

**Reeths Puffer Youth Football Club**  
**Constitution and Bylaws**  
**Adopted 2002**  
**(Rev. March 2008)**

I. Title: The title of this organization shall be Reeths Puffer Youth Football Club and shall be referred to as RPYFC.

II. Purposes: The purposes of RPYFC as a non-profit organization are:

- A. To develop the physical, mental and moral growth of member youths through physical fitness and good sportsmanship.
- B. To develop a respect for the rules and regulations of football that should carry forward to adulthood.

III. Policies:

- A. The purpose of this organization shall be promoted through devoting time to practice sessions, fitness programs and football games.
- B. RPYFC shall be noncommercial, nonsectarian, and nonpartisan and will endorse any candidate.
- C. RPYFC shall not directly or indirectly participate or intervene in any way in any politicking on behalf of or in opposition to any candidate for public office.
- D. RPYFC may not devote more than an insubstantial part of their activities to influence legislation by propaganda or otherwise.
- E. Its board of directors will operate RPYFC.
- F. A portion of this business and policies of RPYFC are subject to the approval of the board of directors and/ or executive board. All other policies shall be established at regular or specially called meeting of RPYFC.

IV. Membership:

- A. Membership is limited to children who are currently residents of or enrolled in the Reeths-Puffer school district. A signed parental/guardian consent form must be on file in order for a child to participate in practice sessions or games. Member children shall exhibit good sportsmanship and maintain good grades in school at all times. Heckling, taunting and the use of profanity or offensive

language will not be tolerated and may result in the player being ejected from the game.

B. Age limits:

1. Bantams are any child who turns 12 years of age before August 1 and will not turn 15 in the year in which the child registers to play.
2. Peewees are any child who turns 10 year of age or 12 years of age before August 1<sup>st</sup> of the year in which the child registers to play.
3. Dynamites are any child who turns 8 years of age before August 1<sup>st</sup> and has not reached the age of 10 years before August 1<sup>st</sup> of the year in which the child registers to play.
4. Minimites are any child who turns 5 years of age before August 1<sup>st</sup> and has not reached the age of 8 before August 1<sup>st</sup> of the year in which the child registers to play.

C. Any child transferring from another WMYFL club at any time during the season may be allowed entry to RPYFC after paying all registration fees and deposits.

D. Parents or guardians of children who are members in RPYFC are automatically members themselves and are encouraged to become actively involved; have the right to vote (must be a member in good standing); have the right to coach (provided a vacancy exists and that person is approved according to the coaches agreement and bylaws); and shall exhibit good sportsmanship at all times. Heckling, taunting, and the use of profanity or offensive language will not be tolerated and may result in the parent being asked to leave the field.

E. Membership is also extended to the coaches, assistant coaches, and special volunteers who do not have a member child. The executive board must first approve this membership. The applicant must pass a background check to be processed at the cost of RPYFC. Upon approval, full membership privileges are granted.

F. Any members who are not paid in full for their registration fees, deposits and fundraising money will not be allowed membership or allowed to participate in any RPYFC activities. Any members removed from membership due to monies owed or otherwise must pay overdue fees, deposits and any fundraising money due before reinstatement as a member with full privileges.

G. Additional requirements for football players:

1. Weights

a) Football player weights are to be measured on certified scales by the league representatives only and in the presence of a parent or guardian. Participants may be weighed in the clothing of their choice.

Bantam: Maximum weight of 165 pounds.

Peewee: Maximum weight of 140 pounds.

Dynamite: Maximum weight of 110 pounds.

Minimite: Maximum weight of 90 pounds.

b) Players who are 10 pounds over the maximum weight for each category may play between the tackles on the offensive line. Players must wear number 90 to 99 and an X on their helmets. No more than two players over the weight limit may be on the field at the same time.

c) Any player over the weight limit for his category will be encouraged to continue practicing with his/her team until the weight limit is met; moving up to the next division with parental/guardian and coach approval or terminating his/her membership.

2. A copy of each football player's birth certificate is required to be on file.

3. There is no limit to the number of football players allowed; however, if 36 players are present in any age group the team must split into two.

a) Returning 2<sup>nd</sup> year players at each level will have the option, in the even of a split, to return to his/her previous team or be entered into the draft.

b) 1st year players will enter into the draft.

4. The draft will be held after conditioning and the first week of practice. The coaches of the teams will select a player of their choice until no players remain. At the end of the draft, the two teams will be assigned to their coach by the flip of a coin or some other method to be determined fair and impartial by the executive board.

