

# METRO MARYLAND YOUTH FOOTBALL ALLIANCE

## *Constitution & Bylaws*

### **2023**



## **ARTICLE I. Name and Offices**

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

**Section 2.** The principal office of the organization shall be located at 1150 Gorsuch Avenue, Baltimore, Maryland 21218, or at any other place or places the Board of Directors may designate.

## **ARTICLE II. Purpose**

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

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

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

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

**Section 5.** MMYFA 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 MMYFA shall be comprised of organizations that have been voted on by a majority of the quorum of MMYFA members in good standing.

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

**Section 3.** 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 MMYFA members in good standing.

If accepted by the vote, membership in MMYFA 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 May BOD Meeting.* ★

● *New program must agree to bring all teams in its organization.*

● *Voting privileges will commence the anniversary of the programs acceptance date & 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 MMYFA membership by a 2/3 vote of the quorum of MMYFA 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 \$200 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: President of MMYFA, Vice Presidents, Secretary, and Treasurer. Officers will be elected at the last meeting of the year. Nominees for officers shall be members of

MMYFA. 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 MMYFA 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 MMYFA 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 last meeting of the year. Officers shall assume their responsibility on January 1 of the upcoming calendar year.

## **ARTICLE VII. Finances**

**Section 1.** There shall be a written Treasurer's report prepared for each regularly 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 MMYFA 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 MMYFA 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.



# METRO MARYLAND YOUTH FOOTBALL ALLIANCE

## Bylaws

2023



## **ARTICLE I. Authority**

All MMYFA 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

**METRO MARYLAND**  
YOUTH FOOTBALL ALLIANCE

## **ARTICLE II. Meetings**

**MMYFA shall meet:**

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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. MMYFA Board Of Directors**

#### **Section 1:** MMYFA Executive Board members:

**A.** The MMYFA Executive Board shall be made up of the following members:

I. President

II. Vice President(s)

III. Secretary

#### IV. Treasurer

B. The MMYFA 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 MMYFA 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.

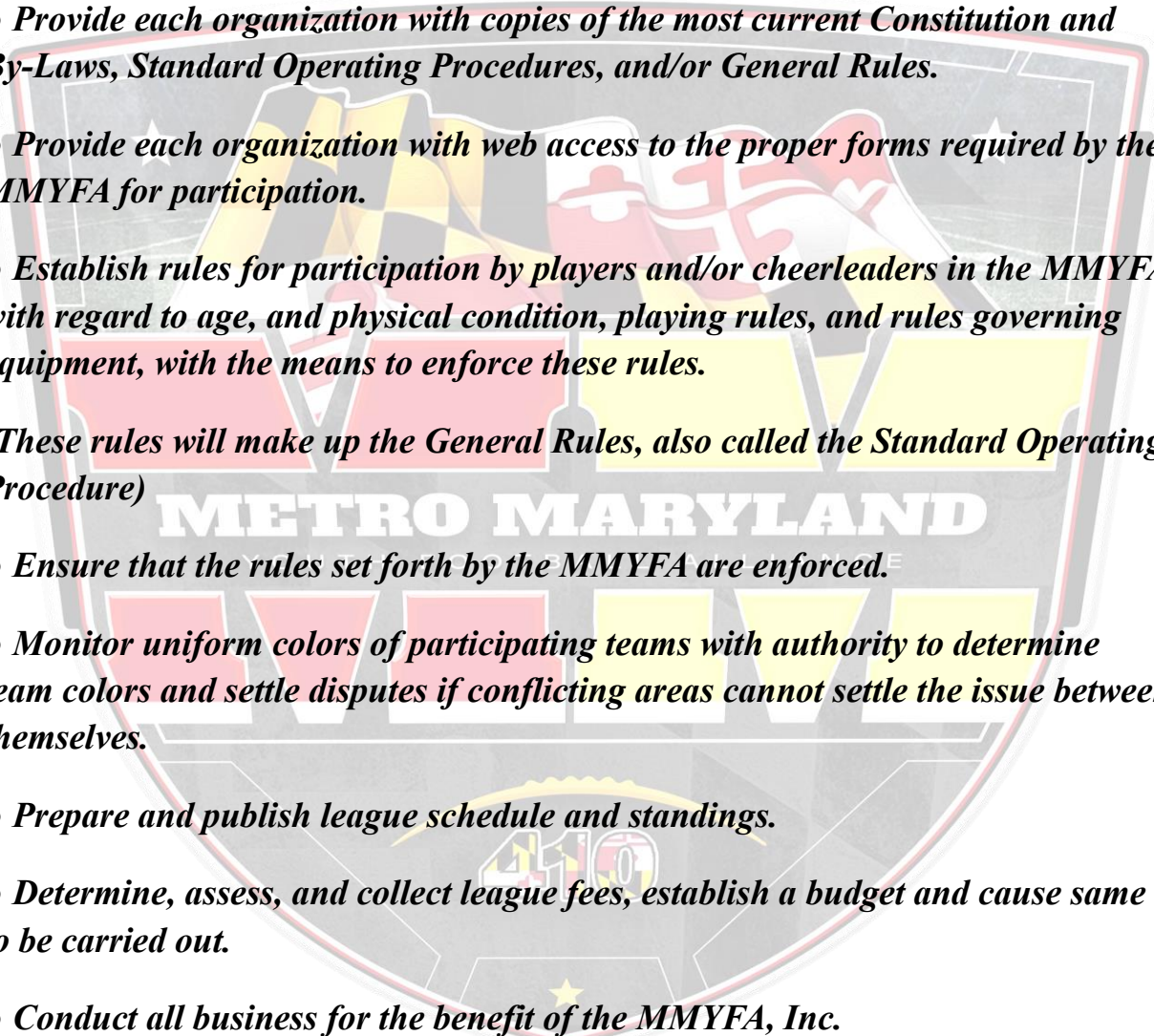
##### **Section 3: Quorum**

The Quorum as defined for the purposes of MMYFA, 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 MMYFA more than \$1,000.00.*
  - *Cause the Treasurer to receive and disburse funds for the MMYFA 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 MMYFA for participation.*
  - *Establish rules for participation by players and/or cheerleaders in the MMYFA 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 MMYFA 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 all business for the benefit of the MMYFA, Inc.*
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## **ARTICLE IV. Elections**

### **Section 1: Elections**

**A.** All recognized members in good standing of MMYFA, 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 December of each year and officers shall assume their responsibility in January.

**C.** Nominations will be open one (1) month prior to the December MMYFA general meeting and accepted by the nomination committee.

**D.** If nominees are not present during the end of the year MMYFA 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 the 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 MMYFA Executive Board members will take place as the last order of business at the last MMYFA general meeting of the year.

**I.** If more than one person has been nominated for the MMYFA 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 MMYFA 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 except for the nominating and audit committee.

C. Shall appoint committees deemed beneficial to the operations of MMYFA.

### **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 MMYFA 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 for the 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 role at all meetings.

### **Section 5: Treasurer**

A. Shall keep accurate records of all funds received and disbursed.

B. Deposit all funds of the MMYFA. 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 MMYFA 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 MMYFA 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 the General Body, the Board of Directors, and/or Executive Board.

### **Section 6: Program Representatives**

A. Shall vote on all issues pertaining to MMYFA.

B. Shall maintain communications between program coaches, parents, Players and/or cheerleaders and the MMYFA Board

C. Shall be responsible for all teams in their program.

D. Provide evidence of insurance upon request by MMYFA, Inc.

## **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:** MMYFA, 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 MMYFA 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 MMYFA 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.

