**BY LAWS OF THE**

**MOUNT VERNON YOUTH FOOTBALL ASSOCIATION**

Revised September 2019

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Section 1

**NAME AND OFFICE**

1.1 The name of the organization: Mount Vernon Youth Football Association, MVYFA.

1.2 The principle office of the organization shall be in Mount Vernon, Washington. The mailing address is PO Box 1501, Mount Vernon, WA. 98273.

Section 2

**PURPOSE AND OBJECTIVES**

2.1 Always remember, the game is for the youth.

2.2 The MVYFA provides youth that attend or live within the boundaries of the Mount Vernon or Conway school districts the opportunity to participate in football in accordance with the rules and regulations of the MVYFA rules and by-laws.

2.3 Our goal is to teach sportsmanship, discipline, teamwork, and self-control and to teach the fundamentals of youth football while encouraging competitive play with youth of similar age and weight.

2.4 The MVYFA program is open to all youth regardless of race, color, gender, religion or creed who attend or live within the boundaries of the Mount Vernon or Conway school districts.

Section 3

**NON-PROFIT AND OPERATION**

3.1 The MVYFA is a non-profit organization and it is intended that this organization shall have, and maintain, the status of an organization which is exempt from Federal Income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c) (3) of the Internal Revenue Code. These Bylaws shall be construed accordingly and all powers and activities of the organization shall be limited accordingly. The Organization shall not carry on propaganda or otherwise attempt to influence legislation to such extent under Section 501(c) (3) of the Internal Revenue Code. No activity of the organization shall consist of participating, nor intervening in (including the publishing or distributing of statements) any political campaign on behalf of or opposition to any candidate for public office.

3.2 The property and assets of the Organization are irrevocably dedicated to charitable purposes as set out in these articles. No part of the net income or assets of MVYFA shall be paid to the benefit of any director, officer, member or any private person (see Articles of Incorporation).

3.3 Upon dissolution of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of the Organization shall be distributed to the Skagit Valley Family YMCA. The Executive Board will oversee the distribution thereof.

Section 4

**ELIGIBILITY**

4.1 The MVYFA accepts all youth, regardless of race, sex, or religion who attend or live within the boundaries of the Mount Vernon or Conway school districts.

4.2 The youth's age as of July 31st of the playing year shall be the player's league age. The player's birth certificate shall be presented at time of registration and a copy maintained with MVYFA.

4.3 Youth must go to school or reside within the Mt. Vernon or Conway School Districts to be eligible.

Players from other districts may participate in the MVFYA program if they are unable to participate in another program due to availability (ie: team space, location, etc.) pending MVYFA Executive Board approval and successfully obtaining a waiver from their home league. Youth playing in another league or city are ineligible.

Section 5

**PLAYER’S AGE AND WEIGHT**

**Division Age Weight
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Peewee’s 7-8 110Lbs. Max with unlimited weight waivers

Midget’s 9-10 125Lbs. Max with unlimited weight waivers

Juniors 11-12 165 Lbs. Max with unlimited weight waivers

Seniors 13-14 195 Lbs. Max with unlimited weight waivers

5.1 All teams are allowed 5 weight wavers for players over the mandated weight limit on the field at one time and the team roster must also note those players. Those players must play on the line between the tackles.

5.2 Players may be moved up one bracket but are not allowed to move down in the same season.

Note: These rules are subject to change by the NCYFL each season in an attempt to provide the best opportunity for all youth to participate in a safe and competitive environment.

Section 6
**PLAYERS RULES AND DRAFT GUIDELINES**

6.1 The MVYFA recognizes the playing rules as adopted and revised by the NCYFL.

6.2 The MVYFA allows players to register through the first week of practice. After that registration is closed for that season.

6.3 Late registrations, those after the final registration event, will be accepted with a $50 late registration fee through the first week of practice. 6.4 **Football refunds** will be given (less the cost of insurance and jersey) if a player drops out **before** the jamboree. From the day of the jamboree forward, **NO** more refunds will be given ... **period!**

6.4 Coaches will receive up to four player discounts per team. Board members registering their children will pay $150 per child, to be eligible for the player discount you must have one year of service on the board. If a board members child drops out of the program before season play, **NO** refund will be given.

