

**League Bylaws**  
**Northern Indiana Youth Football League (NIYFL)**  
*Adopted March, 2013*

**Article I: Purpose**

To teach and inspire youth in the basics of the sport of football through adult supervision; to always consider the safety of the athlete first and foremost; to practice the ideals of sportsmanship for athletes, coaches, and parents.

**Article II: Volunteers and Coaches**

**Section A:** Volunteer Background Checks – Prior to acting in any official capacity (commissioner, coach or parent board) on behalf of the NIYFL or its member areas, all volunteers must submit to a background check. The NIYFL will contract with USA Football endorsed vendors for this process and will do so at its own cost. If the volunteer’s background check is not approved by the league’s chosen vendor then the volunteer is not eligible to work with the NIYFL. The person may work with the vendor to learn what has disqualified him/her.

**Section B:** Coaches – All coaches must attend a league sponsored coaches clinic and have a new background check performed every season.

All first year coaches are considered probationary coaches and must be removed from that status by vote of the NIYFL Board at the conclusion of the season.

**Article III: Board of Directors**

**Section A:** Composition of the board - The management of the league shall be vested in the Board of Directors. The Board of Directors consists of a President, Vice Presidents for East and West, Secretary, Treasurer, Member At Large, Webmaster, Equipment Manager, Scheduler, and one (1) duly elected Area Commissioner from each member area.

**Section B:** Composition of the Executive Committee - (also known as Board Officers) These are the Board Members who are not duly elected Area Commissioners.

**Section C:** Term of Board Members - The Terms of the Board of Directors shall be for one year.

**Section D:** Function of Board Members by position -

**President** - The President shall be the Chief Executive Officer of the League. He or she shall preside at all meetings of the membership and/or Executive Committee of the Board of Directors of the League. He or she may call any special meeting of members and or the Board of Directors. He or she shall have, subject to approval of the Board of Directors, general charge of the business of the League, and shall execute with the Secretary, in the name of the League: all certificates of membership, contracts, litigation, policies, procedures, rules, regulations, and miscellaneous administrative paperwork, which have first been approved by the Board of Directors, to ensure the continued smooth operation of the League. The NIYFL shall follow Robert's Rules of Order, with the President being a non-voting position - unless there is a tie vote.

**Vice-President (East and West)** - The two (2) Vice Presidents shall assist the President in the duties required to supervise and support the areas assigned to them. In general there will be a Vice President assigned to the East and another to the West with each having an equal number of areas to oversee. Wawasee, Warsaw, Tippecanoe Valley, and Triton comprise the East. LaVille, Knox, Culver, and John Glenn comprise the West. Vice Presidents’ scope of duties do however extend to all areas of the NIYFL membership.

**Secretary** - The Secretary shall keep the minutes of all proceedings of the Board of Directors. The Secretary shall notify the members of the Board, at the request of the President: of special meetings, changes made by the Board, upcoming events, and other occasions as they arise. The Secretary will

keep a current list of the Board of Directors including phone numbers, as well as coaches during the official season. The Secretary will keep and update the Articles of Incorporation, Rules and Regulations, By-laws, Tax I.D. number, all contracts, litigation, Coaches application (currently called a coaches questionnaire), and other pertinent items as required which have first been approved by the Board of Directors. Paperwork generated through the league, such as special votes (including email/web votes), motions, game protests and appeals shall also be maintained by the Secretary, with the original or printed copy being maintained on file. The Secretary is accountable to the Board of Directors, and reports to the President of the League. At the direction of the President, the Secretary will assist the President as requested, in any area.

**Treasurer** - The Treasurer shall sign, in the name of the League, all checks for the expenditures authorized by the Board of Directors. He or she shall receive and deposit all funds of The League, in the bank selected by the Board of Directors. Funds shall be paid out only by check, which shall bear two signatures of members of the Board of Directors not residing in the same home, nor related to each other. The Treasurer shall provide a current profit and loss statement of the central League funds at each monthly league meeting, to account for receipts, disbursements, balances and investments. The Treasurer will be responsible for filing taxes as required. The Treasurer will keep on file the written profit/loss statements provided to him/her by each area represented in the league. The Treasurer will report at the monthly meetings any concerns regarding area expenditures. The Treasurer shall submit to an independent audit of the League books, at the direction of the Board of Directors, not less than once per year. The Treasurer shall perform all duties pertinent to the office of Treasurer, as required or requested by the Board of Directors and the President.

