



IGH SIMLEY YOUTH FOOTBALL ASSOCIATION BYLAWS

ARTICLE I. NAME

This organization shall be known as Simley Youth Football Association ("SYFA").

ARTICLE II. PURPOSES

Section 1.

The objective of SYFA is to provide supervised competitive football programs for the children of the community and to instill in them the principles of sportsmanship, honesty, loyalty, courage and respect for others.

Section 2.

All officers, directors and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary. SYFA recognizes that the molding of future citizens and having fun are of primary importance.

Section 3.

SYFA shall operate exclusively as a non-profit educational program of competitive football in accordance with Section 501(c)(3) of the Internal Revenue Code. No earnings shall benefit any officer, director or member of SYFA.

Section 4.

SYFA exists for the purpose of teaching each child the fundamentals of the sport and to provide the framework for the wholesome participation at each child's playing ability. All SYFA board members and coaches shall stress sportsmanship, team spirit, and developing skills more than winning.

ARTICLE III. MEMBERSHIP

Section 1. Member Classes

There shall be four classes of membership as defined below: (1) Player Members, (2) Parent/Guardian Members, (3) Coaches/Assistant Coaches, and (4) Board of Directors. All members in good standing may attend board meetings and notice of the meetings will be posted on the organization's website.

1. Player Members. Membership is open to all children, grades 3-6, who reside within the City of Inver Grove Heights, MN, or within the boundaries of Independent School District 199.



2. Parent/Guardian Members. Any Parent/Guardian of a Player Member.
3. Coaches/Assistant Coaches. Coaches and Assistant Coaches are drawn from the current and past pool of Parent/Guardian members. Coach/Assistant Coach positions are uncompensated, volunteer positions and Parents/Guardians interested in service as a Coach/Assistant Coach must apply through the application process as set by the Board of Directors.

Section 2. Eligibility Exceptions and Termination of Non-Board Members

1. The Board of Directors may, by a simple majority of those present, make exceptions to the eligibility requirements of the Player classification.
2. Suspension or Termination. The Board of Directors shall have the authority to sanction, suspend or terminate the membership of any non-board member when the conduct of said person is considered detrimental to the mission and purposes of SYFA. The member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.
3. The Board of Directors shall, in the case of a Player Member, give notice to the coach of the team of which the player is a member of any suspension or revocation of such player's right to future participation.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Number

The management of the property and affairs of SYFA shall be vested in the Board of Directors. The number of voting Board Directors shall be not less than six (6). 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. All Directors are expected to attend regular and special Board meetings.

Section 2. Office & Program Director Roles and Duties

SYFA shall have four officer positions consisting of a Commissioner, Treasurer, Secretary, and Equipment/Uniforms Director. Additionally, there shall be two Program Directors representing each age bracket of teams. There will be a Program Director for the combined 3rd and 4th grade teams and for the combined 5th and 6th grade teams.

Commissioner: Duties of the Commissioner include:

1. Preside over all meetings of the Board of Directors.
2. Conduct the affairs of SYFA and execute the policies established by the Board of Directors.
3. Present a report of the condition of SYFA at its annual meeting.
4. Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of SYFA.



5. Delegate complaints, irregularities and conditions detrimental to SYFA to the Grievance Committee.
6. Examine the application and supporting proof-of-age documents of every player candidate that may be questioned and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
7. Execute all bonds, mortgages, loans and other contracts approved by the Board of Directors.
8. Contact for the City and School District to procure football fields for practices and games.
9. Provide schedule of facilities and football fields for all programs.
10. Identify and keep track of open facilities and football fields for ad-hoc requests for use.

Secretary: The Secretary is responsible for recording the minutes of SYFA board meetings and maintaining appropriate files (bylaws, articles, etc.), mailing lists and other necessary records. Specifically, the Secretary will:

1. Maintain a list of all Directors, Officers and Program Directors including name, address, and term.
2. Give notice to the Board of Directors of all meetings of SYFA and the agenda for such meetings.
3. Record the minutes of the meetings of the Board of Directors and assure they are kept on file.
4. Prepare and receive all correspondence and other written tasks on behalf of the Commissioner, Board of Directors and SYFA. Check the SYFA post office box at regular intervals.
5. Act as single point of contact between appropriate Agencies, and the various SYFA programs to procure facilities for meetings, outdoor tryouts, outdoor practices and other special events.

