

Millbury - Sutton Youth Football



By-Laws

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Introduction To Constitution And By-Laws

Every League and Association is required to have its own Constitution and By-Laws and those documents must be in accordance with National policies and procedures. These documents regulate the internal practices and procedures of leagues and associations by defining the relations, rights and duties of the members, and the powers, duties and limitations of the officers and directors. Power to adopt or amend the Constitution and By-Laws is the responsibility of the Board of Directors. If a conflict arises between By-Laws of a League and an Association, the League By-Laws take precedence. Pop Warner National Policies and Procedures and By-Laws take precedence in the case of any conflict.

Constitutions cover the fundamental rules. By-Laws explain how these fundamental rules will be administered. For example: A Constitution specifies what offices are to be filled while the By-Laws explain how these offices are to be handled. However, at times, all articles can be combined into the Constitution.

Article I - Name

The name of this organization shall be known as Millbury-Sutton Youth Football (herein know as the MSYF).

Article II - Team Name

All Teams / Levels of this association / organization, both football and cheerleading will be known as "RAIDERS".

Article III - League Name

This association / organization is a member of the Central Mass Pop Warner Football League, Inc. (herein know as the "CMPW")

Article IV - Government

The Millbury-Sutton Youth Football association will abide by the rules and regulations of the CMPW under the guidelines:

- a) Set by the official rules of Pop Warner Little Scholars, Inc.
- b) Any Millbury-Sutton Youth by-law change after the 1st meeting of a newly elected board will not go into effect until the following season.

Article V - Mission

Section 1

The Mission of MSYF is to familiarize young participants with the fundamentals of football and cheer and dance. To provide them with the opportunity to play in an organized and supervised environment and to teach them that academics and athletics should be joint, communal efforts.

Section 2

To achieve this MSYF will provide a supervised program under the rules and regulations incorporated herein and referenced in any addendum to this document. All directors, officers and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and molding of future citizens is of prime importance.

Section 3

In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, MSYF shall operate exclusively as a non-profit educational organization providing a supervised program of competitive athletic activities. No part of the net earnings shall ever benefit any private shareholder or individual or no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article VI - Membership

Section 1

Eligibility: Any person sincerely interested in active participation to achieve the mission of MSYF may apply to become a member.

Section 2

Classes: There shall be the following classes of Members:

1. **Participant Members:** Any participant candidate meeting the requirements of, and who resides within the authorized boundaries of MSYF shall be eligible to participate but shall have no rights, duties or obligations in the management or in the property of MSYF.
2. **Regular Members:** Any person actively interested in furthering the mission of MSYF shall become a regular member upon election by the Board of Directors or upon registration of their child. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at the annual meeting.

All officers, Board Members, Committee Members, Coaches and other elected or appointed officials must be active Regular Members in good standing.

3. **Sponsoring Members:** Any person not a Regular Member who makes financial or other contributions to the MSYF program may, by majority vote by the Board of Directors, become a Sustaining Member, but such person shall have no rights, duties or obligation in the management or in the property of the MSYF.

Note: As used herein, the "Member" shall mean a Regular Member unless otherwise stated.

Section 3

Other Affiliations: Members, whether Regular or Participant, shall not be required to be affiliated with another organization or group to qualify as a member of MSYF.

Section 4

Resignation, Suspension or Termination:

- (a) Membership may be terminated by resignation or action of the Board of Directors by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interest of the MSYF. The Member involved shall be notified of such meeting, informed of the general nature of the

charges and given an opportunity to appear at the meeting to answer such charges.

- (b) All coaches shall lose tenure immediately as of the end of the season, including playoffs and championships, or December 31 of each year, whichever date is earlier.
- (c) The Board of Directors shall, in case of Participant Member, give notice to the head coach of the team of which the participant is a member. Said head coach shall appear, in the capacity of an adviser, with the participant before a duly appointed committee of the Board of Directors, which shall have the full power to suspend or revoke such participant's right to future participation.

Section 5

Voting Rights: Only Regular Members shall be entitled to vote for the Board of Directors during the annual meeting. The Board of Directors shall vote on all other matters.

Article VII - Dues

Section 1

Dues for Participant Members may be fixed at such amounts, as the Board of Directors shall determine prior to the beginning of any membership period.

