

**Constitution and By-Laws of
The American Fork Caveman Youth Football
A District of the Utah County Football Conference**

ARTICLE I – NAME

This organization shall be known as American Fork Caveman Youth Football. The American Fork High School boundaries comprise the boundaries of this organization. The organization shall also be referred to as Caveman Youth Football or CYF. The Official Web Site, which contains official documents and official statements, is www.cavemanyouthfootball.com. Caveman Youth Football is an official district of the Utah County Football Conference, a Utah non-profit corporation.

ARTICLE II – INTERPRETATION AND DEFINITIONS

In these bylaws, unless the context otherwise requires:

- “Directors” means the five officers named by position in Article VI.
- “District President” is the chief officer and District President for the CYF
- “Board of Directors” means the duly elected directors who make up the “board” described in Art. VI.
- “Head Coach” means the formally board appointed Head Coach of a football team.
- “Working Board” means the directors, the cheerleading manager, the participants ombudsman and all currently appointed head coaches.
- “Year” means the 12 month period starting February 1st to January 31st.
- “The letters AF shall represent American Fork.
- “Member” means any coach of a team, parent, or guardian of a child participating in CYF, participant, or a person elected to or appointed by the Board of Directors that is in good standing.
- “participant” means young person who is a member of a football team or cheer squad.
- “the district” the American Fork High School District of the Utah County Football Conference.
- “a quorum” is one-half the members rounded to the next higher whole number.
- “a meeting” a gathering of members who are either physically present or on continuous and uninterrupted two way telephone conference.
- The UCFC is the Utah County Football Conference. The Official website: www.theucfc.com

ARTICLE III – OBJECTIVES

- A. The objective of CYF is to implant firmly in the young people of the local community, ideals of good sportsmanship, teamwork, honesty, loyalty, courage and safety. We expect participants will become healthy, productive and responsible men and women through participation;
- B. To provide the pleasure and fun of competitive tackle football and cheerleading to youth in the local community;
- C. To teach young people the basic fundamentals of tackle football and cheerleading commensurate to their ages and ability;
- D. To provide young people in the local community the opportunity to interact with responsible, caring adults in a positive, supportive atmosphere of competitive sports;
- E. To provide a safe, fun and rewarding opportunity for all young people desiring to play football and cheerleading regardless of their ability level, social status, race, background or economic level. Every participant deserves the opportunity to play and cheer on a “level playing field”;

- F. To achieve our objectives by providing supervised athletic events, the supervisor of the event shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of future men and women of prime importance.
- G. Raise money through fees and other activities which are necessary and to purchase the necessary equipment, and in general to achieve the purposes of CYF.
- H. To acquire by gift, lease, purchase, or otherwise, personal, real, or mixed property necessary for the uses and purposes of CYF and to sell, lease, or dispose of the same for the uses and purposes for which CYF is formed.

ARTICLE IV – BASIC POLICIES

The following are basic policies of the association:

- A. No part of the net earnings of this association shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons except this association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.
- B. Notwithstanding any other provision of these articles, this association shall not carry on any other activities not outlined in section one.
- C. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of this association, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(7) of the Internal Revenue Code. Caveman Youth Football shall be governed by the constitution as set forth below and ratified by a majority of district members in attendance at the initial ratifying meeting and each year at the annual meeting.
- D. This constitution and its bylaws may be amended by 2/3 majority vote of the Board of Directors and presented for ratification at the annual meeting or a unanimous vote at any time by the Working Board, a quorum being present.

ARTICLE V – MEMBERSHIP

- A. Membership in this association shall be made available without regard to race, color, creed, national origin or gender to any individual who subscribes to the objectives and basic policies of this association.
- B. A young person becomes a participant by meeting the requirements as to age and residence set forth in the rules of the CYF and the UCFC and shall be eligible for participation and membership in CYF.
- C. A member is any registered person actively interested in furthering the objectives of Caveman Youth Football that resides within CYF boundaries and had submitted an approved volunteer application to the Board of Directors.
- D. District boundaries correspond to Alpine School District's current boundaries for American Fork High School and available at the Alpine District Office or their web site.
- E. Only registered members in good standing in CYF may participate in any district administrative capacity or elections.
- F. Registration for participation or membership is not complete until any required registration fee is paid. Registration fees shall be determined by the Board of Directors, and must be paid for or otherwise arranged for before tryouts, drafts and practices are held. This also applies to returning players.
- G. Under no circumstance shall a participant play in a game before the appropriate fees have been paid or otherwise arranged for.

