



Colonial Youth

Football League

Bylaws

(As Amended and Adopted on July 14, 2020)

Colonial Youth Football League Bylaws

Article I. Name of the Organization

- A. The name of the organization shall be the Colonial Youth Football League, herein referred to as the "League". The "League" operates as a Youth Sports Organization that is operating within and pursuant to the Laws and Regulations of the Commonwealth of Pennsylvania. Said "League" is organized as a 501(c)(3) tax exempt entity, more specifically identified as Taxpayer I.D. /E.I.N 27-4782218, as has been designated by the Commonwealth of Pennsylvania Department of Revenue and the United States Internal Revenue Service.

Article II. Purpose

- A. The purpose of this organization is to provide a structure wherein each Colonial League Youth Football organization(s) can compete in a safe, healthy, and sportsmanlike environment. Each member organization shall promote player safety, sportsmanship, teamwork, and respect for fellow players, coaches, and competitors.

Article III. Officers

- A. The "Executive Board" shall consist of a President, Vice-President, Secretary, Treasurer, and Director-at-Large. The officers shall be elected by the League Representatives.
1. Officer nominations shall occur at the November meeting.
 2. Elections of the new officers shall take place at the December meeting.
 3. The President and Vice-President shall serve a two (2) year term, while all other positions shall serve a one (1) year term. The President will be elected on even numbered years, while the Vice- President will be elected on odd numbered years.
- B. The President shall preside over and administratively control all Board meetings; and appoint committee members; and perform any and all such other duties as may be associated or inherent with the office of President, including but not limited to making emergency determinations and taking action on such determinations which are in the best interests of the health, safety and welfare of the "League" and its' Members. The Vice-President shall assume the duties of the President in the absence of the President. The Secretary shall be responsible for keeping the formal meeting minutes of the Board, such meeting minutes shall be recorded in an acceptable format and reduced to writing each month and published to all members of the "Executive Board" and "League Representatives" prior to the next month's regularly scheduled meeting and a further copy of which shall be maintained within the normal business records of the "League" for posterity. The Treasurer shall keep any and all of the financial record(s), receipts, account balances, invoices and statements relative to the "League. Further, the Treasurer shall prepare, monitor, administrate and maintain the League's budget and shall prepare any and all financial reports relative to the "League" prior to each monthly meeting. The Treasurer shall reduce such reports to writing each month and publish the same to all members of the "Executive Board" and "League Representatives" prior to the next month's regularly scheduled meeting and a further copy of the same shall be maintained within the normal business records of the "League" for posterity. The Treasurer shall draft all checks for the

Colonial Youth Football League Bylaws

benefit and on behalf of the “League.” Any and all such checks and payments must be signed, executed and negotiated by no less than two authorized designees of the “Executive Board,” one of whom must be the Treasurer (i.e. “League” Checks require two signatures on behalf of the “League”). The Director-at-Large shall be responsible for any and all such “League” related duties as may be assigned or delegated to him or her by the President.

- C. The Executive Board shall have the authority to take any and all action it deems appropriate and reasonable in response to any issue that may arise outside of the regularly scheduled meetings of the “League” that affects the “League” and/or any of its members with regard to the safety, health, and welfare of the league and its/ or its’ members. Any and all decisions of the Executive Board may from time to time be repealed, altered, amended or otherwise changed by a two-thirds vote of the League Representatives at the next regularly scheduled league meeting, or as otherwise provided for within these bylaws. The Executive Board shall make every reasonable attempt to make themselves available to all of the League Representatives, especially during game days.
- D. The Executive Board shall have the authority to remove and/or replace an Executive Board Member upon the motion of any sitting Executive Board Member. An Executive Board Member can be removed and/or replaced by a majority vote of the sitting Executive Board.
- E. The Colonial Youth Football League shall indemnify, defend and hold harmless any and all Executive Board Members and any and all current directors and representatives of the Colonial Youth Football League against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made parties by reason of being or having been Executive Board Members or Directors or representatives of the “League,” except in relation to matters which any Executive Board Member or Director or person shall be adjudged in such action, suit or proceeding to be individually liable outside of the scope of their official duty or to have acted individually and intentionally negligently or engaged in individual misconduct in the performance of their duties to the “League.”

Article IV. Elections

- A. Elections shall be held annually and conducted at the regularly scheduled December monthly meeting by secret ballot. Nominations shall be called for, received and documented “from the floor” during the regularly scheduled November meeting.
- B. Each Member Organization's Representative shall have one (1) vote in elections, unless that Member Organization is on probation, as determined by the “League” or subject to any other such voting right(s) disciplinary measure as is provided for under these Bylaws. Any Member Organization on probation shall have no vote during the time they are on probation.
- C. In the event of a tie, the Executive Board shall cast one (1) vote, which is derived from a simple majority vote among the existing Executive Board members.

Colonial Youth Football League Bylaws

Article V. Committees

- A. The Executive Board may create and appoint members or representatives to any standing and/or ad hoc committees as may be necessary from time to time.

