

**Olive Branch Youth Football & Cheerleading  
League By-laws**

**ARTICLE I - NAME**

This organization shall be known as the Olive Branch Youth Football and Cheerleading League (Herein after referred to as OBYFCL or league.)

**ARTICLE II -OBJECTIVE**

**Section 1.** The objective of the OBYFCL shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority.

**Section 2.** To achieve this objective the OBYFCL will provide a supervised program under the rules and regulations of the OBYFCL. All Commissioners, Officers and Members shall bear in mind that the attainment of the exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.

In accordance with section 501-(c)-(3) of the Federal Internal Revenue Code, the OBYFCL shall operate exclusively as a non-profit educational organization providing a supervised program of full participation football and cheerleading. No part of the net earnings shall inure to the benefit of any private individual or other entity.

**ARTICLE III - MEMBERSHIP**

**Section 1.** Parents of any child registered in the League, managers and coaches of teams in the League, all elected commissioners of the OBYFCL, committee people, and others so designated by the OBYFCL shall be considered league members.

**Section 2 - Suspension or Termination.** Membership may be terminated by resignation or by a majority vote of a quorum of the Board Members at any duly constituted OBYFCL meeting. The OBYFCL Board Members shall have the authority to discipline, suspend or terminate the membership of any member when the conduct of such person is deemed detrimental to the best interests of the OBYFCL or its members.

**Section 3 - Appeals.** Any member who is suspended, terminated or otherwise disciplined by the OBYFCL shall have the right to appeal such action before a majority of the members of the OBYFCL Executive Board at a regular or special meeting called for that purpose.

**ARTICLE IV - MEETINGS**

**Section 1 - OBYFCL Meetings.** The OBYFCL Executive Board shall meet on the second Monday of each month during the off season and the third Wednesday of each month during the season, unless changed by any member of the board. A place will be determined and published on the OBYFCL website. An open forum shall be held at each meeting for all members in good standing to attend and discuss issues of concern. These meetings are open for any member to attend.

**Section 2 - Notice of Meetings.** Notice of each meeting shall be published by the OBYFCL at least one week in advance on the OBYFCL website. The time and place of the meeting can also be obtained by contacting the League Secretary.

**Section 3 - Special Meetings.** Special meetings of the members or the OBYFCL may be called by the Executive Board.

**Section 4 - Voting.** All league business will be voted on by the Executive Board of the OBYFCL with recommendations from the extended board members and the remaining members of the league. Members of the OBYFCL Executive Board are expected to be fair and unbiased. The common interest should be to make decisions based on the betterment of the entire league and not for the benefit of any individual, team or organization. A board member shall not abstain from voting on any issue unless that issue is associated with that board member, or board member's specific team that he or she is affiliated with as a coach, parent or team mom / dad.

**Section 5 - Attendance of meetings-** All board members are required to attend 75% of all league meetings.

**Section 6 – Proper dissemination of League Related Information.** Members of the Executive Board should not disseminate or circulate any league-related business until that business is addressed by all executive board members. This includes, but is not limited to, complaints, disciplinary actions or any other actions that would deem a necessary involvement from the executive board. Violation of this section can result in disciplinary action up to and including suspension from the league.

**Section 7 – Surreptitious Recordings.** Audio and/or video recording of any OBYFCL meeting is strictly prohibited unless authorized by the Commission or Vice Commissioner. Violation of this section can result in disciplinary action up to and including suspension from the league.

## **ARTICLE V – Commission Structure**

**Section 1 - Commissions.** The management of the property, policies and procedures of the OBYFCL shall be vested in the OBYFCL. There shall be seven (7) OBYFCL Executive board members. The OBYFCL executive board shall consist of the Commissioner, Vice Commissioner, Secretary, Commissioner of Cheerleading, Vice Commissioner of Cheerleading, Commissioner of Coaching, Commissioner of Finance. Remaining board members and trustees can number up to twenty (20) including the Executive Board. Official Board positions are: Vice Commissioner of Coaching, Safety Commissioner, Commissioner of Officials, Team Mom Coordinator, Cheer Team Coordinator, and the age group commissioners for each football and cheerleading age group.

