

**The League is known as the Lindenhurst Youth Football League Inc.
(hereinafter League).**

LEAGUE BYLAWS

Mission Statement:

The League is a not-for-profit organization with a 501(3)(c) status under the registration and regulations of the Federal Government. The League is an organization with a primary focus of benefiting all youth athletes by giving them an opportunity to participate in an organized sport, regardless of income or ability.

The League is designed to benefit youth athletes by establishing rules and regulations governing the games for those participating therein; determine and define awards for winning; awards for championships; determine and define breaches and infractions of the League's rules and regulations, and impose penalties as set forth in the Bylaws herein, and in accordance with New York State law.

OFFICERS AND DUTIES:

The Executive Officers of the League (Board of Officers) is that group of duly elected and/or appointed officials consisting of 9 voting Board Members; The President, 1st Vice President/Football Coordinator, 2nd Vice President, 3rd Vice President, Recording Secretary, Treasurer, Football Trustee, P.A.L. Trustee, Safety Trustee and 2 non-voting Board Members, P.A.L. Representative and Hut Director.

There must be a quorum of at least five (5) members of the Board of Officers to vote on any League issue.

Officers should represent a range of teams, with no more than three (3) officers from the same team. Spouses/partners are prohibited from serving as an Executive Officer during the same term.

Under special circumstances the League can make a motion to add an additional position of need for a one-year term.

ELECTIONS

Shall be held at the regular League meeting, nominations will be presented at the March meeting and Elections will be conducted at the April meeting.

Shall be held by closed ballot.

Shall be conducted in the following order:

1. President

2. 1st Vice President/Football Coordinator
3. 2nd Vice President
4. 3rd Vice President
5. Recording Secretary
6. Treasurer
7. Football Trustee
8. P.A.L. Trustee
9. Safety Trustee

Votes will be opened and counted by the existing Recording Secretary and verified by a League Member Representative agreed upon by the Board. Parents who attend six (6) parent meetings, mandatory at least 4 of those meetings during the season (July to December) will be eligible to hold a voting right for the following season.

ELIGIBILITY

An individual must have been an Executive Officer, Appointed Officer, or Permanent League Member Representative of the League, within the last 2 years prior to being nominated.

Elected officers must have a child currently enrolled in the program to be eligible for a board position. If an elected officer accepts a board position and during that term their child ages out of the League, the elected officer will either serve their full term, resign at the end of season when child ages out or another member will be appointed to carry out the said term.

An Elected Officer cannot be eligible for a board position if there is a current family member serving office.

Term of Office

Each Elected Officer shall be elected for the term limit stated by each position elected for.

All Elected Officers shall stand for election on their final term of office.

No person shall hold more than one office at the same time.

The terms of the Directors shall be staggered, as nearly as possible, so that no more than one-half shall expire in any given year.

The Board of Officers reserve the right if by any given reason, The Board of Officers can hold a Special Elections term.

Compensation of Officers

Officers shall receive no compensation for carrying out their duties as officers, however the board may adopt policies providing for reasonable reimbursement of expenses incurred in carrying out Board responsibilities. Further, officers are not restricted from being remunerated for professional services provided to the League. Such remuneration shall be reasonable and fair to the League and must be reviewed and approved by the Board of Officers.

Code of Conduct

The Executive Committee will have the power to suspend any coach, or any person having charge of any activity with the team, for poor sportsmanship, neglect of duties or for failure to comply with the rules and regulations set up by the Board of Officers. Such suspension will remain in effect until a special meeting of the Board of Officers is held, at which time the acts complained of, consisting of such conduct, shall be properly considered by the Board of Officers and the offending person shall be heard in answer to such charges. Upon hearing all the relevant discussion, the Board of Officers will decide whether or not to continue the suspension. The conduct of hearing on such changes shall not be open to the public.

Nondiscrimination Policy

The officers, directors, committee members, volunteers, and persons served by the League shall be selected entirely on a nondiscriminatory basis and in accordance with the Equal Protection Clause of the 14th Amendment of the United States Constitution and Article I, Section 11 of the New York State Constitution.

No Confidence

At any point during an Elected Officer's term, the Board may issue a "Vote of No Confidence" to remove the Officer from his/her responsibilities with a vote of two-thirds of eligible voting members for removal.

A new Officer will be elected to serve the remainder of the term.

PRESIDENT:

Three (3) year term limit.

To be eligible for the office of President of the League, a person shall have served at least two (2) years on the board and at least one (1) year as Vice President.