Section 2

Members who fail to pay their fixed dues within thirty days (30) from the time the said dues become due may, by vote of the Board, be dropped from the rolls and shall forfeit all rights and privileges of membership.

Section 3

The Board of Directors shall set registration fees annually. No one shall participate in the programs of MSYF without payment of such fees, unless such fees are waived by the direction of the Board of Directors.

Article VIII - Board of Directors

Section 1

Board and Number: The management of the property and affairs of MSYF shall be vested in the Board of Directors. The Board of Directors of the MSYF will be comprised of five (5) members as follows:

President	(1)
1 st Vice President	(1)
2 nd Vice President	(1)
Secretary/Treasurer	(1)
Cheer Coordinator	(1)

The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2

Eligibility: Eligibility is determined by one of the four (4) following rules.

1. All candidates must be nominated by another person to be eligible to run for office.
2. All candidates must be a Millbury or Sutton resident.
3. Was a board member from the previous year.
4. Appointed member from the previous year.

Section 3

Annual Election and Term of Office: All elections of Directors shall be by majority vote of all members present at the annual meeting. All members present at the annual meeting are allowed one vote per family. The term of office shall be a 1-year term.

Section 4

Election Notice: An ad will be published in 2 local newspapers as well as the MSYF website.

Section 5

Vacancies: If any vacancies occur in the Board of Directors immediately following the annual election or upon termination or resignation, the Board of Directors granted the power to appoint a person to fill that position.

Section 6

Duties and Powers: All positions will have a single equal voting right. All matters will require majority vote to pass. The Board of Directors shall have the power to appoint such Standing Committees, as it shall determine appropriate

and to delegate such powers to them as the Board of Directors shall deem advisable and which it may properly delegate. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of MSYF, as it may deem proper.

The Board of Directors shall have the power, by a majority vote of all Board Members, to discipline, suspend or remove any Director, Officer or Committee Member of MSYF in accordance with the procedure set forth in Article VI, Section 4. Only the Board of Directors has the authority to set and change all MSYF By-Laws.

The Board of Directors may appoint such other Officers as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed Officers shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the Membership or have been elected to fill a vacancy on the Board.

Section 7

Responsibilities:

President: Responsible for the overall administration of the Millbury-Sutton Youth Program. To represent the association at all league functions, fundraisers, jamborees, home games, playoffs and regional games.

Vice Presidents: To help with overall league administration, share the duties of the President in his/her absence. The President will determine duties and assignments of both VP's. In the event that the President is absent, the Vice President #1 will assume the role of the President.

Secretary / Treasurer: Responsible for the minutes of executive meetings and communications among the executive board, as well as responsible for all league paperwork, picking up mail and distributing mail to proper personnel, and maintaining administrative bank accounts.

Cheer Coordinator: Responsible for overall administration of the cheerleading program, forms, birth certificates, scholastics, uniforms, equipments, etc. Will attend all monthly league cheerleading meetings. The Cheer coordinator has the power to enforce rules, review protests, investigate and discipline with regards to matters involving cheerleading. Any and all matters concerning discipline will need the final approval by the MSYF Board of Directors.

Article IX - Committees

Section 1

The Board of Directors will determine which committees will be formed as necessary. All committee Chairpersons and Members will be appointed and overseen by the Board of Directors.

Section 2

Each Committee shall research and review, ways and means, to improve MSYF. The Chairpersons of said committees will report findings and recommendations back to the Board of Directors for its consideration. The Board of Directors then may have thirty days (30) to act on the recommendations.

Article X - Financial and Accounting

Section 1

The Board of Directors shall decide all matters pertaining to the finances of MSYF and it shall place all income in a common treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2

The Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasury of MSYF thereby to discourage favoritism among teams and to endeavor to equalize the benefits of MSYF.

Section 3

No Director, Officer or Member of MSYF shall receive, directly or indirectly, any salary, compensation or emolument from MSYF for services rendered as Director, Officer, Member or Coach.

Section 4

All monies received shall be deposited to the credit of MSYF in the local financial institution selected by the Board of Directors and all disbursements shall be made by check. The Treasurer or President is responsible signing all checks.

