a written report of the funds of MYFA at the General Body meeting
 - 1. Beginning balance
 - 2. Receipts
 - 3. Disbursements



4. Ending balance

F. Shall make the most recent report available for inspection by any member of General Body, the Board of Directors, and/or Executive Board.

Section 6: Program Representatives

- A. Shall vote on all issues pertaining to MYFA.
- B. Shall maintain communications between program coaches, parents, Players and/or cheerleaders and the MYFA Board
- C. Shall be responsible for all teams in their program
- D. Provide evidence of insurance upon request by MYFA, Inc.

ARTICLE VI Removal from Office

- A. Any Board of Director member may be removed from office for just cause as determined by the Constitution and By-laws and the SOP.
- B. An officer will be automatically removed from office should they miss three regular general body meetings without prior approval of at least two members of the executive board
- C. Removal shall be for the remainder of the term of office and the removed Officer shall not be elected or appointed to any other office during that term

ARTICLE VII. Committees and their Duties

Section 1: The Board may establish such standing and ad hoc committees from time to time as it may deem appropriate and as permitted by applicable law.

Section 2: MYFA, INC. shall have the following standing committees: (a) Rules (b) Competition (c) Scheduling

Section 3: Rules Committee; This Committee will hear all infractions or violations of the current MYFA SOP and or any conduct deemed unbecoming of a youth organization member.

- A. The Rules Committee will make recommendation of the penalty, if any to MYFA President for approval.
- B. Written notification of the decision will be furnished to the Program Director of the accused party via electronic mail within (24) twenty-four hours of approval.
- C. A written request for appeal must be received within (48) forty-eight hours of receipt of the penalty.
- D. To avoid a conflict of interest, any member of the Rules Committee or Executive Board must be recused from ruling on infractions involving their program or its members.
- E. The Board will review the appeal, and rule accordingly. All rulings by the Executive Board are final.



ARTICLE VIII. Amendment

Amendment of these bylaws will require 2/3 vote of the required quorum.

These Bylaws may only be amended at the first regular meeting of the year. The amendment will take effect immediately. Amendments will require a two-thirds vote of the required quorum