The President shall preside at the meetings of the League and Board of Officers and shall be a member *ex-officio* with the right to vote on all committees except the nominating committee. The President shall also, at the annual meeting of the League under such other times as he/she deems proper, communicate to the League or the Board of Officers, such matters and make such suggestions as may in his/her opinion promote the prosperity and welfare and increase the usefulness of the League and shall perform such other duties as are necessarily incident to the office of the President of the League.

The President shall countersign checks with the Treasurer and Recording Secretary.

The President shall be issued a bank debit card in the President's name for League purchases only.

The President shall be responsible for acquiring all field permits.

The President shall appoint three (3) members in good standing to audit books prior to installation with the League's accountant.

The President shall be responsible for approving all fundraising opportunities and committees.

The President shall be responsible for conducting coaches meetings. One prior to the start of the season, then once a month during the season and one at the end of the season.

The President shall present all coaches to the Board for approval.

The President shall have the authority to nominate a member in good standing to fill the remaining term of office of any Officer who may leave the League for any reason. This must meet with the approval of two-thirds (2/3) of the Board.

The President shall assist all Vice-Presidents.

1st VICE PRESIDENT OF FOOTBALL/FOOTBALL COORDINATOR:

Two (2) year term limit.

To be eligible for office of 1st V.P. of Football, a person shall have served at least two (2) years on the Board of Officers and at least one (1) year as P.A.L. Representative/Football Trustee.

1st V.P. of Football shall be responsible for conducting League business in the absence of the President.

1st V.P. of Football shall oversee all Football operations for the League.

1st V.P. of Football shall be responsible for camps, coaches' clinics and rosters in coordination with the 2nd V.P. of Football and 3rd V.P. of Football.

1st V.P. of Football shall oversee and work with the three (3) trustees in delegating duties to ensure the equipment orders are submitted in a timely fashion.

1st V.P. of Football shall be responsible for organizing and ordering all equipment for the football of the organization before and after the season.

1st V.P. of Football shall have the responsibility of the day-to-day operations of the football program.

1st V.P. of Football shall be responsible for securing and scheduling practice and training exercises, not to exceed twenty (20) hours per week.

1st V.P. of Football shall work with the 2nd V.P. of Football to create the team rosters and practice schedule.

1st V.P. of Football shall be responsible for overseeing the entire League at all practice times with Coordinators.

2nd VICE PRESIDENT OF FOOTBALL:

Three (3) year term limit.

To be eligible for office of the 2nd V.P., a person shall have served at least two (2) years on the Board of Officers.

2nd V.P. of Football shall be responsible for conducting League business in the absence of President and/or 1st V.P. of Football.

2nd V.P. of Football shall coordinate awards banquet with the 3rd V.P. of Football.

2nd V.P. of Football shall be responsible for League pictures - (set up and run by a League approved photographer).

2nd V.P. of Football shall be responsible for the coordination of League registration,

registration dates, times and publicity.

2nd V.P. of Football shall be responsible for camp curriculum and coordinating schedule and operations for the camp in coordination with 3rd V.P. of Football.

2nd V.P. of Football shall be responsible for League public relations

2nd V.P. of Football shall be responsible for camps, coaches' clinics and rosters in coordination with the 1st V.P. of Football and 3rd V.P. of Football.

2nd V.P. of Football shall be responsible for uniform/equipment fittings in coordination with 3rd V.P. of Football and Football Trustee.

2nd V.P. of Football shall be responsible for coordinating and ordering all League uniform/clothing.

2nd V.P. of Football shall be responsible for updating the website and social media.

2nd V.P. of Football shall be responsible for creating required documents for committees.

3rd VICE PRESIDENT OF FOOTBALL:

Two (2) year term limit.

3rd V.P. of Football shall be responsible for camps, coaches' clinics and rosters in coordination with the 1st V.P. of Football and 2nd V.P. of Football.

3rd V.P. of Football shall be responsible for camp curriculum and coordinating schedule and operations for the camp in coordination with 2nd V.P. of Football.

3rd V.P. of Football shall be responsible for uniform/equipment fittings in coordination with 2nd V.P. of Football and Football Trustee.

3rd V.P. of Football shall be responsible for assisting with the awards banquet.

3rd V.P. of Football shall be responsible for obtaining sponsorships and ordering sponsoring signs.

3rd V.P. of Football shall be responsible for hanging up sponsor signs.

3rd V.P. of Football shall be responsible for advertising for League sponsors and providing them with plaques.

