

# LEDYARD YOUTH LEAGUE, INC. CONSTITUTION

*Updated March 22, 2023*  
*Approved by Vote April 4<sup>th</sup>, 2023*

## **ARTICLE 1           NAME**

This organization shall be known as the Ledyard Youth League, Inc. (LYL)

## **ARTICLE 2           PURPOSE**

To develop and administer a Youth Football program that will contribute to the emotional and physical well-being of the youth of the Ledyard community. In doing so, LYL will strive to recruit and maintain the maximum number of players and participants as possible. LYL will comply with all Town of Ledyard Ordinances. The LYL shall adopt and adhere to all by laws of the Southern New England Youth Football Conference, (SNEYFC).

## **ARTICLE 3           MEMBERSHIP**

### **A. Eligibility**

The term for membership is one calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>). Any person 18 years of age or older shall be eligible for membership. Any individual can become a member by attending three of the last twelve general meetings and be approved by two-thirds vote of the members present at the end of the meeting. These new members shall be eligible to vote at the next general meeting. To vote for executive board positions, you must attend a minimum of six general meetings of the previous twelve meetings, as captured in the meeting minutes kept by the Secretary.

### **B. Membership Renewal**

Membership is renewable by attending one general meeting. The league Secretary will maintain a current membership list.

### **C. Code of Conduct**

All members must sign a Code of Conduct upon being voted into LYL. Signed copies of the Code of Conduct shall be maintained by the Secretary

**ARTICLE 4**

**OFFICERS**

- A. Executive Board
  - 1. President
  - 2. Vice President of Football Operations
  - 3. Secretary
  - 4. Treasurer
  - 5. Vice President of Concession & Fundraising
  - 6. Vice President of Football Equipment
  - 7. Vice President of Communications
- B. Appointed (Annual Appointments) – Director of Fundraising and Director of Concession. These positions will report to the Vice President of Concessions & Fundraising.

**ARTICLE 5**

**GOVERNMENT**

- A. League activities shall be governed by the Executive Board. The actions and decisions of the Board shall be open to review at any regular or special general meeting of the membership and may be repealed by three-fourths vote of the members present. Any member of the Executive Board may be subject to a vote for removal from office by the remaining members of the Executive Board for the following reasons:
- B. Any violation of the LYL Code of Ethics; conduct unbecoming of an elected member including embarrassing or immoral action, violent, threatening and/or abusive language toward players, coaches, or any league official.
- C. All actions and decisions must be in the best interest of the youth participants and consistent with SNEYFC rules, regulations, and policies.

**ARTICLE 6**

**ELECTIONS**

- A. The members of the Executive Board shall be elected from the general membership by a majority of the eligible voting members present at the November general meeting of the calendar year. The officers shall assume office on the first day of the New Year. The term of article 3.A applies.

- B. All nominees for Executive Board positions must be a member of LYL in good standing and have attended a minimum of six general meetings during the calendar year.
- C. The term of office shall be for two (2) years.
  - 1. Executive Board positions of President and Secretary will be voted on in odd numbered years.
  - 2. All other Executive Board positions will be voted on every even numbered years.
- D. New members of LYL wishing to be considered for a nomination to an Executive Board position shall make their intention known in writing to any current LYL Executive Board member prior to or at the October general meeting.
- E. Additional nominations for elected officers can be made from the floor. No further nominations will be made after the conclusion of this meeting.
- F. Failure to attend six (6) General Meetings within a calendar year, the Executive Board reserves the right to conduct a special vote to remove the person from that office.
- G. If the President of LYL resigns, the Vice President of Operations will become the acting President. All other positions shall be appointed by the majority of Executive Board for members who resign.

## **ARTICLE 7**

### **DUTIES OF ELECTED OFFICERS**

- A. The President shall:
  - 1. Coordinate and oversee the duties and responsibilities of all elected officers.
  - 2. Preside at all general and Executive Board meetings and conduct the same in accordance with Robert's Rules of Order,
  - 3. Coordinate an agenda at each general and Executive Board meeting.
  - 4. Sign or delegate the authority to sign all official documents.
  - 5. Authorize committees as requested and approved by the membership.
  - 6. Have the power to delegate authority to purchase equipment and/or services as defined in Article 9-C.
  - 7. Keep league insurance coverage current as required.

8. Coordinate with Treasurer bi-annual audit (January of even numbered years).
  9. Serve as liaison between LYL and the Ledyard Town Council and Governing Authority.
  10. Coordinate Public Relations.
  11. Ensure that all members of the Executive Board, and only the Executive Board, have visibility and access to player Registration details via whatever software is used to collect registration details and finances.
- B. The Vice President of Football Operations shall:
1. Recommend to the Executive Board for their approval candidates for the positions of Football Head Coaches at the May general meeting.
  2. Ensure that all members of the Executive Board, and only the Executive Board, have visibility and access to player Registration details via whatever software is used to collect registration details and finances.
  3. Coordinate the duties and responsibilities of those appointed to the positions as approved by the general membership.
  4. Represent the Football Program in all dealings before the Executive Board.
  5. Assume the duties as the primary Southern New England Youth Football Conference representative if none is appointed.
  6. Coordinate dealings with the Vice President of Concession & Fundraising in fund raising activities.
  7. Coordinate with the Vice President of Football Equipment on needs.
  8. Coordinate with SNEYFC referee needs for all home games.
  9. Have all the powers and duties of the President in the President's absence.
  10. Assist the President as necessary.
  11. Communicate Football needs to the Ledyard Parks and Recreation Director.
  12. Serve as liaison between parent/players and the league.
  13. Investigate all written complaints of parents/players and report findings to the Executive Board. (Implies that parent/players put their complaint in writing.)

