

Ephrata Youth Football By-Laws

Article I: Name and Purpose

Section 1.1: The name of this non-profit organization shall be named Ephrata Youth Football (hereinafter called EYF).

Section 1.2: The Corporation shall be located in the state of Pennsylvania, city of Ephrata.

Section 1.3: The official mailing address of the corporation is PO Box 255 Ephrata, PA 17522.

Section 1.4: All teams formed within the organization will be known as the "Ephrata Mounts".

Section 1.5: The mission of Ephrata Youth Football is to create and sustain an organization that delivers a safe, fun and competitive program to promote future success for football in Ephrata.

Article II: Non-Profit Organization

Section 2.1: The Corporation shall be served by its members in accordance with the requirements of the applicable law of the State of Pennsylvania relating to non-profit corporations and in such a manner as shall be consistent with the requirements for maintaining tax exempt status of the Corporation pursuant to Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or any succeeding statute or governing regulation.

Article III: Election of Board of Directors and Non-Voting Members

Section 3.1: The initial Board of Directors and all Non-Voting members will be named by the committee who acted in forming the Ephrata Youth Football Organization. Future elections to the Board will be conducted annually.

Section 3.2: Election of Board of Directors.

- a. Persons interested in being appointed to the Board of Directors should submit their names to any one of the presiding Board of Directors. Submission may be done through email or being present at a monthly board meeting.
- b. All nominees for open Board of Director positions shall be revealed at a regularly scheduled board meeting.
- c. No name shall be nominated without consent of the nominee.
- d. Incumbent Board Members and/or Non-Voting Committee Members who have expressed their willingness to remain in their position and are not opposed by a nominee will sustain their role until (1) that person chooses to resign (2) a nominee at a future election wins a majority vote that would overtake their position.
- e. Election will be by majority vote of the Board of Directors.
- f. In the event of only one person being nominated for a position and majority vote of the Board of Directors, a position may be filled by acclamation.

Ephrata Youth Football By-Laws

- g. In the event of a Board of Director or Committee member resignation prior to an election, a special election will be held by the Board of Directors. Nominees will be accepted at the next Board meeting following the resignation and voting may be conducted during that same meeting. A majority vote by the Board of Directors will be required.

Article IV: Committee Members

Section 4.1: Board of Directors.

- a. The Board of Directors shall be the governing body of the Corporation.
- b. Members of the Board shall be elected at the annual meeting.
- c. The Board shall be comprised of no less than (5) members.
- d. The Board shall include a President, Vice President, Secretary, Fields/Equipment Coordinator, and Football Liaison.

Section 4.2: Board of Directors Duties and Responsibilities.

- a. **President:** The President will be the Chief Executive Officer of the Corporation and will preside at all Board meetings. He/She shall execute in the name of the Corporation all contracts, evidences of indebtedness, and other instruments authorized by the Board of Directors. He/She shall ensure that business is conducted in a timely manner. The President shall be authorized to sign checks for cash disbursements from the corporation's checking account. The President's primary duties include but are not limited to:
 - 1. Enforcing the Corporations By-Laws.
 - 2. Assigning duties to Board of Directors or volunteer members and ensuring completion in a timely fashion.
 - 3. Attending or assigning an attendant to all official league meetings.
 - 4. Distributing an agenda for all meetings..
 - 5. Promote public relations and work with local public news affiliates to provide news and information to the public.
- b. **Vice-President:** The Vice President shall act on behalf of the President during his/her absence and shall assume all authority and responsibility associated with the position of President. The Vice President shall be authorized to sign checks for cash disbursement from the Corporation's checking account. Primary duties shall include but are not limited to:
 - 1. Ensuring the club has the required number of members and committees to serve the day to day operation of the corporation.
 - 2. Advising the President and serving in his/her absence at Board Meetings.
- c. **Secretary:** The Secretary shall record and maintain the minutes of all meetings of the Board of Directors. Primary Duties shall include but are not limited to:
 - 1. Presenting minutes from previous meetings to be reviewed and approved by the Board of Directors.