- H. The District President shall have sole responsibility in decisions regarding the wavier of fees because of hardship on the family for participant to play in the district. This matter shall be kept in strict confidence.
- I. Annual equipment deposits if required and fees for membership shall be payable at the time of registration. The amount of the fees shall be determined annually by the Board of Directors.
- J. A copy of the CYF constitution and by-laws will be available upon request for a nominal charge and available online at www.cavemanyouthfootball.com.

ARTICLE VI – GOVERNMENT

- A. The Board of Directors shall govern Caveman Youth Football.
- B. The Board of Directors shall be composed of six directors elected by members in good standing. The elected directors shall consist of the following positions.
 - a. District President
 - b. Vice District President
 - c. Vice District President
 - d. Equipment Manager
 - e. Secretary/Treasurer
 - f. Field Manager
- C. The Board of Directors shall have the authority to vote on matters concerning CYF by a majority vote of the board members, a quorum present at a properly called meeting. In the event of a tie vote of the board of directors, a quorum present at a properly called meeting, the participant’s ombudsman may cast a tie breaking vote.
- D. The District President shall serve as chairman of the Board of Directors and the Working Board.
- E. The Working Board shall consist of the Board of Directors, a cheerleading manager, the participant’s ombudsman and all currently appointed head coaches.
- F. The Board of Directors shall appoint all head coaches and approve all assistant coaches, managers or other volunteers who have direct contact with the youth members by majority vote.
- G. A quorum of the Board of Directors shall consist of majority of the active board members.
- H. Working board members, excluding the Board of Directors, do not have a vote, except as provided for specifically in these by-laws.
- I. District President and secretary/treasurer cannot be members of the same common household.

ARTICLE VII: Board of Directors, Elections and Removal

- A. Each officer or director shall be the parent or guardian of a child participating in the association.
- B. To insure independent votes, officers or directors shall not be related to each other by blood or marriage.
- C. Nominations. No later than January 1st, the secretary/treasurer of the Board of Directors will recommend to the Board of Directors, the names of working board members to serve on a nominating committee. The nominating committee will consist of three to five (3-5) people. The role of the nominating committee is to solicit applicants for election to the Board of Directors and Working Board members from the general membership. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to an office.
- D. Election of the Board of Directors will be held at a general membership meeting in January on or near the day the Super Bowl is played. The term of office of the Directors will run from February

1st, to the following January 31st. Each position will be voted upon individually and requires a simple majority of the voting members present to elect a person to the Board of Directors.

- a. Term limits for Directors are as follows:
 - b. District President - two (2) years
 - c. 2 Vice Presidents - one (1) year
 - d. Equipment Manager - one (1) year
 - e. Secretary/Treasurer - two (2) years
- E. Elected Working Board Members are:
- a. Participants Ombudsman - one (1) year
 - b. Cheerleading Manager – one (1) year
- F. An officer or director may serve a second consecutive term if nominated and elected by the members. A person shall not serve more than two consecutive terms in the same office. (Anyone who has served more than one-half of a term shall be credited with having served that term.) A person shall hold no more than one elected position at a time.
- G. If any Director, Board Member or appointee fails to attend three (3) consecutive meetings without adequate reason or fails to perform the general duties of his office, the members of the Board of Directors shall meet, and having notified all members of the Working Board as to the action, declare the office or position vacant with a majority vote of the Board of Directors.
- H. Vacancies: If an office remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by a majority vote of the new Board of Directors. Any future vacancy occurring in any office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors, all members of the Working Board having been notified.
- I. Any Director may be removed by a two-thirds vote of the Working Board if the following procedure is followed. 1) A notice is mailed to all current Working Board members via first class mail, 14 days in advance of such meeting, clearly stating the proposed action. 2) A quorum of current Working Board members be present. 3) A vote taken by ballot. Thirty days must lapse before any subsequent director may be removed.

ARTICLE VIII – DUTIES OF THE BOARD AND WORKING BOARD

The duties of the Board of Directors shall be to:

- A. Transact necessary business as may be referred to it by the association, such as conducting registrations, collecting physicals, fees and deposits; Approve an annual budget by majority vote of the Board, to be made available to all members; Fill vacancies in offices; Select an auditor or an auditing committee to audit the treasurer's accounts; Require all checks to have two (2) signatures; Hold meetings as necessary to accomplish association business.
- B. The secretary shall notify Board of Directors members one week in advance of the meetings. All meetings shall be open to all members in good standing.
- C. The Board of Directors shall meet as soon as the officers have been duly elected for the purpose of formulating tentative plans for their term of office.