**Section 2 - Annual Election and Term of Office.** League members will be nominated by written ballot signed by a minimum of five (5) current members in good standing. If you would like to run for a position on the board you must have your ballot turned in 45 days before the last regular scheduled game. League nominations shall be included on an election ballot which will be voted on by the current members in good standing at a scheduled OBYFCL meeting. Members must be 18yrs or older to vote. The elected OBYFCL members shall assume their positions 30 days prior to the end of the season. The term of office for all OBYFCL board members shall be one (1) year.

**Section 4 – Vacancies.** If any vacancy occurs in the OBYFCL by death, resignation or otherwise, the vacancy will be filled by the Vice Commissioner for an interim period, not to exceed 30 days, so that a majority vote of the remaining commissioners at any regular meeting or at any special meeting called for that purpose may appoint a new commissioner.

**Section 6 – Quorum.** A simple majority of four (4) of the members of the OBYFCL Executive Board shall constitute a quorum for the transaction of business.

## **ARTICLE VI - OFFICERS, DUTIES AND POWERS**

**Section 1 – Commissioners and Officers.** In addition to the following, the OBYFCL may appoint such other officers or agents 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.

**Section 2 – Commissioner.** The Commissioner shall be the principal executive officer of the OBYFCL and shall in general supervise and control all of the business and affairs of the league. He/She shall preside at all meetings of the members and of the OBYFCL. He/She may sign, with the Vice-Commissioner or any other proper officer of the league authorized by the OBYFCL any instruments which the OBYFCL has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the OBYFCL or by these bylaws or by statute to some other officer or agent of the corporation. The Commissioner shall be responsible for dealings with the public in general, dealings with the media, working with the political process, advertising. He/she will endeavor to insure that all playing /practice fields are ready for the football seasons. He/she will also be responsible for all dealings, e.g. scheduling, payroll, etc. for the officials and required for league play. He/she shall be responsible, along with the Vice Commissioner and Finance Commissioner, for filing yearly taxes. He/she shall be responsible for all matters pertaining to registration. He/she shall also be similarly responsible for all OBYFCL sponsored tournaments. He/she shall be responsible for obtaining copies of all coaching applications (both cheer and football) from the Cheer Commissioner and Coaching Commissioner and running background checks on all applicants. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

In general, The Commissioner shall perform all duties incident to the office and such other duties as may be prescribed by the OBYFCL from time to time.

**Section 3 - Vice Commissioner.** In the absence of the Commissioner or in the event of his/her inability or refusal to act, the Vice Commissioner shall perform the duties of the Commissioner, and when so acting shall have all the powers of and be subject to all the restrictions there upon. He/she shall be responsible, along with the Commissioner and Finance Commissioner, for filing yearly taxes. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 4 – Secretary.** The Secretary shall have custody of the Bylaws, and all other records of the OBYFCL except for the finances and checkbook; shall keep an accurate record of the meetings and other activities of the OBYFCL; shall be responsible for adding any new business to board meeting agenda as necessary; shall be responsible for all correspondence on behalf of the OBYFCL and shall transmit all saved OBYFCL records and correspondence to any person appointed to succeed him or her. All correspondence should at all times be copied to the Secretary.

**Section 5 - Commissioner of Cheerleading.** The Commissioner of Cheerleading will preside at all meetings of the cheerleading members. He/She shall also guide the development of the commission in regards to cheerleading. He/she shall be responsible for collecting coaching application from all potential coaches. Copies of these forms shall be submitted to the Commissioner for background checks to be run on each applicant. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL. In addition, he/she will be responsible for nominating individuals for this position which will then be decided on by the OBYFCL Executive Board. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 6 – Vice Commissioner of Cheerleading.** In the absence of the Commissioner of Cheerleading or in the event of his/her inability or refusal to act, the Vice Commissioner of Cheerleading shall perform the duties of the Commissioner of Cheerleading. When so acting he/she shall have all the powers of and be subject to all the restrictions there upon. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 7 - Commissioner of Coaching.** The Commissioner of Coaching will preside at all meetings of the coaching members. He/She shall also guide the development of the commission in regards to the coaching and the coaches. He/she shall be responsible for collecting coaching application from all potential coaches. Copies of these forms shall be submitted to the Commissioner for background checks to be run on each applicant. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL. In addition, he/she will be responsible for nominating individuals for this position which will then be decided on by the OBYFCL Executive Board. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 8 – Vice Commissioner of Coaching.** In the absence of the Commissioner of Coaching or in the event of his/her inability or refusal to act, the Vice Commissioner of Coaching shall perform the duties of the Commissioner of Coaching. When so acting he/she shall have all the powers of and be subject to all the restrictions there upon. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 9 – Commissioner of Officials.** The Commissioner of Officials will preside at all meetings of the Officials members. He/She shall also guide the development of the commission in regards to the officiating and the officials. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL. In addition, he/she will be responsible for nominating individuals for this position which will then be decided on by the OBYFCL Executive Board. Is responsible for making sure all officials are certified. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 10 – Commissioner of Finance/Fundraising.** He/she shall receive and disburse all funds with the approval of the OBYFCL Executive Board; shall keep an accurate account of all funds received and disbursed for the OBYFCL; shall submit a financial report at all regular meetings and at such other times as may be requested by the Commissioner; shall compile an annual report of OBYFCL finances; shall handle, along with the Commissioner and Vice

