

**BY-LAWS OF THE PANTHER YOUTH FOOTBALL & CHEER (PYFC)  
AS WRITTEN IN THE 2015 SEASON**

February 7, 2015



**NAME:** The organization will be known as the Panther Youth Football & Cheer (PYFC)

**AUTHORITY:** The Board of directors shall be the governing body of the Panther Youth Football & Cheer.

**BOARD OF DIRECTORS:**

This organization will be directed by a group of people known as the Board of Directors whom adhere to and are guided by the articles of incorporation dated October 07, 2013. They will be responsible for seeing that the youth of Monterey Peninsula and surrounding areas are served to the best of its ability. This group will be made up of a minimum of four (4) and a maximum of ten (12) members including Head Coaches and Team Parents at least twenty-one year of age and of good character. Each officer on the Board will be elected by silent written ballot in January, and will serve a two-year term.

**TIME LINE OF OFFICERS:**

**PYFC** Board of directors will aim to maintain the following time flow of officers in their positions. President will be for a minimum of 2 year term. The immediate past president will remain on the board the following year of their final term of presidency. The immediate past President Position role should be maintained prior to the departure of any siblings from the Panther organization if any. This is to insure continuity and instruction to the President during their first term. The VP will serve as the president elect one year prior to their elected term of presidency and work closely with the President during his or her final term.

**OFFICERS:**

The Board of Directors will have elected offices as follows: President, Vice President, Immediate Past President, Secretary, Treasurer, Concession Manager, Cheerleading Director, Athletic Director, Fundraiser Coordinator, Field Operations, Communications Director, and Volunteer Coordinator. Any voting on board members and officers will be done in person. All officers may coach as a Head Coach and or an Assistant Coach. Board must approve members being a Head Coach or Assistant as long as Board responsibilities are met first.

**DUTIES OF BOARD OF DIRECTORS:**

1. Each member of the Board of Directors will participate in all meetings.
2. Board members will inform the President or Secretary if unable to attend a regularly scheduled meeting. They must take an active part in the organization twelve (12) months of the year. If a member of the Board misses more than two (2) consecutive or three (3) regular meetings within a calendar year without Board approval, he/she may be removed from the board by a Board of Directors vote. This does not include missed board functions due to emergencies at work, death in the family or illness. The annual Board meetings will be held every January to elect new board members whose office has expired their two (2) year term, in compliance with **PYFC** Articles of Incorporation and By-laws. At that time, in January, nominations will be taken for new Board members whose office has expired the two (2) year term. The Board will then nominate new officers beginning with the highest held open position

and those appointed or voted in will start office in February or the next term. Six (6) voting members must be present to constitute a voting quorum.

**3.** The Board of Directors and Coaches has equal responsibility in preparing for all the football games, participating in all fund- raisers or any event or function that has been 2 approved by the Board of Panthers Youth. Abusive behavior and/or nonparticipation may be grounds for removal from the Board of Directors and Head Coaches.

**4.** There must be at least four (4) members present to have a vote on any matter, excluding the League President. The President may vote in the case of a tie. He/she must vote on all by-law changes, all amendments or additions, all nominations and ballots for an officer or when the Board deems fit. In certain situations a phone or email vote may be taken until a majority (yes/no) vote is reached of 2/3 or more.

**5.** A special meeting of **PYFC** Board of Directors may be called by petition of (4) members of the Board of Directors or by the **PYFC** President. All meetings may be announced by publication to the public with date, time and location of the meeting and shall have a written agenda and must be made at least three working days prior to the scheduled meeting. For any special ('called" or "in-between") meeting, only the business which was announced IN WRITTEN CALL TO THE MEETING can be transacted. No officer can change this "agenda". No one can change it as it is written and announced to all members, and no other business is possible. No other business may be conducted (except for non-substantive business such as parliamentary motions arising out of the substantive business.)