Ephrata Youth Football By-Laws

- d. **Field/Equipment Coordinator:** The Equipment/Fields Coordinator will responsible for maintaining the necessary equipment, uniforms, and sports apparel and ensuring authorization for the use of all athletic fields.
 - 1. Maintain inventory of all equipment and organize the proper storage equipment in the off season.
 - 2. Organize and establish dates for the distribution of equipment prior to the athletic season.
 - 3. Submit bid proposals to the Board of Directors for replacement or purchase of new equipment and EYF sports apparel.
 - 4. Submit annual requests to appropriate organizations for use of fields.
 - 5. Recruiting assistants to ensure all duties are completed in an efficient and timely manner.
- e. **Football Liaison:** This position will ensure that the EYF organization is working in conjunction with the philosophies and direction of Ephrata High School and Junior High Football programs.
 - 1. Be present at all Board meetings to provide input on the direction and the philosophies of the School Coaching staffs.
 - 2. Actively participate in the committee established for the selection of all EYF Head Football coaches.
 - 3. Develop and provide education information, clinics, and seminars to all EYF coaches to ensure continuing education to inexperienced coaches and ensure continuity in philosophies of the football program.

Section 4.3: Non-Voting Committee Members Duties and Responsibilities.

- a. **Treasurer:** The treasurer shall maintain the accounting records and make all necessary payments from the Corporation's checking account. Primary Duties shall include but are not limited to:
 - 1. Reviewing all bank statements for accuracy and preparing monthly bank reconciliations for all cash accounts.
 - 2. Collecting, counting, and depositing all corporate funds.
 - 3. Maintaining all receipts and records.
 - 4. Preparing or providing necessary information for the filing of annual tax returns.
 - 5. Reporting the financial status at Board meetings and providing an annual end of year financial statement to the Board of Directors.
- b. **Coaches Selection:** Board of Directors shall appoint the EYF Head Coaches and oversee that coaches are meeting the goals and objectives established by the EYF Board of Directors.
- c. **IT Coordinator:** This person will be responsible for developing and maintaining the corporate website that allows proper distribution and communication of information to the EYF community of parents and players. Responsibilities shall include but not be limited to:

Ephrata Youth Football By-Laws

1. Development and maintenance of a visually appealing and informative corporate website that will allow coaches, parents, and players to communicate and informed of upcoming events.
 2. Create and maintain a link on the corporate website that will allow for online player registration.
 3. Provide information to coaches on the use of the website for necessary communication with players, parents, and the EYF community.
- d. **Registration Coordinator:** This person will be responsible for organizing, advertising and executing player registration. Tracking of player payment and assembly of team rosters will also be the responsibility of the registration coordinator.
- e. **Game Day Coordinator:** The Game Day Coordinator will be responsible for identifying and scheduling of volunteers to execute the functions of a home game: Those positions are as follows:
1. Chain gang – minimum of (3) volunteers for each game level D-A.
 2. Public Announcer – person who will provide commentary and announce names of players and halftime cheerleading teams.
 3. Gate Staff – responsible for monitoring the entrance gate, promoting the sale of EYF apparel and collectibles, and providing copies of the game day flyer.
 4. Enforcing EASD and War Memorial Association rules
 5. Ensuring payment to game officials
- f. **Fundraising and Sponsorship Coordinator:** The Fundraising Coordinator will hold the responsibility of soliciting sponsors and conducting fundraising events as deemed necessary to provide the necessary funding to meet the requirements of the organization.
- g. **Player Safety Coordinator:** The safety coordinator will be responsible for ensuring that all coaches have submitted all of their required background clearances and safety course certificates. The coordinator will maintain an electronic file and/or a paper file that will easily accessible should these documents be requested.
- h. **Committees and Volunteer Positions:** The Board shall appoint and/or discontinue committees and other volunteer positions as necessary to provide advisory and support services to the Board.

Article V: Board of Directors Meetings and Voting

Section 5.1: Meetings.

- a. The Board of Directors shall meet as deemed necessary in order to efficiently and effectively conduct the business of EYF. The President shall be responsible for establishing meeting dates and times and ensuring that meeting notices are conveyed to all members.
- b. Roberts Rules of Order will govern all meetings to ensure that meetings remain in order.

Section 5.2: Voting.

Ephrata Youth Football By-Laws

- a. Each voting Board member in good standing will have one vote in all business matters.
- b. All motions submitted for vote must win by a majority vote.
- c. At the Presidents discretion a motion may be submitted via email to all Board of Directors for voting. In order for a motion to pass outside a scheduled meeting all (5) Board of Directors must respond via email with a Yea or Nay vote to ensure that the business was properly conveyed to all Board of Directors. In the event a motion is passed outside of a scheduled meeting, the Secretary must announce the business matter and vote at the next scheduled meeting so that the decision may be recorded in the minutes.
- d. A quorum of a meeting of the Board of Directors will be (3) members.
- e. Voting Board Members are expected to attend all meetings. Should a Board Member have (3) absences in a calendar year the remaining Board has the right to terminate that member's position. The person(s) involved must be notified in writing that the Board is planning to take action.