- D. Regular meetings of the Board of Directors shall be held during the football season. Special meetings of the committee may be called by the District President or by a majority of the members of the committee, all members of the committee having been notified.

ARTICLE IX – DUTIES OF THE OFFICES

A. District President:

- a. Shall be the executor of decisions made by the Board of Directors.
- b. Shall be the chief executive officer of the district, (subject to the control of the remaining members of the Board of Directors) and shall have general responsibility and supervision of the affairs of CYF.
- c. Shall act as a member of all standing committees.
- d. Represent, or appoint representation for the district organization at the UCFC or other national or other football programs of which CYF be associated.
- e. Presides at all meetings of the Board of Directors and shall be primarily responsible for executing such policies and procedures that may from time to time be established by the Board of Directors.
- f. Shall (with the assistance of the Treasurer) prepare and submit an annual budget to the Board of Directors for its approval and be responsible for the proper execution thereof.
- g. Oversees procurement of all CYF equipment and other items.
- h. Assure that all necessary permits are attained to allow the efficient operation of the district organization.
- i. Along with the District Vice Presidents, organize and preside over the tryouts, draft and selection of teams for the district and for all post season play.
- j. Along with the District Vice Presidents with guidance from the coach selection committee, appoint head coaches and approve all other coaches and assistants.
- k. Transact necessary business as may be referred to it by the association, such as conducting registration, collecting physicals, fees and deposits;
- l. Approve an annual budget by simple majority, with all officers present, to be made available to all members;
- m. Fill temporary vacancies in offices;
- n. Select an auditor or an auditing committee to audit the treasurer's accounts;
- o. Require all checks to have two (2) signatures;
- p. Hold meetings as necessary to accomplish association business. The secretary shall notify Board of Directors members one week in advance of the meetings. All meetings shall be open to the general membership who have a right to deliberate and advise but not a right to vote.

B. District Vice Presidents:

- a. Shall reside within American Fork High School boundaries.
- b. Supervise and be responsible for the administration and functioning of teams. Advise the board of problems or matters requiring attention which affect these items.
- c. Perform other duties as assigned by the District President. In absence of higher authority, he shall assume the duties of the District President as required.

C. Secretary/ Treasurer:

- a. Be responsible for recording the activities of the district organization and maintaining appropriate files, mailing lists and necessary records.

- b. Maintain a mailing, telephone and email list of the members of the Board of Directors, Working Board members and all general members.
- c. Give notice, keep the minutes, maintain records and conduct such correspondence as may be required of all Board of Director and committee meetings of CYF.
- d. Shall be responsible to make players and parents aware of registration, tryouts, schedule changes, and other applicable information the District President or the boards deems necessary.
- e. Shall be the chief financial officer and the chief accounting officer of the district organization.
- f. Shall be in charge of the district organization's financial affairs and shall safeguard all funds, securities, and valuable papers and keep full and accurate records thereof.
- g. Report on the financial affairs at each meeting of the Board of Directors.
- h. Assist the District President in the preparation of an annual budget for submission to the Board of Directors.
- i. Receive all monies and securities and deposit these funds in a depository approved by the Board of Directors.
- j. Perform other duties and powers as may be delegated by the District President.

D. Equipment Manager:

- a. Shall be in charge of all equipment.
- b. Report to the Board when additional equipment is needed.
- c. Keep records of equipment distribution and see that all equipment is returned or collected.

E. Field Manager

- a. Shall secure and manage all fields in American Fork used by CYF.
- b. Supervise and assure all field marking, striping, field equipment.
- c. Assign, supervise and receive reports from CYF/UCFC assigned field representatives.

F. Participants Ombudsman.

- a. Will receive investigate reported complaints, summarize complaints to the Board, report findings, and help achieve equitable settlement or resolution.
- b. Convene with the Board for any disciplinary action, representing the member or participant.
- c. In the event of a tie vote of the board of directors, a quorum present at a properly called meeting, cast a tie breaking vote.

G. Cheer Director

- a. Is the elected or appoint cheerleading manager for the cheerleading associated with CYF
- b. Maintain communication between the football organization and the cheer organization
- c. Manage and account for funds raised at football games.