5. The number of football teams will determine the number of cheerleading squads at each level.

V. Voting:

- A. In order for a member to have voting privileges, he/she must be a member in good standing. To maintain their membership in good standing, all members shall abide by all RPYFC bylaws, rules, regulations, and agreements. All fees, deposits and fundraising monies must be paid in full.
- B. It is required that only those who attend two previous season meetings will be allowed to vote. This is designed to prevent vote stacking.
- C. Voting is limited to members in good standing.
- D. Voting will be deemed majority rules unless specifically stated by the executive board or in the bylaws by a 2/3<sup>rd</sup> majority rule of those in attendance at a regular meeting.
- E. The president shall abstain from voting unless in the case of a tie.
- F. There must be a quorum of members present for a binding vote.
- G. Three executive officers and five directors constitute a quorum at membership meetings.
- H. Any member of RPYFC wishing to vote must be at least 18 years of age.

#### VI. Fees:

- A. Registration Fee
  - 1. Each member signing up for RPYFC shall pay a registration fee of \$50.00 per child (fees are subject to change). A late fee of \$10.00 may be added if any person is late in registering at the discretion of the board.
- B. All fees and deposits must be paid by check, money order or cash directly to the treasurer of RPYFC or an agent acting on the treasurer's behalf.
- C. All checks or money orders must be made payable to RPYFC.
- D. A receipt will be issued when full payment has been received and the registration form has been filled out in full by the parent/guardian; including the signature of the parent/guardian.
- E. Registration fees are non-refundable after the first scheduled game.
- F. Additional Fees
  - 1. Uniforms or equipment returned in poor condition (determined by

the equipment manager or the executive board) or altered or not returned will result in replacements costs of \$150.00 assessed to the parent/guardian.

2. A late fee of \$25.00 may be assessed if the uniform is not turned in by the scheduled turn-in date and the child will not receive a trophy, memory mate or a ticket to the team party.

#### VII. Termination:

A. To maintain their membership in good standing, all members shall abide by all RPYFC bylaws, rules, regulations, agreements and codes of conduct. Failure to abide by the conditions set therein shall be cause for dismissal pending a 2/3<sup>rd</sup> majority vote of members in good standing at a membership meeting, or if it is deemed necessary action may be taken by the executive board. If any member, officer, appointee, special committee, coach or assistant coach is removed from any position by vote, that person or persons will not be allowed any membership privileges (including positions of any kind) unless application is made and approved by the executive board first.

#### VIII. Fundraisers:

- A. Fundraisers shall be researched and overseen by the fundraising chairperson.
- B. Recommendations for fundraisers shall be made to the executive board and submitted to the board of directors for a vote.
- C. The members present at a membership meeting shall determine what, if any, as well as how many fundraisers RPYFC shall participate in.
- D. Each child is encouraged to help raise his/her share of funds for RPYFC.
- E. All fund raising items and/or money due is to be turned in on the specified date. If it has not been received by that date the child will not be allowed to participate in any RPYFC activities until it has been turned in.

#### IX. Meetings:

- A. RPYFC membership meetings shall be held monthly during the off-season and bi-weekly during the season. The date, time and place of the meetings shall be pre-determined by the executive board. The President if deemed necessary shall call RPYFC open board of directors meetings.
- B. Meetings are to be held in an agenda form.
- C. Responsibility for taking attendance shall fall upon a trustee.

D. Meetings shall be conducted using Robert's Rules of Order. Should any meeting become uncontrollable for any reason, the meeting will be closed.

E. Emergency executive board meetings may be called at the President's discretion to conduct such business as is necessary to avoid interruption of RPYFC or to ensure the safety of any of the members.

F. Notice of a special board of directors meeting called by the President or 3/4<sup>th</sup> of the executive board shall be made no less than five days prior to that meeting date. The notice shall be made by phone, newsletter or by email. These meetings are open to all members of RPYFC.

G. All officers, appointed personnel, board of directors, committee chairs and head coaches shall be required to attend all membership and board of directors meetings except in emergency situations or proper notification to an executive officer

X. The Board of Directors:

A. The board of directors shall consist of all executive board members, coaches, league representatives, appointed personnel and standing committee chairpersons.

XI. Executive Board Rules:

A. The executive board of RPYFC shall consist of the president, vice president, secretary, treasurer and four trustees.

B. The executive board must attend all executive board meetings.

C. Nominations and elections for officer shall take place at the first membership meeting in November, unless circumstances prevail.

D. The term of office shall be two years. The secretary and president shall be voted in to office in even years and the vice president and treasurer shall be voted in odd years.