6.5 At the beginning of each season each team will keep the players and coaches from the previous season. If more returning players are present on one team and not the other a private meeting between the coaches, coaches rep., and one executive board member shall be held to determine which new players will go to the team with less players until the age distribution of players and total number of players is equal. A copy of the rosters will be given to all attending this meeting and used to draft the remaining players

6.6 Each head coach will be allowed (3) three players whose parent/relative will be an assistant coach on the team and therefore not be placed in the draft. Additional coaching staff may be obtained from the players drafted after the draft is completed.

6.7 Moving players and/or coaches to another team other than the one they were on the previous year or drafted to must be approved by a majority vote of the executive board. If there is a discrepancy, both sides will be heard before a decision is made by the executive board.

Section 7

**COACHING PLACEMENT**

7.1 Head coaches may move up with their team if there is a head coach position available in that division.

7.2 All final coaching assignments are at the discretion of the MVYFA Executive Board.

Section 8

**COACHES RESPONSIBILITY AND CODE CONDUCT**

8.1 Coaches must be positive examples for their players.

8.2 All coaches are not to protest any judgment calls or argue with officials in a negative or unsportsmanlike manner.

8.3 If a coach gets two unsportsmanlike or technical fouls in one game, the coach shall be ejected from the game. If the coach is ejected from two games in one season then the board members shall suspend that coach for the remainder of the season.

8.4 It shall be the head coach's mandatory responsibility to field three assistant coaches and choose one of those coaches whose main responsibility will be to insure the six playing rule as outlined by NCYFL. It will also be the teams' responsibility to choose a team parent to help organize any activities that would enable the coach to do his job.

8.5 The coaching staffs for each team are a group of individuals who volunteer their time to teach youth skills, discipline, and conduct that makes for good sportsmanship. The coach & the assistants are vital to the success of the program. As such, the coaches MUST conform to the philosophy of the MVYFA. The coach must uphold the rules and regulations as well as set a GOOD EXAMPLE for the youth on his team.

8.6 Each team must adopt and maintain an offensive & defensive terminology, which is consistent from Pee Wees to Seniors.

Section 9

**CODES OF CONDUCTS**

9.1 All football players, coaches, parents, spectators and board members shall at all times during a practice or game and board meetings conduct themselves as not to offend any player or other adult.

9.2 This association shall prohibit, during any game or practice, any tobacco products, profanity, consumption of alcoholic beverages or the use of illegal drugs. No alcohol shall be consumed by coaches, board members, or volunteers prior to any team function.

9.3 During a game or practice, if a football player/coach is whistled for a flagrant foul, the official or coach, as the situation requires, will warn said player. If his/her actions continue and the player/coach is whistled for a second flagrant foul, the player/coach will be ejected for the remainder of the game or practice. He/she also misses the next game.

9.4 If a football player/coach is suspended twice during the season, the player/coach will be suspended for the remainder of the season.

9.5 All warnings are at the discretion of the officials and coaches.

9.6 If a football player/coach is suspended for any reason the MVYFA Representative must be notified and may be subject to further actions if deemed so by NCYFL.

9.7 In accordance with the NCYFL suggested guidelines, the MVYFA has adopted the following guidelines as they pertain to Social Media use:

MVYFA, Board Members, Coaches, Players and Parents are free to publish or comment via social media in accordance with the MVYFA Social Media Policy. Social media means any facility for online publication and commentary, including without limitation; blogs, wiki's, social networking sites such as Facebook, Linkedin, Twitter, Flickr, YouTube, etc. MVYFA Board Members, Coaches Players and Parents are subject to this policy to the extent they identify themselves as a MVYFA Board Member, Coach, Parent or Player (other than as an incidental mention of place of volunteer work or participation in a personal blog on topics unrelated to MVYFA). General Rules are as follows:

• All uses of social media must follow the same ethical standards and rules of conduct the MVYFA board members, coaches, parents and players must otherwise follow.

• Don't disclose personal information received as a part of being a coach,

board member or parent involved with MVYFA.

• Protect your own privacy and be mindful of posting information that you would not want the public to see.

• Be honest; what you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

• Respect copyright laws and fair use or fair dealing of copyrighted material owned by others.

• Respect your audience and the public in general.

• Avoid referencing or citing others without seeking their permission.

• Avoid controversial issues such as misrepresentations about MVYFA, NCYFL, religion and politics.

• Be the first to respond to your own mistakes.

• Don't publish negative comments about officials, board members, coaches, opposing team, players, etc. Including, but not limited to our High School, and/or clubs and organizations that we feed into. The complete MVYFA Social Media policy is available at MVDAWGS.org.