Treasurer: Duties of the Treasurer include:

1. Receive all money and securities, and deposit same in a depository approved by the Board of Directors.
2. Prepare an annual financial report for submission to the Board of Directors within the first quarter of the fiscal year.
3. Prepare an annual budget for submission to the Board of Directors within the first quarter of the fiscal year.
4. Keep records for the receipt and disbursement of all money and securities of SYFA and approve all payments from allotted funds and draw checks thereon.
5. Submit financial statements at each monthly meeting of the Board of Directors for their approval.
6. Sign SYFA checks along with one other officer of the Board of Directors. Also, provide checks and check-writing authority as approved by the Board of Directors, to various programs including the referees and Equipment/Uniforms Director.
7. Ensure liability, medical and equipment insurance is paid and current.



Equipment/Uniforms Director: Duties of the Equipment/Uniforms Director include:

1. Procure and cause to be repaired all SYFA equipment.
2. Maintain updated records of equipment inventories for all SYFA activities.
3. Disperse all equipment at the beginning of the season and receive all returned equipment at season's end and ensure its proper storage.
4. Disperse equipment as needed during the season to coaches.
5. Collect price quotes on all contemplated SYFA equipment purchases in excess of five hundred dollars (\$500) unless exempted by the Board of Directors.
6. Present equipment price quotes to the Board of Directors for approval prior to purchase or commitment to purchase.

Program Directors: Duties of the Program Directors include:

1. Act as a liaison between coaches/parents and the Board of Directors for concerns in the program
2. Coordinate the registration of players and coordinate team rosters and guidelines, solicit coaches, arrange practice and game schedules and assign and coordinate playing fields.
3. Recruit and train coaches for all program levels and Coordinate coaches and player clinics.
4. Coordinate procurement of equipment with Equipment/Uniform Director for the program.
5. Supervise and enforce all SYFA rules of their program of responsibility.
6. Conduct coaches' meetings to reinforce and explain rules and gather all team, player and coach information before year end.
7. Develop coaches' notebook containing drills to develop fundamental skills for all levels.
8. Develop emergency contact, and all other applicable forms

Information Director/Webmaster

1. Maintain SYFA website, on a regular basis and forward inquiries to the appropriate Board member for response. Post registration materials, policies and add news/information updates, as needed.
2. Train team managers to use website; enable them to prepare team sites and input player rosters
3. Update standings regularly during season

Section 3. Term of Office

The term of office for Board Members of SYFA shall be four (2) consecutive years. The term of office for Program Directors is one (1) year. No person may serve concurrently in more than one "officer" role.

Section 4. Annual Meeting

The annual meeting of the members of SYFA shall be held at the regular November meeting each year for the purpose of electing a Board of Directors, receiving reports and for the transaction of such business as may properly come before the meeting.



Section 5. Notice of Meetings

Notice of each meeting, not a special meeting, shall be given to each member of the Board of Directors. The notice must set forth the place, time and purpose of the meeting. The proposed agenda of the meeting shall accompany all notices. Nothing shall prohibit the board members of SYFA from transacting any order of business at any regular meeting, provided quorum is met for items requiring vote.

Section 6. Special Meetings

Special meetings of the Board of Directors may be called by agreement of at least three (3) members of the Board of Directors at their discretion. No business other than that specified shall be transacted at any special meeting of the Board.

Section 7. Quorum

The presence in person, by proxy or in absentia of one-half of the Board of Directors shall be necessary for a quorum. An emergency quorum shall consist of the number of Directors present; but in no case may business be conducted with less than one-third of the Board of Directors.

Section 8. Voting / Proxies

1. Only SYFA members serving on the Board of Directors shall have voting rights
2. Each Board Member shall be entitled to one vote
3. Board Members may vote by proxy. All proxies must be in written form and may be withdrawn at any time prior to the vote.
4. In the event of a tie vote on any item of business, including elections, the outcome will be decided by a coin flip.