E. The executive board shall appoint four trustees.

F. Officers shall be elected from candidates who have at least one year of tenure with RPYFC or who are actively involved. The candidates must be at least 21 years of age.

G. No officer shall hold more than one elected office simultaneously.

H. Elections of officers will be held by secret ballot, counted and verified by the

four trustees.

I. Terms of office shall begin on a date specified at the time of election no later than December 31 of that year. All office material for each executive position and keys shall be delivered to each successor no later than December 31 of that year.

J. The organization may hold elections at any meeting to fill any vacancies of office.

K. The executive board shall perform the duties outlined in these bylaws, rules regulations and agreements, as well as conduct business that is consistent with the bylaws of West Michigan Youth Football League (WMYFL) when applicable.

L. The executive board may delegate to an appointed person or committee any portion of its authority.

## XII. Duties of the Executive Officers and Committees:

A. President – shall preside over all meetings; call special meetings; be the official spokesperson of RPYFC; appoint certain extra officers and committees; preside over the business affairs of the club and assign duties to officers and committees in order that their purposes may be fulfilled; shall determine the course of all correspondence; inquiries and requests that are directed to the club. Shall maintain contact with the Vice President, Secretary, Treasurer and Trustees in regards to RPYFC business and shall communicate with other appointed officers and committees when necessary; shall prepare an agenda for RPYFC meetings; must be present at all RPYFC functions unless other arrangements have been made in advance.

B. Vice President- shall assist the President at all meetings and functions. During the absence of the President, the Vice President shall take his/her place.

C. Secretary – shall record and preserve the minutes of all meetings; maintain amendments to the constitution and bylaws; maintain an accurate; up to date list of all members and committees of RPYFC and carry out such business as deemed necessary by the President; shall read the minutes of the previous month's meeting at all regular meetings; shall keep a current file of all coaches agreements; shall make an attempt to locate all executive board members, board of directors or members for a documented verbal vote.

D. Treasurer – shall receive all monies of the organization; keep a complete and accurate record of receipts and expenditures and maintain all required tax record and other government documents as authorized by the executive board; shall report all income, expenditures and balances at each meeting of RPYFC. All

monies received must be deposited and all bills shall be paid by check. A valid receipt will be required for any reimbursements. All approved expenditures are sent to the treasurer for final payment. The checking account shall bear the name Reeths-Puffer Youth Football Club. This checking account shall bear the name of three club officers (no husband and wife teams). All books of RPYFC shall be open for audit at all times by any or all members of the organization. The Treasurer shall maintain an accurate ledger for all income and expenditures. At the end of each football season (November) the four RPYFC trustees previously appointed by the executive board shall audit the books of the club. All bank business shall be handled through the Treasurer's home or business address. The executive board should approve major expenditures of over \$250.00. All registration fees, deposits and fundraising monies shall be turned over to the treasurer. RPYFC funds shall be in an interest bearing checking account. The Treasurer is responsible for all club funds, however, is not to be held accountable for the failure of others to account for discrepancies.

E. Trustees – there shall be four Trustees. The term shall begin immediately following the close of the current football season. All Trustees will assume miscellaneous duties assigned by the President. They will audit the RPYFC books at the end of each football season. They shall count and verify ballots when necessary; take count of all written or show of hands votes at meetings and take attendance at meetings.

F. The executive board is required to assume the duties of any position not filled until those positions can be filled.

XIII. Appointed Positions and Committees (the following positions are appointed by the executive board)

A. Picture Chairperson – shall obtain at least 2 estimates from area photographers; submit those estimates to the board of directors for approval, arrange and observe photo sessions for RPYFC youths distribute memory mates to all RPYFC youths in good standing. All funding for memory mates or other expenses provided by the club shall be done through the treasurer.

B. Equipment Manager – shall keep an accurate record of all uniforms and other miscellaneous equipment; distribution and retrieval of all uniforms and equipment keep all items clean and in good repair. RPYFC policy states no child shall receive a banquet ticket, memory mate, trophy, or play next season until his/her uniform has been turned in to the proper person. It is the job of the equipment manager to inform all executive board members and the necessary appointed officers of those delinquent in that respect. The equipment manager shall keep the executive board informed as needed during the football season.

C. Concession Chairperson – shall prepare the concession stand for use for the

season; ordering and keeping an accurate inventory of all concession products; scheduling workers for each home game and cleaning the concession stand at the beginning and end of each football season. All funding for concession products shall be handled through the Treasurer; shall be responsible for all monies going into or coming out of the concession stand until those monies are handed over to the Treasurer.