Section 5

The fiscal year of MSYF shall begin on the first day of January and shall end on the last day of December.

Section 6

Distribution of Property upon Dissolution: Upon dissolution of MSYF and

after all outstanding debts and claims have been satisfied, the Board of Directors shall direct the remaining property of MSYF to another federally incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

Article XI - Meetings

Section 1

Board of Directors Meeting: Board meetings will be held on the last week of every month at 7:00 PM at a location to be determined by the Board of Directors. Any Board Member if needed may call additional meetings. The President will chair all meetings. In the absence of the President the Vice President in order of 1st then 2nd will chair the meetings. All Board of Director members must attend these meetings unless excused by the President. Any board member absent for three (3) consecutive meetings maybe dismissed from the BOD upon Presidents approval. Anyone 18 years of age or older can attend these meetings.

Section 2

Annual Meetings: The annual meeting of the Members of the MSYF shall be held no later than January 15th, of the following year for the purpose of electing a Board of Directors. After the Board of Directors is elected, the Board shall meet to elect the Officers.

Section 3

Special Meetings: Special Meetings of the Members may be called by the Board of Directors, by the Secretary or President at their discretion, or upon the written request of ten (10) Members, the President shall call a Special Meeting to consider a specific subject. No business other than that specified in the notice of the Special Meeting shall be transacted at any Special Meeting of the Members.

Article XII - Awards

The following describes the awards that a team's members and named coaches will be given upon attaining various levels of achievement. The award provided is for the highest level achieved and is not cumulative; meaning, if you win the National Championship, you receive only those items identified for that level; That is to say, you do not get "all" of the awards preceding that level.

Section 1

- a. The Award is for the actual winning team players only. For example: If the

- “A” team Cheerleaders win the New England Regional Competition Championship, then they get their New England Regional Competition Championship Award. However, if the same “A” Team Football players only achieve a Division Championship level, the Football team only receives MSYF hats or T-Shirts.
- b. Receipt of the award is dependant upon the individual parties providing checks to MSYF prior to the ordering of the equipment. No “COD” orders will be accepted. Furthermore, the member must be in good standing with MSYF at the time the order is placed- that is, the member has no outstanding debts to MSYF or outstanding equipment.
 - c. The money budgeted to awards will be dependent upon available funds and will be determined by majority vote of the Board Members assembled at any Regular Board Meeting or at a Special Board Meeting where this is the (a) named item of such Special Board Meeting as held in accordance with the MSYF By Laws.
 - d. The award coordination will take place between Head Coach and / or Team Parent, who will work with the Merchandise Organizer nominated by the BOD to fulfill order. The Merchandise Organizer will work with the Team Representatives and The Treasurer to facilitate the awards process. If possible the order should be placed in a timely basis after the season ends to coordinate with a scheduled Team party.
 - e. Each Non-Competing Team (Mighty-Might Level and below) will receive a trophy to represent the achievement of playing/cheering for MSYF that year.

Section 2

The following tables outline the awards allowed when a certain level of achievement is met. All Awards are subject to available budgetary dollars to be determined by the BOD.

Football

If the football team achieves the following:	Achievement Award Provided by MSYF for Football
Super Bowl Championship	Jersey Or Hooded Sweatshirt with script name and number, or award of equivalent cost.
Central Mass League Championship	Jersey or Hooded Sweatshirt with script name and number, or award of equivalent cost.
State Championship	State Championship Coat or award of equivalent cost.
New England Championship	New England Championship Coat. Or award of equivalent cost.
National Championship	National Championship Coat and/or a Championship Ring, or award of equivalent cost.

Cheerleading

If the Cheer team achieves the following:	Achievement Award Provided by MSYF for Cheerleading
Fun Competition (1 st Place) Non CMPW Advance	MSYF Hats or T-Shirts, or award of equivalent cost.
CMPW Competition (1 st Place) Non NEPW Advance	Jersey or Hooded Sweatshirt with script name, or award of equivalent cost.
NEPW Competition (1 st Place) Non National Advance	New England Championship Coat or award of equivalent cost.
National Championship (1 st Place)	National Championship Coat and/or a Championship Ring, or award of equivalent cost.