Section 9. Rules of Order

Robert's Rules of Order shall govern the proceedings of all meetings, except where such rules conflict with the bylaws of SYFA.

Section 10. Elections

1. Elections of Program Directors shall be held each year.
2. Elections shall take place at the annual meeting. Special elections may take place at the discretion of the Board of Directors.
3. All elections of Board of Director positions shall be by majority vote of all members present or represented by proxy or in absentia at the time of the meeting.
4. No Director shall be eligible for re-election to the Board of Directors unless such Director has attended a minimum of fifty percent (50%) of the meetings of the Board of Directors held within the preceding twelve (12) months of the election.
5. Nomination for the position of Commissioner must come from a current Board member.



Section 11. Filling of Vacancies

In the event that a Board member is unable or unwilling to carry out the duties of their position, the Board of Directors may replace such member by a majority vote upon resignation or termination of that member. The newly elected member shall complete the term of office of the replaced member.

Section 12. Board Member Dismissal

In the event that a board member is deemed to be negligent in their duties, a special meeting may be called for the purpose of voting to dismiss a board member from their duties as a member of the SYFA board. A minimum two-thirds of the full board must vote in favor of the dismissal. The circumstances which can lead to a vote for dismissal may include but is not limited to the following:

1. Any board member that is convicted of any type of sexual or violent crime involving children.
2. Any board member that is willfully disregarding the bylaws and rules of the association.
3. Any board member that has not attended at least 50% of the regularly scheduled board meetings after 50% of the year.
4. Any board member that refuses to perform the duties of their position as they are described herein the bylaws.

Section 13. Indemnification

To the full extent permitted by Minnesota Statutes, Section 317A.257, as amended from time to time, or by other provisions of law, each person who has or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, wherever and by whomsoever brought (including any such proceeding, by or in the right of this corporation), whether civil, criminal, administrative, or investigative, by reason of the fact that he/she is or was a director or officer of this corporation, shall be indemnified by this corporation against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding. The indemnification provided by this section shall insure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this section. This section shall not apply to such persons who have committed intentional harmful acts against this association.

ARTICLE V. FEES

Section 1. Fee Structure and Exceptions

A reasonable participation fee for Player Members shall be set each year by the Board of Directors to assure the operational continuity of SYFA.



1. Payment of fees is required for participation in the SYFA program. However, upon approval from the Board of Directors, the registration fee may be waived for any player whose family has a demonstrable financial hardship.
2. A late fee may be required for any registration submitted after the normal registration period. The Board of Directors shall set the late fee.
3. Volunteer credit requirements (based on association needs) and volunteer fee are determined annually by the Board of Directors. The requirements and fees are as follows:
 - Each Family MUST work a minimum of a 3-hour shift.
 - The volunteer fee is a pre-paid volunteer deposit of \$ 150 and is due on the first day of camp. The fee must be collected before a child is placed on a team. The volunteer fee will only be cashed if the requirements are not met. Not showing up for a shift without notification is grounds for cashing a volunteer check.

ARTICLE VI. COACHING

Section 1. Selection of Coaches

1. Coaches shall be appointed annually by the Program Directors and approved by the Board of Directors.
2. The Procedure for the selection of coaches shall be approved by the Board of Directors annually.
3. The maximum number of coaches per team will be two prior to the draft. Exceptions to this rule must be approved by the Board of Directors prior to the draft.
4. Coaches shall be responsible for the actions of their teams on the field.

ARTICLE VII. FINANCES

Section 1.

The Board of Directors shall decide all matters pertaining to the finances of SYFA.

Section 2.

All income of SYFA shall be placed in a common SYFA treasury and the Board of Directors shall direct the expenditures in such a manner as will give no individual or team an advantage over those in competition with such individual team.

Section 3.

The Board of Directors shall not permit the contribution of funds or property to individual teams, but shall solicit for SYFA, thereby discouraging favoritism among teams and to endeavor to equalize the benefits of SYFA.



Section 4.

The Board of Directors shall not permit the solicitation of funds or property in the name of SYFA unless all of the funds are placed in SYFA's treasury or all of the property becomes the sole possession of SYFA. Any solicitation of funds in the name of SYFA must receive prior approval by the Board of Directors.