3rd V.P. of Football shall be responsible for the equipment shed and Rainbow Center storage

room.

3rd V.P. of Football shall be responsible for coordination with the Town of Babylon for special events and rentals.

RECORDING SECRETARY:

Three (3) year term limit.

The Recording Secretary shall give notice of and attend all meetings of the League and keep a record of proceedings.

The Recording Secretary is responsible for keeping and recording all committee reports.

The Recording Secretary is responsible for preparing minutes of League meetings and reading, emailing, or providing a written copy to all Board members. Duties also entail having hard copies of the minutes of all meetings at every general parent meeting available if requested for review by any member.

The Recording Secretary is responsible for conducting all correspondence and to carry into execution all orders, votes and resolutions not otherwise committed.

The Recording Secretary is responsible for keeping a list of members of the League.

The Recording Secretary shall notify the officers and members of the League with the results of any election.

The Recording Secretary shall attend to all correspondence of the League.

The Recording Secretary shall keep attendance records of all League meetings.

The Recording Secretary is responsible for all paperwork of League business.

The Recording Secretary shall be issued a bank debit card in the Recording Secretary's name for League purchases only.

The Recording Secretary is responsible for maintaining records of all current sponsors and collecting all information and logos for sponsor signs.

The Recording Secretary is responsible for keeping a current copy of the League's approved Bylaws.

The Recording Secretary is responsible for sending notice of meetings as required.

In the absence or disability of the Recording Secretary, the Board of Officers may appoint a Secretary *pro-tem*.

The Recording Secretary shall devote his/her best efforts to forwarding the business of the League and furthermore, advancing the interest of the League.

TREASURER:

Two (2) year term limit.

The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the League and shall deposit all money and other valuable effects in the name and to the credit of the League in such depositories as may be designated by the Board of Officers. The Treasurer shall disburse the funds of the League as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render the President and Officers at the regular meeting of the Board, or whenever they may require it, an account of all transactions as Treasurer, and the financial condition of the corporation.

The Treasurer will be responsible for distributing a written report of all financial transactions at the meetings of the League. The Treasurer shall keep a full and accurate account of receipts and expenditures.

The Treasurer shall be issued a bank debit card in the Treasurer's name for League purchases only.

The Treasurer shall make disbursements as authorized by the President, or Executive Board in accordance with the budget adopted by the League.

The Treasurer will be responsible for hut purchases in accordance with the Hut Director and all Hut reports for sales and inventory.

The Treasurer shall present a complete annual report at the annual meeting of the League.

The Treasurer shall submit all financial records in accordance with the Audit Committee.

The Treasurer shall, in case of death, resignation, retirement or removal from office, restore all books, papers, vouchers, money and other property of whatever is in his/her possession, or under *his/her* control, belonging to the League.

To be eligible for the Office of Treasurer, a person shall have served at least two (2) years on the Board of Officers of the League.

FOOTBALL TRUSTEE:

Two (2) year term limit.

Football Trustee shall be responsible for attending and helping out at all League events and fundraisers, representing the League as part of the Board of Officers.

Football Trustee shall be responsible for uniform/equipment fittings in coordination with 2nd V.P. of Football and 3rd V.P. of Football.

Football Trustee shall be responsible for organizing the equipment room before and after the season, sending uniforms out for cleaning, helmets for reconditioning, inspecting and organizing shoulder pads, jerseys (sizing, numbers, names), equipment handout and returns with 2nd V.P. of Football, 3rd V.P. of Football, P.A.L. Trustee and Safety Trustee.

Football Trustee shall be responsible for hanging sponsorship signs with 3rd V.P. of Football.

The Football Trustee shall review and approve all transactions/expenditures of the League prior to the Executive Board approval, along with the P.A.L. Trustee and Safety Trustee, by initialing all bills and receipts.

Football Trustee shall be responsible for attending and helping out at all League events and fundraisers, representing the League as part of the Board of Officers.

The Football Trustee shall devote their best efforts to forwarding the business and advancing the interest of the League.

P.A.L. TRUSTEE:

One (1) year term limit.

P.A.L. Trustee shall be responsible for representing the League in all meetings with outside organizations.

P.A.L. Trustee shall be responsible for attending and helping out at all League events and fundraisers, representing the League as part of the Board of Officers.