• Policy violations will be subject to severe disciplinary action, up to and including, but not limited to, complete removal from League for cause.

Section 10
**PROTEST AND COMPLAINTS**

10.1 Any player or parent complaint or protest will be taken to the Coach's Representatives NOT THE COACHES. Coach's Representatives will consult with the MVYFA Executive Board. If further consideration is needed, a minimum of two board members will be consulted for a solution. Any judgments handed down by the Coach's Representatives, MVYFA Executive Board are final and there will be no appeals.

Section 11

**MEMBERSHIP**

11.1 Any person in good standing with the MVYFA of good character interested in sports and the promotion of activities for the youth and who is willing to abide by the objectives, Articles of Incorporation, Codes of Conduct and the MVYFA and NCYFL by-laws, shall be eligible for membership in the association. All players, parents, coaches, and MVYFA supporters will be considered "Associate Members". Associate members will not hold voting privileges but will be allowed to provide input for matters to be discussed in Board meetings or Executive Board meetings.

11.2 All meetings will follow Robert's Rule of Order.

11.3 The Election of officers will take place no later than the 3rd week of January. Date, time, & place will be announced at the last meeting of the season.

11.4 The President will preside over the voting in process.

11.5 Only existing board members and officers may vote for annual Officers. Then they shall take the vote. All Board members have the right to cast their vote. Votes can be absent, sealed, or by proxy and read by the President or the Secretary in the presence of the board.

11.6 Having been elected to fill these volunteer positions, ALL members have agreed upon the responsibilities necessary to effectively run the association for the season.

11.7 Transfer of responsibilities and authority shall take place at the first board meeting of the New Year.

Section 12

**BOARD OF DIRECTORS**

12.1 The Board of Directors shall manage the affairs of the MVYFA. This will include overall operations of the organization, planning, organization policy, public relations, finance and budgeting. The board shall also have specific authority as set by these by-laws.

12.2 The Board of Directors shall be comprised of the following positions:

* President
* Vice President
* Secretary
* Treasurer
* Dawg Card Coordinator
* Coach’s Representatives (2)
* NCYFL League Representative
* Equipment Coordinator
* Concession Coordinator
* Auction Coordinators (2)
* Merchandise Coordinator Safety Representative
* Members at Large

12.3 Individuals holding the positions of President, Vice President, Secretary, and Treasurer will comprise the Executive Board.

12.4 Committees may be formed to assist the board with the management of running functions such as the annual auction, concessions, Dawg cards, and team pictures.

12.5 All members of the board will have equal share in voting except the President. The position of President will only be allowed to vote on matters before the board if a tie exists.

12.6 The President shall be afforded the right to veto any vote decided by the board which is less than unanimous. All vetoed votes will automatically be put into motion at the subsequent scheduled meeting of the board.

12.7 The MVYFA Executive Board, by a simple majority vote of those present or delegated proxy vote at a duly constituted meeting (60% of the Organization members present, shall have the authority to discipline, suspend, or terminate the membership of any member the Organization or Associate Member.

12.8 The member shall be given the opportunity to be heard before any action terminating the member is taken.

12.9 The annual meeting, according to the IRS rules this association is required to hold an annual meeting. This meeting will take place no later than the 3rd week of January. **Reports from all committees will be presented at this meeting.** The final year's budget and treasurer report will be provided along with the upcoming year's budget.

12.10 These by-laws may be amended, repealed or altered in whole or in part by the majority

vote of the Executive Board. All members of the Executive Board will be notified

promptly of any amendments.

12.11 Any individual interested in joining the MVYFA board who attend or live within the boundaries of the Mount Vernon or Conway School Districts are allowed to come to the next scheduled board meeting and request to gain membership to the current MVYFA board at the beginning of the meeting, and then be excused. The MVYFA will determine whether membership is granted after the meeting has ended and prospective member left the meeting. The total amount of individuals on the MVYFA board at one time may not exceed 20 members total, including all positions.

**12.12 All board member absences must be submitted to the MVYFA Secretary before the start of a scheduled meeting. Board members accumulating three unexcused absences may be removed from the board by Executive Board vote.**

**12.13 Vacancies of board positions will be filled by a majority board vote at the next regularly scheduled meeting from current pool of at-large board members.**

Section 13
**DUTIES OF ORGANIZATION MEMBERS**

13.1 President

• Attend and preside over all scheduled board and/or organizational meetings.

• Schedule and provide an agenda for all meetings.