Section 5.

The Board of Directors shall not permit the disbursement of SYFA funds for anything other than the conduct of SYFA activities or for initiatives which further the growth of football within the community.

Section 6.

No director, officer or member of SYFA shall receive, directly or indirectly, any salary or compensation from SYFA for services rendered as director, officer or member.

Section 7.

All money received shall be deposited to the credit of SYFA in a depository designated by the Board of Directors and all disbursements shall be made by check.

Section 8.

The Treasurer shall notify the Board of Directors of any payments in excess of \$1,000.

Section 9.

Payments made to Treasurer as reimbursement for any personal, out of pocket costs must be authorized by the Commissioner.

Section 10.

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

Section 11.

The Board of Directors shall strive to ensure that a minimum of one thousand dollars (\$1,000) remains in SYFA's treasury at season's end to provide money for the following season.

Section 12.

The Board of Directors may set a sponsorship fee each year applicable to any organization desiring sponsorship of an SYFA team. Sponsoring organizations may have their name and/or logo applied to the team's uniforms. No sponsorships will be solicited from organizations or businesses which promote the use of alcohol or tobacco products. An exception to this prohibition would be an organization of business which is multi-purpose in nature. In no case will the name and/or logo applied to the uniforms use the words bar, tavern or similar wording promoting alcohol. All wording and/or logos must receive prior approval before being applied to SYFA uniforms.



Section 13.

An annual audit of SYFA accounts will be made by the Commissioner/President and one other Board of Directors member, not to include the Treasurer.

ARTICLE VIII. GRIEVANCE PROCEDURE

Section 1.

Members of SYFA are urged to take precautions to prevent circumstances which may lead to grievances. Members should attempt to resolve grievances informally at the coaching level. When this method fails to resolve problems, grievances or protests shall be processed as hereinafter provided.

Step 1: A formal grievance shall be submitted in a timely fashion to the respective Program Director (3/4 or 5/6 level). The grievance shall be placed in writing setting forth the facts on which it is based, the provision or provisions allegedly violated, the individuals involved and the remedy requested. The Program Directors shall investigate the grievance or protest and inform the member of the findings within ten (10) days. A grievance not resolved in Step 1 may be appealed to Step 2 of the Grievance Procedure.

Step 2: If appealed, the grievance shall be presented to the Commissioner of SYFA. The Commissioner will place the grievance on the agenda of the next regularly scheduled Board meeting or initiate a special meeting. The grievance shall at that meeting be heard by the Board of Directors. The Board of Directors may invite those individuals involved in the grievance or protest to be given an opportunity to address the grievance. The Board of Directors shall answer the grievance or protest within seven (7) days and notify the complainant in writing, if complainant is not present at the Grievance hearing. It shall be the duty of the Secretary of SYFA to reply to all grievances considered by the Board of Directors.

Section 2.

Any Board of Directors member who is directly involved in the grievance (*e.g.* Board member is the parent/guardian of the player or is the coach involved in the grievance) may participate in the discussions at the Grievance hearing, but may not vote on the outcome.

Section 3.

No protest or grievance shall be considered on a decision involving a referee's judgment.

Section 4.

The decision of the Board of Directors shall be final and non-appealable.



ARTICLE IX. AMENDMENTS

Amendments to these Bylaws may be proposed by any Officer or Director of SYFA and may be discussed at any regular or special Board meeting. These Bylaws may be amended, repealed or altered in whole or in part by a two-thirds vote of the Board of Directors at any duly organized meeting provided notice of the proposed change is included in the notice of such meeting.

ARTICLE X. DISSOLUTION

In the event of dissolution of SYFA, the board of directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the nonprofit corporation to other nonprofit organizations based in Inver Grove Heights, Minnesota, for use on programs and activities that comport with the mission of SYFA. If this is not possible, the assets shall be distributed to ISD 199 for use by the school district on programs and activities that comport with the charitable and educational mission of SYFA.

The undersigned approved these Bylaws at a meeting of the Board of Directors of [Simley Youth Football Association \(SYFA\)](#) on March 13, 2016.

Jennifer Gustafson

Jennifer Gustafson, Commissioner