P.A.L. Trustee shall be responsible for organizing the equipment room before and after the season, sending uniforms out for cleaning, helmets for reconditioning, inspecting and organizing shoulder pads, jerseys (sizing, numbers, names), equipment handout and returns with 2nd V.P. of Football, 3rd V.P. of Football, Football Trustee and Safety Trustee.

P.A.L. Trustee shall report back to the Board of Officers all information necessary.

P.A.L. Trustee shall represent and cast a vote needed in the outside organizations with the Board's approval.

The P.A.L. Trustee shall be responsible for scheduling the dates and times of all scrimmages and games.

P.A.L. Trustee shall be responsible to recruit other towns for scrimmages with coaching staff.

P.A.L. Trustee shall be responsible for confirming approved background checks done through the P.A.L. for all interested coaches and assistant coaches to be submitted in and brought to Board's approval.

P.A.L. Trustee shall review and approve all transactions/expenditures of the League prior to the Executive Board approval, along with the Football Trustee and Safety Trustee, by initialing all bills and receipts.

P.A.L. Trustee shall be responsible to notify the Town of Babylon of home games and special events.

P.A.L. Trustee shall devote their best efforts to forwarding the business and advancing the interest of the League.

SAFETY TRUSTEE:

Two (2) year term limit.

Safety Trustee shall be responsible for attending and helping out at all League events and fundraisers, representing the League as part of the Board of Officers.

Safety Trustee shall be responsible for organizing the equipment room before and after the season, sending uniforms out for cleaning, helmets for reconditioning, inspecting and organizing shoulder pads, jerseys (sizing, numbers, names), equipment handout and returns with 2nd V.P. of Football, 3rd V.P. of Football, Football Trustee and P.A.L.

Trustee.

Safety Trustee shall review and approve all transactions/expenditures of the League prior to the Executive Board approval, along with the P.A.L. Trustee and Football Trustee, by initialing all bills and receipts.

Safety Trustee shall be responsible for acquiring completed accident and claim forms for an injured athlete and reporting any injuries to the Board at the monthly meeting.

Safety Trustee shall be responsible for ordering and providing teams with safety kits and ice packs.

Safety Trustee shall be responsible for distributing rules to all League coaches.

Safety Trustee shall be responsible for obtaining and renewing insurance policies and obtaining any additional certificates of insurance.

Safety Trustee shall be responsible for certifications and re-training of the First Aid/AED for League members.

Safety Trustee shall be responsible for securing and distributing the League's concussion plan to all coaching staff and overseen by 2nd V.P. of Football.

Safety Trustee shall devote their best efforts to forwarding the business and advancing the interest of the League.

HUT DIRECTOR:

Hut Director is a non-voting position. The Hut Director will report and be overseen by the Treasurer.

Hut Director shall be responsible for stocking and supplying refreshments served by the Hut for Football games and any other League fundraisers that pertain to refreshments.

Hut Director shall be responsible to report to the League Treasurer for cash and receipts in connection with the League refreshments.

Hut Director shall be responsible for stock report and drawer and shall report to either the President, Treasurer or Recording Secretary.

Hut Director shall be responsible for attaining volunteers and appointing volunteers to help with day-to-day activities at the Hut, during practices and games.

ATTENDANCE:

All officers and trustees must attend 75% of the executive and regular meetings. If, for any reason, any officer or trustee does not attend 75% of executive and regular meetings, the Board of Officers are then empowered to request their resignation, and their seat may be filled by the Board of Officers to complete their term of office. If their request for resignation is not forthcoming, the officers then have the authority to remove said officer or trustee upon request.

OFFICERS MEETING:

At any meeting of the Officers, minutes will be taken and will be read, emailed, or distributed at the general membership meeting; and those minutes will be kept on record for members to review at The Rainbow Center or Hut upon request.

BOUNDARIES:

For all practical purposes: the boundaries of this conference shall be the Lindenhurst School District. Rules and regulations laid down by the registration committee shall be adhered to hereafter.

MEMBERSHIP:

The members of the League shall be any interested person living within the boundaries of the school district as put down in the "Boundaries" Section above, with a child participating in the League.

MEETINGS:

In season (July – December), two regular meetings of the League shall be held on the first Tuesday and the third Tuesday of each month. During the off season, there will be one regular monthly meeting on every first Tuesday of the month. If the day designated falls upon a legal holiday, the Officers shall, at their discretion, set an alternate date with no less than ten (10) days' notice. Notice of such changes must be shared through the League's communication method.

Special meetings of the League may be called by the President, a majority of the Executive Board, or upon the written request of 30% of the membership. At least five (5) days' notice of any special meeting shall be given.