**6.** Board members should always conduct themselves with integrity, showing a good reflection of the Panther organization. All Board members are held accountable to the Board of Directors for all functions. The Board members are responsible for keeping an outstanding rapport with the community and communities associated with the **PYFC**. All Board members must be free from alcohol and drugs while involved with organizational activities. If at any time, any Board member displays poor conduct or is verbally abusive with a parent or other Board member, it could result in immediate dismissal from the Board.

**7.** In case of an injury requiring hospitalization, the child must be accompanied by an adult. The order of responsibility will be:

- Parent of guardian
- An available Board member, or if not available,
- That team's assistant coach

If medical treatment is required, that child must have a doctor's release before he/she may return to play or practice and this will be kept on file with the original injury form.

**8.** A Board member may not receive any money for services. All time and travel for the organization is voluntary.

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9. The Board must raise money to enable the organization to buy necessary equipment, uniforms and any other items needed for the **PYFC**.

10. The Rules and Regulations established by the Monterey County Youth Football League (MBYFL) the Panther Youth Football & Cheer will be adhered to in the same way as a by-law of the organization, as well as the Roberts Rule of Order.

## BY-LAWS

1. There shall be a by-law committee made up of Presidential appointments of at least the following members: Panther Youth Football & Cheer President and Vice President, Treasurer and/or Secretary, and at least three other Panther Youth Football & Cheer board members. The committee members shall be responsible for planning, amending, additions and writings of the by-laws and the presentation of the by-law changes to the **PYFC** of Director's for discussion and final voting.

2. When no committee is present, the **PYFC** Board of Directors as a whole will vote on the by-laws with at least six (6) members present.

3. These by-laws may be amended, changed, or withdrawn only once a year, that being in November to January and to be voted on in February. Additions only may be made to these by-laws at any time at a regularly scheduled meeting during the fiscal year, as long as the additions do not conflict, counter, or make null and void any other pre-existing bylaw. Additions will take effect at the time they are voted on unless a specific date is set forth. Amendments and or changes may only take effect in February.

4. Changes and amendments to these by-laws must have a majority vote of the **PYFC** Board of Directors. All **PYFC** Board of Directors members shall be allowed to vote on the by-law changes, additions or amendments.

5. These by-laws shall govern, and when rules or order are not covered, it will first revert to the by-laws of the Monterey Bay Youth Football League (MBYFL) and then shall revert back to the Robert's Rules of Order.

### 6. Grievance Policy

a. Suspension or Termination: Conduct that is detrimental to the best interest of **PYFC** or other rules infractions shall be subject to discipline, suspension or termination of the membership of any Member or Coach.

b. Infractions in the Context of a Sporting Event: If the detrimental conduct or rules infraction occurred within the context of a **PYFC** sporting event, the charges must first be filed, investigated, and ruled upon by the Board of Directors.

c. Constitution & By-laws: The Board of Directors shall accept appeals of board decisions in writing within 7 days. The Board of Directors shall convene a meeting in accordance,

to hear the appeal. The appealing Member or Coach, and any other parties deemed appropriate, shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear and present at the meeting.

**d.** The Decision of the Board: The decision to suspend or terminate any member or coach shall require a 2/3 vote of those **PYFC** board members present at the meeting. The decision of the **PYFC** board shall be final. The decision of the **PYFC** Board of Directors shall be provided in writing to the appealing member or coach, and any other parties deemed appropriate. The decision shall also be recorded in the minutes of the meeting. The Effect of the Suspension or Termination: Any Member that is suspended shall be forbidden from participating at any **PYFC** sponsored event.

## **FINANCIAL AND ACCOUNTING**

### **7. AUTHORITY**

**a.** The Board of Directors shall decide all matters pertaining to the finances of **PYFC** and it shall place all funds in an account designated for the support of **PYFC** programs.

### **8. FINANCIAL STANDARDS AND ANNUAL REVIEW**

**a.** The Board of Directors shall establish accounting and financial reporting procedures for **PYFC** according to generally accepted accounting standards.

**b.** An annual Financial Review shall be made of **PYFC**. The review shall be performed by an outside accounting agency as designated by the Board of Directors. A report of this review shall be made at the general meeting on or before March for the previous year.