ArticleVI: Terms of Office

Section 6.1: Terms.

- a. The term of office for all Board members shall be 3 years. Beginning Jan 1 and ending Dec 31 of the 3rd year.
- b. The terms of board members shall rotate so that no more than one half (1/2) of the entire Board of Directors shall be elected at one time (Initial board members will have terms of 1, 2 or 3 years so that the re-election cycle will be staggered). Initial terms will be as follows:
 - 1. Secretary; January 1, 2015 – December 31, 2015
 - 2. President, Football Liaison; January 1, 2015 – December 31, 2016
 - 3. Vice President, Field/Equipment Coordinator; January 1, 2015 - December 31, 2017
- c. At the conclusion of a board members term, if not re-elected, he/she shall act as a consultant for up to one year.
- d. The term of office for all Non-Voting Committee members shall be 1 year beginning Jan 1 and ending Dec 31 each year.

ArticleVII: Finance

Section 7.1: **Period:** the fiscal period of the Corporation shall be on a calendar year.

Section 7.2: **Financial Institutions:** The Board shall select all financial institutions.

Section 7.3: **Disbursement of Funds:** The Board of Directors shall approve all disbursements of funds. Any club member who uses personal funds for payment of goods or services deemed necessary for the organization shall (1) receive prior approval of the Board for these expenditures (2) provide purchase receipts for the goods or services rendered (3) provide documentation that shows proof of payment.

Section 7.4: **Fundraising:** Any fundraising by members of a team within the organization or fundraising events using the EYF name must be approved by the Board of Directors prior to solicitation.

Ephrata Youth Football By-Laws

Section 7.5: **Registration Fees/Late Fees/Refunds:** All topics pertaining to the collection of funds for player registration, issuance of late fees for late registrants, and refunds of registrants shall be discussed annually. All fees and refund policies shall be recorded in the minutes of the meeting that discussion occurs and any changes to these fees or policies shall be updated on the corporate website and notice made to the EYF community.

Article VIII: Coaches

Section 8.1: The Head Coaches of each team (D-A) will be selected by the Board of Directors.

Section 8.2: The Head Coaches may be required to submit an application to the Board of Directors. Qualified applicants may be invited to an interview.

Section 8.3: Once appointed, Head coaches will be permitted to choose and name their assistant coaches, however, all assistant coaches are subject to a review by the Board of Directors.

Section 8.4 All coaches will be required to submit background clearance forms pursuant to criminal history and child abuse history. Head coaches will be required to submit the (3) background clearances as defined by Act 34, Act 73 and Act 114 of the Commonwealth of Pennsylvania. Assistant coaches will be required to submit (2) background clearances as defined by Act 34 and Act 73 of the Commonwealth of Pennsylvania Dept. of Education. Background clearances will remain effective as mandated by the Commonwealth of PA Act 153. A coach with a clearance that has a record of child abuse will not be permitted to coach within the organization. It will be at the discretion of the board of directors to permit a coach with a record, other than child abuse on their clearances to coach within the organization.

Section 8.5: All coaches must complete a course developed by the NFHS regarding concussions and cardiac arrest. A certificate showing completion of the course "Concussion Wise" and "Cardiac Wise" must be submitted annually by all coaches prior to their involvement with players.

Section 8.7: All Coaches will be asked to player clinics, instructional seminars and coaches meetings in an effort to promote the concept of a coach's community and allow for continuity of coaching within the program.

Section 8.8: All coaches will be required to review and sign the Player/Parent Handbook prior to the first practice. This handbook will provide parents and players the policies regarding attendance, player and parent conduct, disciplines for violations of policies and game playing time.

Section 8.9: Head coaches will be provided with the league Bylaws and all coaches are to conduct themselves in accordance with the League Bylaws and within the guidelines of a Coaches Code of Ethics as follows:

- a. To address all athletes in a positive manner and physical or verbal abuse will not be tolerated.
- b. Shall not attend any practices or games while under the influence of any controlled substance or alcohol.
- c. Shall refrain from using tobacco products while in the presence of his/her team.
- d. Profanity shall not be used.

Section 8.10: If at any time before, during, or after the season the Board of Directors determines that a coach is not acting in the best interest of the organization, the board can by majority vote, have that

Ephrata Youth Football By-Laws

coach removed from his/her position. Once a coach or an assistant coach has been removed from their duties, they may return to the organization in a following year pending approval by the Board of Directors.