**Member-at-Large** - This is an advisory position to the Board of Directors. The Member-at-Large should have extensive knowledge of each position, and is a source of information for each position as well as providing continuity for the MCJFL as a whole. The Member-at-Large also attends coaches meetings, coaches/rules clinics and area meetings as requested. Discrepancies between existing game rules, league bylaws, or the league mission should be directed to this position for clarity and continuity. This position reports to the President of the MCJFL.

**Webmaster** - This position is responsible for the content, updates and administration of the league's web site. Duties include, but are not limited to, online registration, updating contact information for each area, maintaining The League's website, communicating technological needs and resources to the Board, and posting scores as reported by Area Commissioners weekly.

**Equipment Manager** - This position is in charge of distributing league provided equipment to the member areas, collecting area inventories as needed, coordinating equipment reconditioning, scheduling use of the Ozone Machine, working within the league's budget to replace/update/purchase new equipment, meet with and evaluate vendors and report to the Board any new items/changes in the equipment market.

**Scheduler** - The Scheduler will collect team rosters from each member area at an agreed upon date. From these rosters, accommodating field availability and reasonable requests, the Scheduler will create the season schedule for each area of play.

**Area Commissioner** - The Area Commissioner is the primary representative of his/her member area to the NIYFL Board. The Commissioner shall be duly elected annually by the member area but may serve unlimited annual terms. Responsibilities include, but are not limited to; all required reporting to the NIYFL Board in a timely fashion; communicating the rules, regulations, and operating by-laws of the NIYFL to the member area; overseeing parent groups, advisory boards, coaches, volunteers, and finances in the member area; attempt to develop a relationship with the member area's high school program to position the NIYFL member area as the primary feeder program in its community. The Area Commissioner is expected to be organized, a good communicator, and someone who will take seriously the time commitment this position demands. The Commissioner is expected to represent his/her area at

ALL NIYFL events and gatherings. In the event the Commissioner is unable to attend a function he/she must authorize a proxy to act on behalf of the member area for that function.

#### **Article IV: Board Meetings**

**Section A:** Annual Meeting - The annual meeting of the League shall be held in December for the election of the President, two (2) Vice-Presidents, Secretary, Treasurer, Scheduler, Equipment Manager, Web Master and one (1) Member-at-Large. Their respective elected terms begin in January and last until the following December. Commissioners are to be elected by their area at the end of each season by a majority vote. Coaches are presented to the Board for approval by the area commissioner, usually in January. First year coaches are on a one (1) year probation.

**Section B:** Quorum - Two-thirds (2/3) of the Board of Directors shall constitute a quorum at all Board of Director meetings.

**Section C:** Robert's Rules of Order - Shall be followed in the conduct of all meetings of The League or its Board of Directors.

**Section D:** Amendments - Amendments to the bylaws shall be by two-thirds (2/3) vote of the Board of Directors at a Board meeting.

#### **Article V: Area Advisory Board or Parent Groups**

A Parent's Group shall be organized to aid the member area in the funding, promotion, execution and conduct of the member area's league approved programs. The Parent's Group shall be self-governing, selecting such officers, directors or chairpersons as are from time to time, found necessary. They may collect dues, schedule meetings and program according to the will of their membership. The Parent's Group shall however, obtain prior approval of the Board of Directors of the League before any fund-raising project.

#### **Article VI: Cheerleading**

Each member area may choose whether or not it will offer a cheerleading program. If the area so chooses, said cheer program will be considered part of the area's football program. All rules, regulations, and bylaws pertaining to the football program will be applied to the cheer program. The area commissioner is responsible for the cheer program to the NIYFL.

#### **Article VII: Financial Responsibility**

It is the responsibility of the Treasurer of the NIYFL to maintain complete financial records for the NIYFL as well as oversee each area's financial records. It is the responsibility of each Commissioner to maintain complete financial records for their area. It is the responsibility of every elected Board Member to question and hold accountable those who are in charge of finances.

**Section A:** NIYFL - The Treasurer of the NIYFL will keep current all financial records, compile reports, collect area bank statements, collect P&L statements, and review area records as required or requested by the MCJFL Board.