## **PRESIDENT:**

**1.** The President must have at least two (2) years membership as a Board of Director with **PYFC** organization. When circumstances arise in which a nominee has less than two (2) years on the Board of Directors and the nominee is willing to take on the duties, the board may take a vote on the nominee, and if the majority vote in favor of the nominee, then the nominee may be voted into the office of President.

**2.** It is his/her duty to ensure that all activities will be of proper form and, to see that all legal procedures are followed and known to all members.

**3.** The President will schedule and conduct all Board of Directors meetings and agendas in a common parliamentary fashion.

**4.** The President may appoint any Board member with their consent, to any committee that he or she deems necessary.

**5.** The President may sign checks in the amount up to \$3000.00 any amount over that will need to be approved by the Board of directors. And, may make check deposits for the organization.

- 6.** The President must keep up-to-date on all League changes, making sure all Board members are notified of any changes.
- 7.** The President must attend monthly meetings of the **PYFC**. The President or his/her appointee must attend monthly MBYFL meetings.
- 8.** The President must make sure that all board members are filling their duties and responsibilities and assist all members with said duties when needed. The President must also ensure the League is run in a professional manner at all times and to ensure the performance, legality, quality and integrity of the League.
- 9.** Vacancies in the Board of Directors may be filled by Presidential appointment. The newly appointed officer(s) or members of a committee will hold office for the remainder of the term they have been appointed to.
- 10.** The PYFC President will not purchase or execute any contracts not to exceed \$3000.00 and or bind the PYFC to or in any contractile agreement in writing or verbal for and on behalf of the **PYFC** with the exception any MBYFL Contracts without Board approval and or appoint such persons he or she deems fit to do so.
- 11.** The **PYFC** President will investigate irregularities and conditions detrimental to the **PYFC** and its objectives, and to report these irregularities or conditions to the Board of Directors at the next scheduled meeting, or earlier, as the circumstances warrant. The **PYFC** President may take administrative action to preserve the **PYFC** Board of Director's integrity and legality.
- 12.** The **PYFC** President will coordinate, through the applicable Sports Officials Organization (s), a schedule of certified referees for all tackle football games.
- 13.** The **PYFC** President may vote only in the case of a tie or changes to the by-laws.
- 14.** The **PYFC** Board shall conduct a background check on each coach, assistant coach candidate, Board member, Team parent, and anyone else whom may have direct contact with "Kids" or the President and/or the Board of Directors deems fit that will be either directly or indirectly involved with the League. Prior to their approval as a coach, Board of Director, or Parent candidate, the candidate will be subject to a mandatory check for criminal convictions/activity via Sports Signups Kid Safe Background checks, Megan's Law Sexual Offender Predators Search System for felony convictions and crimes against youth and or any Determined by the MBYFL.

**VICE PRESIDENT:**

- 1.** The Vice-President must have at least two (2) years membership as a Board of Director with the **PYFC**. When circumstances arise in which a nominee has less than two (2) years on the Board of Directors and the nominee is willing to take on the duties, the board may take a vote on the nominee, and if the majority vote in favor of the nominee, then the nominee may be voted into the office of Vice-President.

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2. The Vice-President will assist the President in his/her duties. If the President is absent, the Vice-President will assume all of the President's duties.
3. The Vice-President may sign checks up to \$500.00 unless approved by PYFC Board or President and make deposits for the organization.
4. The Vice-President may attend monthly meetings of the MBYFL in the absence of the President.
5. The Vice-President will assist the Registration Coordinator in managing the eligibility of football player throughout the season.