ARTICLE X – COACH SELECTION, DISMISSAL AND RULES.

A. Each year, coaches will be selected by the Board of Directors and coach selection committee with the following objectives in mind:

- a. Is he 21 years or older?
- b. Does he possess the character, temperament and philosophy inline with CYF?
- c. Does he have time to spend with the team?
- d. Does he have a specific team in mind?
- e. Does he have team interests in mind?
- f. Is he willing to treat each player fairly in keeping CYF objectives in mind?
- g. Parents of CYF members will be given precedence over other applicants, if given equal qualifications.

- h. The Board of Directors reserves the right to appoint whomever they feel can best further the interests of the district, the team and participants involved, and thereby refuse applicants without cause.
- B. Managers, coaches, board members, or other volunteers who fail to follow district policies may, by a majority vote of the Board of Directors, be given one letter of reprimand with a second offense constituting grounds for immediate dismissal and replacement. The Board of Directors reserves the right to dismiss or suspend without the aforementioned letter of reprimand depending upon the offense, such as criminal offense.
- C. The official by-laws and playing rules of the UCFC as published by The UCFC shall be binding on the AF Caveman Youth Football District.

ARTICLE XI – MEETINGS

- A. CYF Meetings
 - a. The District President will conduct and officiate in CYF meetings and a Secretary will keep minutes. If a secretary is not available then one of the other board members in attendance will keep minutes.
 - b. Unless otherwise required, a quorum of at least one-half of the elected board of directors or three quarters of the members of the working board must be present a meeting to be valid and binding votes taken.
 - c. An annual parents meeting will be held prior to tryouts and practice.
 - d. Closing Ceremonies to be held as close to end of season as feasible.
 - e. Meetings regarding policy creation, amendment to the constitution or bylaws, or major financial decisions (exceeding \$300) may be called under the District President’s direction with 72 hours notice.
 - f. Emergency meetings may be called by the District President or District Vice Presidents that includes all available board members. A quorum is not required.

ARTICLE XII – FINANCIAL POLICY

- A. The Board of Directors shall decide all matters pertaining to the finances of the district treasury account and it shall be the policy to place all income in a common district checking account, directing the expenditures of same in such a manner as to give no individual or team any advantage over others as to equipment, uniforms, game times, etc.
- B. The Board of Directors shall discourage the contribution of funds to individuals or teams and solicit all funds for the common treasury of CYF.
- C. No purchases are to be made without prior approval of the Board of Directors. Any purchase made without approval is subject to cancellation or payment to be made by the individual purchasing items.
- D. The District President may authorize minor expenditures (under \$50) without board approval.
- E. An annual financial report will be presented to the board in writing at the close of the season and beginning of each season.

ARTICLE XIII – MEMEBER MISCONDUCT

- D. Any Board member, including working board members, upon evidence of the misconduct of any participant or member in the district, shall within 48 hours, notify the Board of Directors, the participant’s head coach for which participant is a member, or the team Head Coach or Manager for which the adult member has a child participating.

- a. Said Adult shall appear, or in the case of a participant, the Coach of the participant shall appear in the capacity of an advisor with the participant before at least 3 appointed members of the Board of Directors, to include the player ombudsman, within three days of the notification of the player ombudsman the Head Coach or Manager for disciplinary action. Said disciplinary action may consist of:
 - i. Dismissal of all charges of misconduct.
 - ii. Warning with written terms for continuation.
 - iii. Probation with or without a term of suspension from CYF activities.
 - iv. Expulsion from CYF activities.
- b. If the disciplinary action results in a probation or expulsion, that member or participant placed in “not good standing” must comply with the terms of probation or expulsion before that member can be voted back into “good standing” by a majority vote of the Board of Directors.

ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern CYF in all cases in which they are applicable and in which they are not in conflict with these bylaws. An online version can be found at <http://www.rulesonline.com/>

ARTICLE XV – FISCAL YEAR FOR FINANCIAL REPORTING

- A. The fiscal year of the district shall begin February 1st and end January 31st.

ARTICLE XVI – DISOLUTION

Before this association can be dissolved, these procedures shall be followed, including: a. Members must be notified at least via first class US postal mail 14 days prior to the date of such meeting and invited to attend to consider this action; b. Approval of dissolution of this association shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

Approval to amended by-laws before the members, board members and working board members present at _____ Date:

Initial Approval before the members, board members and working board members present at Rotary Park, July 29th, 2005.