Article VI. Criteria for Membership

- A. Each Individual organization(s) applying for membership to the League must be a duly organized non-profit, youth football organization from a Colonial League school district or other organization at the discretion of the League Representatives. The organization must complete a league membership application. Said application may be amended from time to time and may request any documentation the League deems relevant and pertinent to League Membership. The organization must receive a two-thirds majority vote by the League Representatives to be accepted as a probationary Member Organization.

Article VII. Member Organization

- A. A Member Organization is any duly organized non-profit youth football organization that meets the requirements of membership as determined by the league. Member Organizations enjoy the full benefits of membership within the “League.”

Article VIII. Probationary Member Organization

- A. Probationary Member Organizations are those organizations that are serving their first year of membership with the league or who have been placed on probation as the result of disciplinary action, as provided for by these Bylaws. Probationary Member organizations shall have no voting privileges during the entirety of the length of their probationary period or until such time as a majority vote of the Executive Board removes said Organization from probation, but in no event shall such probation last longer than 1 year from the date of the violation, unless otherwise provided for under these Bylaws. In the event of multiple violations of the instant bylaws, probation for up to one year for each violation may be added to end of any existing or active period of probation and may accrue consecutively or concurrently from any prior period of probation as shall be determined within the discretion of a majority vote of the Executive Board. A season is defined as the period of time in any given calendar year between the dates of August 1st through December 1st.

Article IX. Membership

- A. Any new organization desiring membership into the league must submit a \$400.00 entry fee along with their application for membership. This fee may be refunded if the new organization is not accepted into the League.
- B. Each April, all existing member organizations of the league, shall submit a \$400.00 non-refundable entry fee, set per league operating rules. If the entry fee is not paid at the April meeting, a late fee in the amount of \$25.00 per month will be assessed.

Colonial Youth Football League Bylaws

- C. All members must participate in league functions and meetings as provided for in these by-laws. Failure to do so subjects a member organization to monetary fines and revocation of membership.

- D. All Member Organizations are required to appoint one (1) League Representative and one (1) Alternate League Representative. For the purpose of these bylaws, the term League Representative shall also mean Alternate League Representative in those cases where the League Representative is absent.

- E. Discipline: Individuals and/or organizations may be subject to disciplinary action for any infraction of League policies, procedures, rules, or of these Bylaws as confirmed by a majority vote of the Executive Board. Disciplinary action can include, but is not limited to the following sanctions including termination of membership with the Colonial Youth Football League:
 - 1. Ejection from the game in progress; and/or
 - 2. Suspension from the next game or any number of games deemed appropriate by the Executive Board of the "League" based upon the nature and circumstances of such unsportsmanlike conduct; and/or
 - 3. Individual and/or organizational fines between \$100 -\$500 as may be determined by the Executive Board of League; and/or
 - 4. Individual and/or organizational placement on probation for a period of time designated by the league in light of the nature and circumstances of such unsportsmanlike conduct; and/or
 - 5. Individual and/or Organizational expulsion from the "League" for a period of time designated by the "League" including the possibility of permanent individual and/or Organizational expulsion based upon the nature and circumstances of such unsportsmanlike conduct as determined by a Majority vote of the Executive Board; and
 - 6. Any other reasonable disciplinary action as is deemed, in the opinion of Majority Vote of the Executive Board, to be in the best interest(s) or protection of the safety, health, and welfare of the league and its/or its' members

- F. Unsportsmanlike Conduct: All organizations are responsible for the actions of all players, coaches, spectators and fans of their individual Organizations. Any player, coach, team, fan, spectator and/or organization acting in an unsportsmanlike manner, as determined by a referee; and/or League Representative; and/or any Board Member; and/or the Executive Board of the "League" may be subject to any one or any combination of disciplinary action(s) as outlined in these bylaws as confirmed by the majority vote of the Executive Board.

- G. Any appeal of the ruling Executive Board must be submitted, in writing, within twenty-four (24) hours of the Written Opinion and Determination of the Executive Board. Written Appeals from the Determinations of the Executive Board shall entitle the Appealing Party or Organization to a hearing and review before the Executive Board. Such hearing on appeal shall be scheduled at a mutually agreeable time within forty-eight (48) hours of the receipt of the Written Appeal by the Executive Board, or at such other agreed upon scheduled time as is practical should a quorum be unavailable within forty-eight (48 hrs.) hours.