**IMMEDIATE PAST PRESIDENT:**

1. The immediate Past President will instruct the president on critical timeline issues for the upcoming season.
2. The Past President is responsible to ensure continuity of the organization's operational functioning and the organization's operations manual is kept up to date
3. The Past President will instruct president in all MBYFL rules, regulations and proper forms to be filed with the league.
4. The Past President will work with Treasurer ensuring all tax documents and corporate documents are filed on time and in accordance with the IRS and State regulations.
5. The Past President will maintain the

**SECRETARY:**

1. The Secretary is responsible for keeping records of all meetings and giving a report of minutes at every meeting.
2. The Secretary is responsible for keeping an up-to-date membership list.
3. The Secretary is responsible for having Panther forms available at all times when needed.
4. The Secretary is responsible for notifying all Board members of upcoming meetings approximately one week prior to the meeting, as well as all cancellations and rescheduling of meetings.
5. Will oversee the organization's merchandising program as to selection, ordering, pricing sales, distribution, inventory and other such actions.

**TREASURER:**

1. The Treasurer is responsible for giving an up-to-date Itemized bank statement Treasurer's report at every meeting.
2. The Treasurer must keep an accurate file of all Panthers' financial records.

- 3.** The Treasurer may sign checks up to \$1000.00 unless approved by PYFC and or Presidents approval and make deposits for the organization.
- 4.** The Treasurer must keep the President informed of the bank account.
- 5.** The Treasurer is responsible for collecting all money received by the organization.
- 6.** ALL monetary transactions that transpire within the League, for any reason, whether purchase or sale approved by the board, MUST have a receipt. ALL transactions MUST have a receipt and the receipt must be made readily available at all times. There must be a receipt book at all functions, such as concession stand, signups, sales, drops, fundraisers, or any other event where the exchange of money may occur.
- 7.** At the end of ANY event, there must be at least two (2) Board members present to count and verify the money on-hand and write a receipt to be given to the Treasurer.
- 8.** The Treasurer will work with the President and an outside accounting agency and ensure all Corporate Federal and State tax returns and forms are filed in a timely manner in accordance with all rules and regulations of a 501c nonprofit organization.

#### **CONCESSION STAND MANAGER**

- 1.** The Concession Stand Manager will be responsible for the ordering, picking up, and selling of concession product.
- 2.** The Concession Stand Manager must always have the concession stand open during any Panther function. If the Concession Stand Manager cannot be there, they must appoint another Board member to run the stand. This includes all Cheerleading competition practices as well as Playoff practices.
- 3.** The Concession Stand Manager should appoint people to help in the stand. Those chosen by the Manager are the only people allowed in the stand during any Panther function. No children are allowed in the Concession stands unless appointed by the Concession Manager.
- 4.** All money earned at the Concession stand must be counted by the Manger and at least one (1) other Board member, and given daily to the Treasurer for deposit along with a cash edit sheet (breakdown of sales).
- 5.** Accurate records should be kept by the Concession Stand Manager. These records should show how much money was taken in at any given date and should be separated according to category. (Concessions, t-shirts, etc.)
- 6.** The Concession Stand Manager may make recommendations for prices in the stand, but all prices will approved by the Board and must be posted in the Concession Stand at all times.
- 7.** The Concession Stand should be cleaned after games, including making sure all counter, dishes and floors are cleaned.

8. The Concession Stand Manager may also make deposits for the League.

**CHEERLEADING DIRECTOR:**

1. The Cheerleading Director is responsible for the recommending of a assistant coach for each division.
2. The Cheerleading Director will be responsible for the distribution of and the return of uniforms and equipment, and also have a complete inventory of all cheerleading uniforms and supplies.
3. The Cheerleading Director should attend all cheerleading events.
4. The Cheerleading Director is responsible for squads attending all season games and any Board approved post-season events.
5. Monthly meetings of the PYFC must be attended by the Cheerleading Director and/or the assistant Cheerleading Director.
6. The Cheerleading Director will be responsible for advising the coaches of the rules and regulations and of all safety factors in all cheerleading events.
7. The Cheerleading Director is responsible for cheerleaders ID cards, rosters and cheerleading coach's books.
8. The Cheerleading Director is responsible for making sure all competition guidelines that are set forth by PYFC and MBYFL are followed.
9. The Cheerleading Director may appoint an assistant with Board approval.
10. The Cheerleading Director is responsible for holding an "all Coaches clinic" before the onset of the season, to review the rules, by-laws, and cheerleading competition guidelines.
11. The Cheerleading Director is responsible for making sure that each squad member attended the mandatory number of games to be eligible for completion which is five (11) games.
12. The Cheerleading Director is responsible for assigning a Cheer team parent and having her keep up with any and all records that the coach may need done.