• Serve as the Chief Executive Officer in the name of the organization by executing contracts, policies, & decisions of the organization members.

• Investigate and take decisive action on complaints, irregularities and grievances, and report findings and actions to the executive board.

• Act as the organization liaison between the MVYFA & any organization.

• Oversee MVYFA by-laws, rules and Regulations of MVYFA and NCYFL.

• Oversee financial records and bills with the Board of Directors.

• Take every action necessary to insure the integrity of the MVYFA.

• Share responsibility with the Vice President for the overall management of the organizational structure within MVYFA and flow of materials, funds, processes and information.

* Make Parent packets for Parent meetings.

• Organize and disperse "Coaches Books" for each team. The coach's book will include the following information.

* Team Roster
* Exchange Rosters
* Player Registrations
* Player Birth Certificates
* Coaches Code of Conduct (signed)
* Players Code of Conduct (signed)
* Parents Code of Conduct (signed)
* USA - protocols for concussion

13.2 Vice President

• Acting Chairman of the Grievance/Protest Committee: investigate complaints and grievances and report findings and recommend actions to the Board of Directors.

• Assist and fill in as President in his/her absences (including all responsibilities).

• Handle all medical claims.

• Assist Coach's Representatives insuring coaching staff adheres to all rules and regulations put forth by NCYFL and MVYFA and insure proper coaching techniques are used.

• Share responsibility with the President for the overall management of the organizational structure within MVYFA and flow of materials, funds, processes and information.

• Go over Financial records with Board of Directors.

13.3 Treasurer

• Acting chief financial officer for MVYFA.

• Maintain, in writing, and in accordance with good bookkeeping practice, detailed financial records of the MVYFA books.

• Pay organization bills.

• Insure that all Non-Profit Filling is complete.

• Files insurance premiums for liability for assets, player's ad director's yearly.

• File renewal for tabs on Concession trailer.

• Prepare annual report for submission to Executive Board and MVYFA Board of Directors.

• Provide current status of finances at all board meetings.

• Oversee and audit all fundraising activities, financial transactions and the annual budget.

• Deposit all funds from Registration, Concessions, Auction, Merchandise and Dawg cards.

13.4 Secretary

• Record minutes of all meetings, maintain mailing lists, and register all players.

• Assist with jersey ordering.

• Mail out pre-registration notices to returning players, along with any correspondence necessary.

• Keep filling system current and correct according to Roberts's Rules of Order.

• Keep leagues meeting minutes and insure copies are available at each meeting.

• Makes flyers and copies as needed for varies functions as needed.

• Works with President to make sure parent packets, coach's books are current and ready to be handed out.

13.5 League Representative(s)

• Acting liaison between NCYFL and MVYFA: attend all meetings scheduled for the NCYFL Board of Directors and cast votes on NCFYL matters in the name of MVYFA.

• Report back to MVYFA in a timely manner on NCYFL meetings.

13.6 Coaches Representatives

• Approves all Asst. Coaches or persons involved with any team in MVYFA.

• Assists President in the assignment of all Head Coaches.

• The first person contacted with coaching complaints or concerns.

• Helps ensure Coaches Code, Player Code and Parents Code of Conduct are followed.

13.7 Equipment Coordinator

• Coordinates and supervises purchases for the Connex and issue all MVYFA equipment.

• Conduct yearly inventory of Equipment.

• Submit equipment inventory on a yearly basis.

• Submit what needs to be replaced or bought for next season at January meeting.

* Place equipment order for the upcoming season in February after approval by the Executive Board.

• In charge of helmet recertification.

• Prepare annual report of inventory for early ordering of the following year's player and safety equipment. Sent to treasurer no later than Dec. 1st.

* Ensure medical and helmet kits are available for coaches prior to the first day of practice.

13.8 Auction Coordinators

• Attend, oversee and run Annual Auction fundraiser.

• Insure auction has enough volunteers to set up, work and tear down.

• Mail out auction forms and business letters.

• Send out thank you cards after auction.

• Set up silent and live auction items.

• Arrange for location, time, date and parking.

• Arrange for auction item pick-ups and storage of items.

• Maintain auction program and to make hard copies and electronic copies for President and Secretary for league computer.

• Insure Auctioneer, Music and Food for event.

• Prepare annual report of income and expenses to be turned into treasurer by the last board meeting of the calendar year. Sent to treasurer no later than Dec. 1st.