Commissioner, all tax matters regarding the League; shall provide the books of the OBYFCL; and such other documentation as requested for the annual audit and shall transmit all saved OBYFCL financial records to any person appointed to succeed him or her.

**Section 11 – Safety Commissioner.** It is preferred that the safety commissioner have the following qualifications as a minimum: National Registry Emergency Medical Technician – First Responder and Healthcare Provider for A.E.D. and C.P.R. The safety commissioners shall be on call to handle injuries at practices, games and any formal OBYFCL supported function, keep written record of injuries and insurance claims, present all injuries and claims to the board at the monthly meetings, notify the Commissioner upon any child being transported to the hospital, and must turn all appropriate insurance forms over to parent or guardian within seven working days of accident forms completion. The safety commissioner may stop or delay any game or practice due to safety concerns and enter the playing or practice field anytime a child is injured. The safety commissioner shall report any non-cooperation from the parents, coaches, commissioners, or any other member of the OBYFCL to the Commissioner immediately. Shall transmit all saved OBYFCL records and correspondence to any person elected to succeed him or her.

**Section 12 – Team Mom Coordinator.** He/she shall act as liason between the Board and the team moms/managers. He/she will communicate to team moms/managers all league information regarding promotional sales, events, etc. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL.

**Section 13 – Cheer Team Coordinator.** He/she shall act as liason between the Board and the team moms/managers. He/she will communicate to team moms/managers all league information regarding promotional sales, events, etc. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL.

**Section 14 – Event Coordinator.** He/shall shall be responsible for setting up fundraising events, registration, etc. He/She shall also perform such other duties as from time to time may be assigned to him/her by the Commissioner or the OBYFCL.

**Section 15 – Olive Branch Parks and Recreations Office.** The Parks and Recreation office and its employees shall be responsible for field maintenance, upgrades and improvements.

## **ARTICLE VIII - CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

**Section 1 - Contracts.** The OBYFCL may authorize the Commissioner or Vice-Commissioner to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

**Section 2 - Checks and Drafts.** All checks or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the co-operation shall be signed by the Commissioner, Vice Commissioner, Commissioner of Finance, or Commissioner of Cheerleading after approval from the OBYFCL Executive Board.

**Section 3 - Deposits.** All funds of the league shall be deposited from time to time in such banks, trust companies or other depositories as the OBYFCL may select.

**Section 4 - Contributions.** To equalize the benefits of the OBYFCL for all participating teams, solicitation of funds shall be for the treasury of the OBYFCL. Contributions directly to individuals or individual teams shall not be allowed.

## **ARTICLE IX – GRIEVANCES**

**Section 1 – Complaints.** Any member of the OBYFCL may formally present a complaint or grievance to the board provided they have tried to resolve the issue in the following order: Coach, Age group commissioner, and then the coaching commissioner. If the issue is not satisfactorily resolved via this escalation process the member may then contact the league secretary and be placed on the agenda for the next scheduled board meeting or request that the Commissioner convene a special meeting to settle the issue. All complaints received by the league will be taken seriously and will be reviewed, regardless of the source. If the complaint is validated, proper action will be decided by the Executive Board. If a complaint is unfounded, it will remain in a “pending” file for one season. At that time, it will be moved to an “inactive” file upon the authorization and vote of the Executive Board.

**Section 2 – Resolutions.** Once the Executive Board has voted on a decision the appropriate changes will be made, if any need to be taken. All decisions are final.

## **ARTICLE X - AMENDMENTS**

This Constitution and Bylaws may be amended by a vote of all Board Members of the OBYFCL at any meeting or special meeting called for that purpose.

# OBYFCL Organizational Structure