**ATHLETIC DIRECTOR:**

1. The Athletic Director is responsible for recommending a head coach for each division and may be a head coach of any given division.
2. Monthly meetings of the **PYFC** coaching staff shall be coordinated and led by the Football Director. The Football Director shall make every attempt to resolve disputes and problems reported to him/her by the Head Coaches. If unable to resolve reported problems or disputes at



his/her level, the Football Director will then report immediately to the Board of Directors for a possible grievance hearing. The Football Director shall chair the grievance committee.

**3.** The Athletic Director is responsible for advising the coaches of the rules and regulations and all safety factors in all football events.

**4.** The Athletic Director shall assist the Vice President in checking eligibility of all football players throughout the season. He/she is responsible for keeping an up-to date roster, picture ID cards, etc. for the **PYFC** or having the team parent do such

**5.** The Athletic Director is responsible for the coordination of playoff games, SuperBowls and Board approved post-season events.

**6.** The Athletic Director is responsible for having the correct amount of referees per game.

**7.** Athletic Director may appoint an assistant with Board approval, such as a team parent Director who may at his/her discretion assign a parent to each team to help with phone calls, rosters and any other administrative work needed to be done by the team he/she is assigned to.

**8.** The Athletic Director is responsible for holding any and all coaches clinics before the onset of the season to review the rules, by-laws and League guidelines.

#### **EQUIPMENT**

**a.** The Equipment Manager is responsible for making sure the equipment is in good and safe condition.

**b.** The Equipment Manager will keep up-to-date records showing the amount of the equipment the PYFC owns.

**c.** The Equipment Manager is in charge of issuing all equipment. Records should be kept as to which team and players have been issued equipment. The Equipment Manager and head coach will be responsible for the distribution of and collection of equipment and uniforms for each player. It is the responsibility of the Equipment Manager to make sure all equipment is returned.

**d.** The Equipment Manager may purchase any equipment or materials needed to operate the organization, with Board approval.

#### **FUNDRAISING DIRECTOR:**

**1.** All fundraising events will have the approval of the Board before taking place.

**2.** All money raised at any event will be counted by the Fundraising Director and at least one (1) other Board member and given to the Treasurer daily for deposit.

**3.** The Fundraising Director shall be concerned with the developing and implementing all programs related to the building funds for the operation of the Association. Together with the Treasurer, the Fundraising Director will submit a fundraising plan designed to meet Association fund requirements for the coming year. The Fundraising Director shall over see those activities.

**HEAD COACHES:**

**1.** All coaches must file an application and be board approved, as well as read and sign a coach's commitment form and cost replacement sheet that will be kept on file at the Panther Field.

**2.** All Head Coaches are under the direct supervision of their respective Athletic or Cheerleading Director.

**3.** Head Coaches must be 21 years of age and had one year as an Assistant Tackle or Cheer coach. And assistants must be 18 years of age. Exceptions must be approved by the PYFC Board of Directors.

**4.** The Head Coach is responsible for recruiting and selecting eligible Assistant Coaches and a team parent. The Head Coach is responsible for supervising the coaches and team parent.

**5.** The Head Coaches are responsible for seeing that hospitalization procedures are followed, and should learn first-aid which may be needed in the training of youth AND IS REQUIRED BY THE MBYFL. Head Coaches are responsible for filling out and updating injury forms and giving them to appropriate Directors.

**6.** Head Coaches are responsible for all players that are dropped off or picked up from all practices and games. No coaches will leave the practice field or game until all players and cheerleaders are picked up.

**7.** The use of alcohol or drugs or being under the influence of alcohol or drugs while working with or transporting children will not be tolerated.