Article XIII - Local Rules And Policies

All teams formed in the MSYF program will consist of the majority of players from the towns of Millbury and Sutton Massachusetts. The Millbury-Sutton Youth Football Program has the right to implement rules and policies deemed necessary to ensure the smooth management and integrity of its football and cheerleading programs.

Section 1

Registration / Physical Forms / Birth Certificate / Code of Conduct: All athletes, both football and cheerleader must have a signed parental consent form on file in order to participate in this program. All athletes are required to have medical approval (physical) prior to their 1st day of full contact (6th day overall). All athletes are required to pass in their Birth Certificate with a Raised Seal from the city/town/county in which they were born.

Section 2

Academic Requirements: All athletes both football/cheerleader are required to meet National Pop Warner academic requirements. (Scholastic Fitness Form) Players must maintain a 70% grade point average.

Section 3

Attendance in School: Any football/cheerleader, absent from school, should not be taking part in practice sessions or games. Individual cases will be judged by the head coach of that team and the parent/guardian of individual, partaking in a practice or game will be up to the discretion of the head coach or association president. (if necessary) The head coach will use the same integrity for all players regardless of their ability.

Section 4

Trips to Athletic Contests: The parent/guardian are fully responsible for transporting child to and from games/practices. Sometimes we do transport football/cheerleaders by bus to a game, official weigh in, or cheer competition. At this time, only team personnel will be allowed on the team bus. All buses will have adult supervision. Coaches/Parents or other responsible adults as deemed appropriate by the head coach, president, and board of directors. Any football/cheerleader, who rides to an outing on the bus, must return on the bus if return bus is provided, unless parent's consent has been granted in writing with parental signature. The head coach, President, or Board of Directors can override in emergency situations.

Section 5

Responsibility for Equipment: All parent/guardians of all minor athletes, both football/cheerleader are required to return, in acceptable (cleaned) condition, all equipment issued to them or to reimburse the Millbury-Sutton Youth Program at current replacement cost of said equipment.

Article XIV - Team Rules (Applies to Coaches & Players)

The following rules are to be followed by all Millbury-Sutton Youth athletes and coaches when in season (August 1st). Violation of these rules may result in disciplinary action in the form of suspension (loss of eligibility to participate) or expulsion from a team. Determination of the length of suspension will depend upon circumstances in the individual situation and the past record of the athlete involved. All disciplinary actions involving a suspension must be approved by the Board of Directors.

Our coaching staffs have several years experience of teaching football in the Millbury-Sutton Youth Football Program as well as other programs that they came from, realizing that participation in our program is a major commitment for the players, coaches and their families. Because of this commitment the coaching staff feels that it is important to set some guidelines and policies for the upcoming season. Please feel free to discuss these guidelines with any member of the coaching staff.

Please Note:

It's this coaching staff's experience that the player's enjoyment of his/her Pop Warner season will be directly tied to the teams and their individual success. The #1 way to insure this success is to participate in as many practices, scrimmages and games a possible.

Section 1

Mandatory Play Policy: The National Rules of Pop Warner state that all players have to play a mandatory amount of plays in a given game. The number of plays

per player is determined by the number of players on the team that is officially weighed in before the start of each game. The Head Coach is responsible for appointing a person/coach to comply with this policy at all games.

Section 2

Practices: The National Rules also specify how many times you are allowed to practice each week. Before school begins it is 10 hours per week. After school starts it drops to 6 hour per week. Usually 5 two-hour practices per week in August and 3 two-hour practices per week after school starts. All practices will have a ten-minute water/reset/bathroom break every hour as stated in the National Rules.

Section 3

Absences: There are many reasons to legitimately miss an activity. Please call a member of your coaching staff or the team rep in all cases. Penalties will result in absences when no one is notified. A list of the most common is listed below.

- a. Baseball-Because of all star/tournament competition, baseball can go into August
- b. Players are encouraged to finish their baseball season, but also remember their commitment to football.
- c. Other Sports - (Same as Baseball)
- d. Vacations/Family Outing/School Trips/Church Activities - Have fun and enjoy!
- e. Illness - Get Well Soon!