In the event that an in-person meeting cannot be held, members of the League may participate in and act at any meeting of the League by conference call, teleconference, or

other electronic media where all participating in the meeting can communicate with each other at the same time as permitted. Participation in such a meeting shall constitute attendance and presence in person at the meeting. Any vote that must take place should be a platform that allows for all League members to participate.

PARENT MEETINGS:

Parent meetings will be held concurrent with the Board meetings. The meeting schedule will be posted on all social media accounts for the League and reminders will be emailed with the details of the time and location of the meeting. Parents who attend six meetings from January to December and are in good standing will be eligible for a voting right for the upcoming season. Four of the required six meetings need to be meetings that are held during the season from July to December.

COMMITTEES:

At the first meeting of the Board of Officers, after the election or as soon thereafter as practical, the Board shall select the following committees to consist of as many members as practicable.

The Board of Officers shall determine the powers and duties of each committee and shall, from time to time, make rules and regulations with reference to each committee's duties.

The President may, at any time, appoint other committees for any subject for which there are no standing committees of the League, subject to approval of the Board of Officers.

Board Committees:

By-Laws Committee
Football Rules Committee
Registration Committee
Budget Committee
Audit Committee
Election Committee

League Committees:

Awards Banquet Committee
Special Events Committee
Pep Rally Committee
Fundraising Committee

Chairs of Committees shall be appointed by the President in cooperation with the Executive Board, except those for which other provision is made.

- a. The term of each chair shall be one (1) year, or until a successor is appointed.
- b. A person shall not be eligible to serve more than two (2) consecutive years as a chair of the same standing Committee.

The chairs of each standing Committee shall prepare a work plan and after it is approved by the Executive Board, shall execute said work plan. No Committee work shall be undertaken without the approval of the Executive Board.

The chairs of each standing Committee shall attend parent meetings.

A Budget Committee shall be appointed by the Executive Board. The President shall be chair of the Budget Committee.

ELECTION COMMITTEE:

The Board of Officers shall appoint the Nominating Committee Officer.

The Nominating Committee Officer shall appoint up to three (3) members in good standing.

CONSTITUTION AND BYLAWS COMMITTEE:

Members of this Committee shall hold office until the appointment of their successor.

ORDER OF BUSINESS:

1. Call to Order
2. Pledge/Roll call of Officers
3. Reading of the minutes
4. Receiving the communications/bills
5. Treasurer's report – copies presented to Board (email/paper)
6. Trustee Reports
7. Reports of the Committees
8. Old business
9. New business

10. Good of the Order

11. Adjournment

AMENDMENTS:

The Constitution may be amended by a two-thirds (2/3) vote of those present at any regular meeting. No amendment shall be entertained unless it was proposed at the previous board meeting in writing.

Amendments to the by-laws must be made in the following manner:

- A) The amendment must be submitted in writing to the By-laws Committee to be read at a standard board meeting.
- B) The amendment shall be re-read and voted upon at the following Board meeting.
- C) A two-thirds (2/3) majority of membership present will be required to pass the amendment(s).

AUDIT COMMITTEE:

Three (3) League members from the Executive Board shall be nominated to review, at a minimum, annually, the financial records of the League with the Treasurer. Findings shall be reported to the membership at the April Executive Board meeting.

This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the League at the first meeting of the succeeding fiscal year.

The President shall be a member *ex-officio* of all Committees, except that they shall not be an *ex-officio*, elected or appointed member of the Nominating and Audit Committees.

Financial audit of the League finances shall be reviewed annually by an outside accounting firm chosen and approved by the Board.

FISCAL YEAR:

The fiscal year of this League shall begin January 1st and end on the following December 31st.

PRACTICE:

No team shall be assembled by the coach, or hold any practice, until the coach is officially

notified by the officers of the League that the insurance has gone into effect.

From the date the insurance goes into effect, until the first day of school, practice is restricted to four (4) times per week. Thereafter, practice shall be limited to three (3) times per week during the school year. Practice shall be deemed to consist of the entire team or any part thereof.

Practice sessions will be between the hours of 5:30 p.m. to 10:00 p.m.

SCHOLARSHIP:

Each year, the League shall award scholarships, whereas each scholarship will be set at a minimum of \$500 and maximum of \$1,000.00. The scholarships will be in the name of the Lindenhurst Youth Football League. The scholarships will be awarded to deserving students of Lindenhurst High School who have participated in the League as football players.