**8.** Abusive language, physical abuse or violence of any kind while working with the players/cheerleaders, will not be tolerated.

**9.** All Head Coaches are responsible for making sure that all players have played the mandatory number of play, which if four (4), unless disciplinary actions are being enforced and a copy of the action is on file and the appropriate Director and Board is aware. Failure to play the player the mandatory number of plays will result in the player being on the starting line and getting an extra eight (8) plays for the next scheduled game day. This will be enforced PYFC by-laws.

**10.** All coaches are responsible for equipment checks. Head Coaches are responsible for collecting equipment from players that drop from the League and immediately return assigned equipment to the Equipment Manager. The Head Coach is required to collect equipment on the last game of the season.

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**11.** Head Coaches are responsible for issued equipment in their coach's bag. Failure to return ALL issued items will result in the Panther Organization issuing a bill to charge for replacing the missing items. Items are listed on the equipment sheet along with prices the replacement.

**12.** All Head Coaches are responsible for the team members ID cards for their individual teams. Cards MUST be completed and returned to appropriate Director before roster verifications.

**13.** All Head Coaches are responsible for the return of all team equipment on the last game day of the season. The Head Coaches are responsible for advising the Equipment Manager if a player has dropped from the roster and the player's equipment has been returned.

**14.** All coaches shall abide by the rules set forth by the PYFC Board of Directors and the MBYFL.

**15.** Violation of any of the aforementioned rules will result in a Board review and could lead to immediate dismissal from position.

### **VOLUNTEER DIRECTOR:**

- 1.** The Volunteer Director will assign workers for game days, as well as practices. These workers will be someone other than board members, if possible. These positions shall include concessions, grill, score keeping, announcers, Fundraisers, field setup and tear down and clean-up duties before, during and after games and practices.
- 2.** The Volunteer Director oversees the Parent Booster Club volunteers and appointed parent leader of each division supervising the above duties on game day.
- 3.** The Volunteer director works closely with the Field Operation Directors on game days.
- 4.** The Volunteer Director will also help assist Head Coaches if needed.

### **COMMUNICATIONS DIRECTOR**

- 1.** Overseas website development and updates and electronic media (including Facebook & Twitter)
- 2.** Updates sportssignups registration
- 3.** Designs Flyers and Banners
- 4.** Schedule and Coordinate registration signup days

### **FIELD OPERATIONS**

- 1.** Coordinates with Volunteer to ensure staffing of Chain Gang, score board and announcing
- 2.** Ensures field is set up and ready on game day
- 3.** Sets up front gate and ticket sales

### **REGISTRATION:**

- 1.** All registration fees must be paid at the time of registration. Any exceptions to this (scholarships, discounts, pro bona...etc.) must be approved by the board.

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2. The registration fee will be determined by the Board prior to the beginning of each season. This shall include past and present amounts owed.
3. At the time of registrations, all participants shall receive a **PYFC** & **MBYFL** player's forms that will include all the rules and regulations as well as the guidelines of disciplinary actions, according to the **PYFC** & **MBYFL**. Both the parents and players will sign a form or digital agree stating that they have received and read this information and the form will be kept with the registration form on file.

**GOVERNING RULES:**

1. The **PYFC** rules for tackle football will be as defined in the **MBYFL** Tackle Football Rules and Regulations. **PYFC** rules for cheerleading will be as defined in the **MBYFL** Cheerleading Rules and Regulations.
2. The active Board of Directors of **PYFC** will be required to pay 60% of registration fees. Upon becoming a **PYFC** Board member, you shall agree to abide by the by-laws, rules and regulations of the Panther Youth Football & Cheer (**PYFC**) and the Board Statement of Expectations at all times. These by-laws shall govern, and when rules of order are not covered, it will revert to the by-laws of the Monterey Bay Youth Football League and then shall revert back to the Roberts Rules of Order. For the purpose of reporting all assets of the Panthers Youth Football & Cheer (**PYFC**), the fiscal year shall begin January 1st of each year and end December 31st of the same year.