D. Fundraising Chairperson – research and submit to the executive board for approval all prospective fundraiser and see that the proper arrangements are made as to where, when and what RPYFC will be doing to raise money. The chairperson is responsible for all monies received until the money is turned over to the Treasurer.

E. Trophy Chairperson – research and submit different designs of trophies and/or plaques to the executive board for approval; shall be responsible for having each head coach verify the names and spelling of each member child; shall be responsible for submitting the names of each member child to the proper company and checking to make sure that each child entitled receives his or her award.

F. Cheerleading Supervisor – shall oversee cheerleading coaches and assistants; must maintain close contact with the board of directors in regards to cheerleading/football dates and functions; schedule practice for cheerleaders and be responsible for uniforms from disbursement to retrieval.

G. League Representative – represent RPYFC at WMYFL meetings; set up the game/scrimmage schedule for the season and submit it to the President; be present at all membership and board of directors meetings; be responsible for all weigh ins and checking birth certificates; shall vote in the best interest of RPYFC at all times and whenever possible shall bring an upcoming issue before the executive board shall keep the executive board informed and up to date in regards to WMYFL business and bylaw changes.

H. Assistant League Representative – shall represent RPYFC at WMYFL meetings; shall represent RPYFC when the League Representative is not available.

I. Appointees may hold multiple positions or an office if they so choose.

J. Appointees must be at least 21 years of age.

#### XIV. Coaches and Assistant Coaches:

A. All coaching positions should be applied for by qualified members to the

executive board. Only applicants with at least one year as assistant coach with RPYFC shall be considered for head coaching positions. All applications must be received no later than the 5<sup>th</sup> game of the current football season. After receiving the applications and conducting interviews, the executive board, together with the cheerleading supervisor and league representatives shall meet and make the coaching staff decisions for the upcoming football season.

B. Each coach and assistant coach shall read, agree to and sign the coach agreement and the coach's code of conduct and submit to a background check.

C. No coach or assistant coach shall be reimbursed for any expenditure without executive board approval.

D. Each coach is expected to attend all membership and board of directors meetings. . If the head coach is unable to attend the meeting, one of the assistants must attend or a team/squad manager, if no one from that team/squad attends, the head coach will be suspended for 1 game.

E. At the end of each season all coaching and assistant coaching positions shall become open for application. No preference shall be given to a player because his/her parent is coach.

F. Each coach shall have the right to choose his/her assistants. After the selections have been made the names of all prospective assistant coaches shall be submitted to the executive board for final approval. It is recommended that each coach choose one new assistant along with an experienced coach. No more than three assistants.

#### XV. Recall:

A. Any member may recommend removal of any officer, appointee, coach, assistant coach, committee chair or member from office, on the grounds of detrimental conduct, incomplete fulfillment of duties or excessive unexcused absences. Removal will require a 2/3<sup>rd</sup> majority vote of all members in good standing attending a board of directors meeting. If it has been determined by the executive board to be an emergency situation, they may call a special executive board meeting and take the appropriate action. Detrimental conduct can be described as any offense that is harmful in any way to the youths of this organization.

#### XVI. Hardships:

A. RPYFC will pay the required registration fees and deposits for any member youth if it has been determined that the youth's family is unable to afford them.

Names must be submitted to the executive board for a vote. All names and situations must be kept confidential. Any child and his/her family in a hardship situation are strongly encouraged to participate in RPYFC fundraising and volunteering.

XVII. Amendments:

- A. These bylaws will be open to change at the first scheduled January membership meeting or at the discretion of the executive board.
- B. A majority vote of all members in good standing attending the meeting shall be required for approval of a change in bylaws.
- C. A special bylaws meeting may be held at anytime with 30 days prior notice at the discretion of the executive board.
- D. Changes to the bylaws shall be effective at the next scheduled meeting.

XVIII. WMYFL Disclaimer:

RPYFC will abide by all decisions made by the WMYFL. In the event of a conflict of bylaws, the WMYFLK bylaws shall supersede the RPYFC bylaws. The necessary changes shall be made by an emergency meeting of the executive board.

XIX. Dissolution/Distributive Rights

- A. This organization may be dissolved at any time by a vote of the majority of the members at a special meeting of the organization called for that purpose.
- B. After all outstanding accounts payable are settled, any remaining assets will be distributed to one or more organizations that are exempt under the Internal Revenue Service guidelines of Section 501(c)(3). This distribution will be determined by the acting executive board at the time of dissolution.