1. Signature Cards will be kept up-to-date with a minimum of three (3) active Board members as signatories.
2. Bank statements from all member areas will be collected monthly and entered in the league's records.
3. Each month the Treasurer will present to the Board a written monthly statement including all MCJFL debits, credits, and account balances.
4. Financial records are to be provided to any individual upon request.
5. Taxes will be filed through and independent accountant. It is the responsibility of the Treasurer to provide all required documentation to the accountant.

6. Two (2) signatures (by unrelated individuals not residing at the same address) are required on all league checks.
7. No cash is to be kept by the Treasurer unless approved by the Board.
8. The President is to present a budget for approval to the Board each year.
9. The President, or the President's designee, has the authority to pursue and investigate financial discrepancies.

**Section B:** Member Areas - The area Commissioner is responsible and accountable for maintaining all financial records for their area. They may appoint a designee to record and prepare records or reports of income and expenses.

1. The area Commissioner is to establish a bank account using the NIYFL's tax ID #. The account may be opened with any accredited and insured institution.
2. Signature cards will be kept up-to-date, with a minimum of three (3) active coaches, parent group members or NIYFL Board members as signatories.
3. Payments are to be made by check whenever possible with two(2) signatures (of unrelated individuals not residing in the same house) on the check. The memo field should indicate the nature of the expense.
4. Cash may be kept by member areas for fundraising, concessions, and registrations. Whenever cash is used it is to be counted by two (2) individuals at the beginning and end of the day at minimum. A separate account book is to be kept for recording cash with deposits and payments of cash recorded therein. Cash receipts are to be kept with the cash book. No cash is to be kept by areas in the offseason except for fundraising and registration. Cash may be used to pay for referees providing this expenditure is noted and signed for by the recipient in the cash book.
5. A copy of the registration form, indicating how the player's registration fee was paid is to be kept on file. A report of all registration fees is to be reported to The League prior to the first game which includes: Total number of registered players, number of paid in full registrants and total collected, total number of reduced fee registrations such as siblings or partial scholarships and total collected, and lastly the total number of free registrants (Frequently referred to as "scholarship"). A check for the full amount contained in this report is due and payable to The League no later than the November League meeting.
6. Bank statements are to be provided to the Treasurer of the NIYFL at each monthly meeting. Bank statements are to be reconciled monthly by each area.
7. Each Area Commissioner is to prepare and provide a Profit and Loss Statement (commonly referred to as a "P&L") to be submitted to the Treasurer at the March monthly League meeting for the previous year.
8. Financial records of all areas are open to anyone upon request.
9. Area expenses greater than \$400 require prior approval by the Board. Approval may be given electronically. Approval is by a simple majority vote.
10. Certain incurred expenses may be subject to reimbursement by The League to the Member Area if approved by prior vote.
11. Area financial records are to be reviewed by the NIYFL Treasurer at least annually.
12. The President, or the President's designee, has the authority to pursue and investigate financial discrepancies. Such discrepancies will be brought before the Board, and if deemed credible will be prosecuted to the full extent of the law.
13. If an area decides to leave the NIYFL, the area is to present a final P&L to the Board along with a check which closes its NIYFL account, along with NIYFL football equipment. The area may then petition the Board for the return of money and equipment.
14. Warsaw Young Tigers may operate under their own 501(c)3 providing they maintain all

the requirements to have a 501(c)3 under the IRS rules of “operating a charitable organization”. All other NIYFL rules continue to apply. Warsaw Young Tigers is to pay the NIYFL an amount equivalent to 22% of the current NIYFL registration fee for each Young Tiger player each year.

**Section C: Area and NIYFL Expenses**

**League :**

**Player Equipment** - Helmet, shoulder pads, black pants with pads, and one (1) mouthpiece

**Practice Needs** - Tackling dummies (1/team) and Hand shields (1/team)

**Game Needs** - 1 IHSAA Official per game, Kicking Tee (1/team), PAT Block (1/team), Mox Box (1/level)

**Misc. Needs** - League insurance, accounting, printing, etc.

**Advertising** - Web site

**Member Area:**

**Player Equipment** - T-shirts w/MCJFL logo, decals for helmets, game pants & jerseys, game & practice jerseys, extra mouthpieces

**Practice Needs** - Practice equipment not listed (i.e. ropes, sleds, tires, etc), footballs

**Game Needs** - Supporting referees, concession supplies, First Responders, etc.

**Misc. Needs** - End of season awards/trophies, spirit wear, area banquet/parties

**Advertising** - Any advertising other than web site.

**Reminder:** *All area purchases over \$400 require prior board approval.*