Colonial Youth Football League Bylaws

- H. In the event a team is removed from the field during a game as a result of unsportsmanlike conduct then the offending organization shall be responsible for the total cost of the referee fees for that game in addition to any other penalty imposed under these bylaws. The additional costs must be paid to the league at the next monthly meeting. In the event said costs are not paid on or before the next regularly scheduled meeting, said Organization shall forfeit their voting rights until such time as the costs are paid and may incur additional penalties as provided herein at the discretion of the Executive Board of the "League."
- I. Any complaint(s) must be submitted in writing by a League Representative to the Director At-Large. Formal Complaints shall NOT be accepted by anyone other than an organization's "League" representative. The Director At-Large shall facilitate and administrate an investigation with respect to the formal complaint and draft a report with respect to the complaint and a recommended course of action to address the same, including proposed discipline if warranted. Conclusions and recommendations with respect to the investigation shall be presented to the Executive Board for a final decision and vote.
- J. Any organization that does not field three (3) competitive teams for two (2) consecutive years will face a mandatory league vote to maintain its membership in the league.
- K. Each organization's President and League Representative must sign the Organizational Code of Conduct and Expectations form on a yearly basis. All Member Organizations, members and Coaches are bound by the Organizational Code of Conduct and Expectations. The completed form must be submitted by the July meeting.

Article X. Meetings

- A. Regular meetings shall be held on the 2nd Tuesday of each month, unless cancelled or rescheduled by the President or his designee. Failure to have a league representative attend a regular meeting will result in a \$25 fine, due at the following regular meeting, unless the league representative was excused by the President. A league representative can be any individual representing a member organization. Failure to attend three (3) consecutive regular meetings will result in organizational probation for one (1) year from the date of the next attended regular meeting.
- B. Special meetings may be held at any time when called for by the President or a majority of the League Representatives.
- C. League Representatives, Alternate League Representatives, Football Directors, Head Coaches, and Presidents of Member Organizations are the only individuals authorized to speak during monthly meetings. The President may waive this section at their desecration.
- D. Executive Board Members and League Representatives are the only individuals that may place a motion on the floor for discussion and vote.
- E. Special Meetings of the Executive Board may be called by the President or Vice President, if the President is unavailable, of the Executive Board. The Secretary shall call a special

Colonial Youth Football League Bylaws

meeting upon the written request of two (2) or more Executive Board Members. Notice of such meeting shall be published by the secretary in writing within twenty-four hours of the date and time set for such Special Meeting. Written notice of said special meeting shall be published to each Member Organization's League Representative in advance of such special meeting.

Article XI. Voting

- A.** Each Member Organization's League Representative, who is not otherwise prohibited from voting pursuant to these Bylaws, shall have one (1) vote on motions.
- B.** A majority of League Representatives constitutes a quorum. In the absence of a quorum, no formal action shall be taken except to table and adjourn the meeting to a subsequent agreed upon or regularly scheduled meeting date.
- C.** Passage of a motion requires a simple majority (i.e., one more than half the League Representatives present), provided that a quorum exists.
- D.** In the event of a tie, the Executive Board shall cast one (1) vote, which is derived from a simple majority vote among the Executive Board members in attendance, provided a quorum exists.
- E.** The President shall only vote in the event of a tie with respect to an Executive Board vote. A quorum must be present at the time of an Executive Board vote.

Article XII. Fiscal Policies

- A.** The fiscal year of the Executive Board shall be from January 1 to December 31. The Executive Board shall be responsible for creating and presenting a budget for approval by the League Representatives.
- B.** In the event the League is dissolved for any reason and after any outstanding debts and claims have been satisfied, any remaining property of the organization shall be divided equally between the remaining member organizations.

Article XIII. Amendments of the League Bylaws

- A.** These by-laws may be amended as is deemed necessary by a two-thirds vote of the League Representatives provided a quorum is present. Each member organization shall be entitled to one vote. Proposed amendment(s) must be submitted to each member Organization League Representative and Executive Board Member at least ten (10) days prior to any meeting where the Amendment to the League Bylaws is listed upon the agenda for review and revision. The proposed amendments to the League Bylaws shall be read and/or accurately summarized at two consecutive regularly scheduled monthly meeting and be subject to comment and discussion prior to any vote for the approval or denial of said amendments. Those amendment(s) that are approved will become effective immediately

Article XIV. League Rules

- A.** The League Rules will be provided as a separate document, which will serve to dictate and prescribe how the game of football will be played at the youth level within this league. Any rule not covered by the League Rules shall be dictated by PIAA rules. In the event of a conflict between the League Rules, the PIAA Rules and these bylaws: These bylaws shall control by default in the first instance. In the event that these bylaws do not address any certain circumstance, factual predicate or instance then the League Rules shall control. In the event that the League Rules do not address any certain circumstance, factual predicate or instance then the PIAA rules shall control.

Article XV. Amendments of the League Rules

- A.** The League Rules may be amended by a two-thirds vote of the League Representatives present at any meeting between December 1st and August 1st provided a quorum is present. Between August 1st and December 1st, the League Rules may only be amended upon unanimous vote. Each member organization shall be entitled to one vote. Proposed rule changes must be submitted to a member of the Executive Board at least ten (10) days prior to the scheduled meeting date. The League Representatives shall be provided a copy of any proposed rule change seven (7) days prior to the scheduled meeting date. During the season, the Executive Board may amend the league rules when deemed necessary. Any rule change must be approved by unanimous vote of the League Representatives present at the next League meeting.