Section 4

Penalties: Penalizing a young player is difficult. There are some basic penalties that parents need to be aware of:

- a. Unexcused Absences: A player who misses a practice and has not notified his/her Coach of that absence, when there is a game that week, will not start game of that week and will only play minimum number of plays in occurrence with MPR rule.
- b. A second excused absence will result in the player not playing in the game at all that week.

Section 5

Smoking/Alcohol/Drugs: Smoking, using smokeless tobacco, drinking, or in possession of alcoholic beverages and/or using drugs or narcotics of any kind is not permitted and can lead to automatic termination of any participating member from this Association.

Section 6

Hazing or “Initiation”: Is strictly forbidden. All athletes will treat their fellow players, coaches, opposing teams, parents, referees and fans with respect.

Section 7

Bandannas / Jewelry: The wearing of bandannas, skullcaps, earrings, etc. shall be prohibited.

Section 8

Unacceptable Behaviors:

- a. Theft of any kind
- b. Fighting/Battery (with teammates, opponents, coaches, officials, spectators, etc.)
- c. Vandalism/destruction of private/public property or equipment.
- d. Insubordination
- e. Intimidation/threats...obscene language/bodily harm/physical force
- f. Abuse/misuse of athletic equipment, both football/cheerleader
- g. Use of vulgar, profane or abusive language
- h. Lying to the Board of Directors, coaches or teammates
- i. Cheating, especially in the performance of athletic contest

Section 9

Playing 2 or More Sports: Football is a BIG commitment for all players, coaches, volunteers and parents. Adding another full time sport, along with school responsibilities (players must maintain a 70% grade point average) may not be in the player's best interest. Millbury-Sutton Youth Football Program will ask the player to choose one or the other. We truly feel this is in the best interest of the player, their team and their parents.

Article XV - Due Process Procedures

1. All disciplinary action must be communicated to the athlete and parent immediately, as well as the Association President/Board of Directors.
2. All suspensions/terminations must be approved by the Board of Directors before becoming final.
3. Players and parents shall have the right to appeal any disciplinary suspensions. Such appeals shall be made initially to the Central Mass Pop Warner League's Board of Directors.
4. The Board of Directors reserves the right to intervene on behalf of any athlete where just cause exists in the eye of the parent or athlete.

Article XVI - Fundraisers

In order to keep registration fees down to an affordable level, throughout the season MSYF will host various fundraisers. The BOD must approve each fundraiser before the fundraiser can begin. All proceeds must be turned in to the

MSYF treasurer no later than 14 days after the final event. All fundraiser proceeds will be recorded and reported separately by the Treasurer.

Collections at the Gate: Typically donations are collected at the gate prior to entering the field. Under Pop Warner rules teams/leagues are not allowed to charge admission during regular season football games. Therefore it is very important to announce that the money collected at the gate is NOT an admission fee but rather a donation to the Millbury Sutton Youth Football Program. Anyone entering the field is not obligated to provide a donation and may enter the field at any time free of charge.

50/50 Raffle: The 50/50 Raffle is a fundraiser offered during the course of the season and is typically conducted during the first half of every home game with the winner announced at half time. The winner will receive 50% of the money collected and the other 50% of the proceeds go to MSYF.

Concessions: The BOD will determine the prices for all food, beverage, and merchandise sold at the concession stand. The concessions coordinator must keep track of the sales of all items sold, whether it is food, beverage, or merchandise. The Treasurer is responsible for collecting and depositing all proceeds as well as ensuring that all payments are made against any costs associated with that days event such as field rental, janitors, referees, 50/50 raffle, food, beverage, and merchandise.

Article XVII - Sponsorships

Please refer to the MSYF Sponsorship Guidelines.

Article XVIII - Amendments

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote by Board members only, provided notice of the proposed change is included in the notice of such meeting.

Signatures of Authority

On behalf of the Association, the following Officers hereby accept and adopt this Constitution and By-Laws.

Signed, in the Town of Millbury, State of Massachusetts, on this the

Twenty-Sixth (26th) Day of February 2007.

Signature on file

President, Mario Sarro

Signature on file

Cheer Coordinator, Lysa Arthur

Signature on file

Vice President #1, Chris Woll

Signature on file

Vice President #2, Dan Serafin

Signature on file

Secretary/Treasurer, Brian Mellen