Article IX: Insurance

Section 9.1: EYF insurance is considered "Secondary Insurance".

Section 9.2: Insurance information will be available to all players. Any question must be directed to the organizations insurance agent/company.

Section 9.3: An injured athlete requiring professional medical treatment may not participate in practice or games until the athlete is cleared to participate by a Physician. Board of Directors reserves the right to demand a proof of clearance of any athlete at any time during the season.

Article X: Player Eligibility and Practice

Section 10.1: Player eligibility for all participating players shall be in accordance with Player Eligibility Requirements contained in the Official Bylaws of the league that EYF is participating.

Section 10.2: Practice shall conform to the following guidelines:

- a. Practice sessions shall be set at a minimum of two (2) practices per week. Before the start of the Ephrata School District school year any team may practice up to 6 days per week. This is optional. Once school begins, teams will drop to 5 days a week maximum. Practice can be no longer than 2-1/2 hours in duration.
- b. Practices for all teams will begin no earlier than 5:30 p.m., unless special circumstances dictate a change in practice time.
- c. All players must have participated in at least (5 days) of practice prior to the first game or scrimmage.
- d. No player will be permitted to practice until:
 1. The player has had the required physical examination and has proof of such in writing from a Licensed Physician or practitioner.
 2. The player has submitted a signed Parental/Guardian Consent form.
 3. The player has submitted all due monies to the EYF organization.
- e. There shall be no heavy physical contact during the first (3) days of practice. Helmets and shoulder pads may be worn during the first three (3) days as mandated by the head coach.

Section 10.3: Player participation, as it pertains to game playing time, shall be mandated by the policies set forth by the teams' Head Coaches. As players advance in level from D-A playing time policies may vary as the competition of the games increases. Coaches will be encouraged to communicate their policy regarding playing time prior to the season.

Article XI: Amendments to Bylaws

Ephrata Youth Football By-Laws

Section 11.1: The bylaws of this organization may be amended, revised, or repealed at any regular or special meeting of the Board of Directors by a three-fourth (3/4) vote of a Board Quorum.

Article XII: Indemnification

Section 12.1: The organization shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

Article XIII: Player Protection

Section 13.1: Ephrata Youth Football has a zero tolerance policy for sexual abuse or molestation. Any claims of sexual abuse or molestation against any member of Ephrata Youth Football will be immediately communicated to local law enforcement for further investigation.

Section 13.2: At no time shall any single individual member or volunteer of Ephrata Youth Football be out of public sight, both on and off premises where football activities occur, with any single individual participating in Ephrata Youth Football.

Article XIV: Concussion Awareness Program

Section 14.1: Ephrata Youth Football will maintain a concussion awareness program. Prior to the start of the regular season, EYF shall distribute concussion information sheets to all participants. A signature by each player / player parent or guardian acknowledging the receipt of this information must be received prior to the player participating.

Section 14.2: Removal from play; A player who, as determined by a game official, coach from the players team, certified athletic trainer, licensed physician, licensed physical therapist, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

Section 14.3: Return to play; The coach shall not return a player to participation until the player is evaluated and cleared for return to participation in writing by an appropriate medical professional.

Article XV: Dissolution

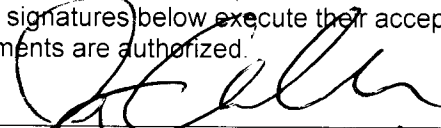
Section 15.1: If there comes a time when the organization is no longer needed, or no volunteers can be found to maintain it, the organization may dissolve after by unanimous vote of the remaining Board of Directors. After the dissolution is ratified by the body, the remaining board members will distribute the corporation assets to Ephrata Gridiron Club. If the Ephrata Gridiron Club is no longer exempt under section 501(c)(3), assets shall be distributed for one or more exempt purposes within the meaning of

Ephrata Youth Football By-Laws

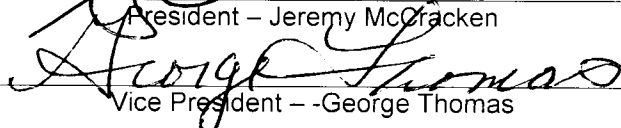
section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Acknowledgement

The Board of Directors of Ephrata Youth Football have reviewed and approved the Bylaws stated above and the signatures below execute their acceptance from this date forward or until revisions or amendments are authorized.



President – Jeremy McGracken



Vice President – George Thomas

13 JUL 2021
Date

13 JUL 2021
Date