13.9 Concession Coordinator

• Maintain and get food handlers permit.

* File current year with Health department for concessions.

• Run MVYFA concession trailer at all home games and all other functions as approved by MVYFA board.

• Maintain supplies for running of concessions.

• Maintain spreadsheet of income and receipts of moneys.

• Manage volunteers to help run concessions.

• Insure there is enough propane for burners and stove.

• Insure there is gas for generator.

• Store all leagues supplies for the trailer.

• Prepare annual report of income and expenses to be turned in to

treasurer by the last board meeting of the calendar year. (to be added to leagues final report). Sent to treasurer no later than Dec. 1st.

13.10 Merchandise Coordinators

• Help guide the league in merchandise purchasing and acquisition.

• Maintain inventory and set pricing of merchandise on hand.

• Ensure that the league does not carry overabundance of merchandise.

• Inform and consult with the board during merchandise purchases.

• Prepare annual report of income, expenses and inventory to be turned in to treasurer by the last board meeting of the calendar year. (to be added to leagues final report) Sent to treasurer no later than Dec. 1st.

13.11 Volunteer Coordinator

• Insure that persons involved with league have completed WSP forms and that they have all been run with the WSP.

• Keep a record of any volunteers that are not cleared.

• Help make sure all parents/volunteers have signed up and served their assigned hours.

13.12 Board Members at Large

• Vote and make decisions of MVYFA.

• Assist with the all activities of MVYFA.

• Help with all major fundraisers.

* Participate in running the concession trailer at all home games and other functions as approved by MVYFA.

• Assist with uniform handout.

• Assist with uniform turn in.

• Be present at some practices to help insure all coaches and parents are within the means of conduct rules.

Section 14

**FINANCIAL MATTERS**

14.1 All income and funds shall be placed in an Organization treasury fund of a local bank.

14.2 All accounts will be maintained (checking, savings, CD's) by the treasurer.

14.3 The checking account will be set up requiring two signatures per check. Savings should also be set up the same way with two signatures to transfer any funds. The checking account will be the primary disbursement for funds.

14.4 The Board shall not permit the solicitation of funds in the name of MVYFA unless all funds raised are deposited in the organizations common funds account.

14.5 Disbursement of organization funds shall be made by check, debit card or auto withdrawal ONLY.

14.6 The Executive Board must approve all business expenditures over $1000.00.

14.7 The fiscal year of MVYFA will be from January 1 to December 31.

14.8 According to IRS rules this association is required to hold an annual meeting. The annual meeting of this association shall be in January each year. The appropriate reports from each board member will be presented summarizing the previous year.

14.9 The board shall provide the opportunity and funding for all teams to enjoy a season ending award & banquet dinner. Each player receives $7 and up to four coaches receives $10 towards banquet. If not fully used extra moneys are to be turned in to league along with receipts. If a team makes it to the Superbowl additional funds may be allocated based on league funds available and approval by the Executive Board.

Section 15

**MEETINGS**

15.1 MVYFA meetings will be held at least six times per calendar year.

15.2 Emergency meetings may only be called if the President and Vice-President agree that it's necessary.

15.3 Meetings will follow Roberts Rules of Order.

Section 16

**AMENDMENTS**

16.1 Any member in good standing may submit amendment changes. All requests for changes must be submitted in writing.

16.2 Amendments will become effective on the date approved unless specified in the amendment.

16.3 These by-laws may be amended, repealed or altered in whole or in part by a 2/3 majority vote, and must be in accordance with NCYFL.

Section 17

**DEFINITIONS**

17.1 Glossary of Terms:

Board of Directors-

Includes all voting board members from the Executive board and Members at large.

Equal Share in Voting-

All voting members in "good standing" have one vote each in every proposal.

Executive Board-

Voting board members holding the title of President, Vice President, Secretary, and Treasurer.

“Good Cause”-

Good cause is a denoting adequate or substantial grounds or reason to take a certain action, or to fail to take an action prescribed by law and/or local rule.

"Good Standing"-

A voting board member that has not exceeded three unexcused regular meetings in one term of office.

Members at Large-

Voting board members

MVYFA-

Mount Vernon Youth Football Association

NCYFL-

North Cascade Youth Football League

Proxy-

A person authorized to act for another; an agent or substitute.

The authority to act for another or the written authorization to act in place of another.

Robert’s Rule of Order-

Provides rules for fair and orderly meetings (www.robertsrules.org, 2011).

WSP-

Washington State Patrol