14. Assume the role of player agent to represent the best interests of the player.
  15. Coordinate investigations of complaints, irregularities, and conditions detrimental to LYL, which are submitted in writing and report findings to the Executive Board.
  16. Ensure coaching staff background checks have been completed and record of proof submitted to the Secretary.
- C. The Secretary shall:
1. Produce written minutes of regular and special meetings.
  2. Produce written minutes of Executive Board meetings and summarize at the subsequent general meeting.
  3. Provide sufficient copies of general membership meeting material to be distributed at general meetings for approval.
  4. Maintain a minimum of two file copies of past minutes for a minimum of two years—one copy to the President and maintain one personal copy.
  5. Maintain a current membership list of current, expired, suspended, and expelled members.
  6. Responsible for maintaining and checking the LYL P.O. Box
  7. Maintain all disciplinary documents.
  8. Coordinated with VP of Communications to notify members of the annual meeting schedule by posting in a centralized location.
  9. Construct, subject to approval of the Executive Board, a calendar of meetings and activities.
  10. Generate and distribute to the Executive Board at the beginning of the calendar year an Executive Board binder which includes current LYL Constitution and current Executive Board contact information.
  11. Maintain an up-to-date status of all applicable appointed committees.
- D. The Treasurer shall:
1. Collect all contributions and other financial receipts and deposit them in the proper accounts.
  2. Pay all obligations as authorized by the Executive Board or the President.
  3. Keep a record of all receipts and disbursements and a file of all bills.

4. Provide a monthly Treasurer's report at every general meeting.
  5. Coordinate any tax documents to be filed.
  6. Coordinate with President bi-annual audit (January of even numbered years)
  7. Maintain the organization's corporation status with the State.
  8. Present the annual budget to the Executive Board at the February General meeting.
- E. The Vice President of Concession & Fundraising:
1. Oversee fundraising activities for LYL. Fundraising activities must be approved by the Executive Board. Fundraising includes but is not limited to apparel, spirit items, business signs, and corporate donations.
  2. Coordinate concession stand activities (cleaning, supplies, organize volunteers) with the Director of Concession. If unable to acquire volunteers, concessions stand cannot operate.
    - a. Director of Concession
      - i. Coordinate with VP of Concession & Fundraising to ensure concession stand will be properly stocked for each game.
      - ii. Organize personnel to staff the stand. If unable to acquire a volunteer, must operate the concession stand.
      - iii. Must acquire and maintain food handler certification annually by April 1st.
      - iv. Close out stand upon final operation of year and assist VP of Concession & Fundraising with transfer to Baseball Executive Board.
  3. Must maintain all health requirements and/or permits.
  4. Coordinate fundraising with Director of Fundraising
    - a. Director of Fundraising
      - i. Identify and coordinate fundraising opportunities.
      - ii. Organize fundraising events in coordination with the VP of Concession & Fundraising
      - iii. Solicit Sponsors and donors including sending out Sponsorship Letters.

- iv. Assist VP of Concession& Fundraising in scheduling and maintaining fundraising Committee meetings.
  - v. Establish annual Team fundraisers, with each team doing a fundraiser during or prior to season. Pee Wee, Micro, Junior and Senior specifically.
  - vi. Coordinate with VP of Concession& Fundraising and Communications Manager to effectively communicate with the LYL community as needed.
  - vii. Provide assistance to the Communications Manager for social media and website.
5. Close out stand upon final operation of year and oversee transfer to Baseball Executive Board
  6. Must acquire and maintain food handler certification annually by April 1<sup>st</sup>.

F. The Vice President of Football Equipment shall:

1. Report to the LYL Executive Board for all playing equipment and assume responsibility for the following:
  - a. Distribution
  - b. Inventory
  - c. Needed repairs to maintain all equipment in accordance with NOCSAE guidelines
  - d. Collection
  - e. Recommendations for replacements and new acquisitions of uniforms and equipment
  - f. Storage
2. Provide annual estimated budget for equipment at the January general meeting.

G. The Vice President of Communications:

1. Setting & Oversight of social media & Social Media Strategy
2. Oversight & Responsibility for League wide Communications strategic direction.
3. Funnels, reviews, filters & distributes league communications via email, social media platforms, working in partnership with Executive Board

members and appointed roles. This would be outside of coach/team parent communications.

4. Maintains current distributions for league, executive board, coaches & conference in conjunction with appropriate parties.
5. Responsible for LYL accounts and log-in credential, which are to shared with the Executive Board
6. Responsibility for keeping the league current in the evolving technology landscape for registration, communication, social media, etc including recommendations to the executive board or appropriate parties

## **ARTICLE 8**

### **FOOTBALL HEAD COACHES**

The system for appointing new Head Football Coaches and Assistants shall be:

- A. Head Football Coaches shall be proposed by the Vice President of Football Operations and approved by majority vote of the Executive Board. If multiple persons want to be considered for the same head coaching position, the Vice President of Football Operations shall submit to the Executive Board all resumes for who would like to be considered. In the circumstance where an incumbent head coach wishes to remain in their position, the incumbent gets the first right of refusal for a challenger. If the incumbent has committed an infraction of the Code of Ethics or LYL's purpose statement as determined by the Executive Board through the recommendation of the Vice President of Football Operations, they may be removed.
- B. Head Football Coaches and Assistants must sign the LYL Code of Ethics and be USA football certified for youth football. Additionally, they must comply with all SNEYFC requirements and regulations.
- C. Assistants are appointed by the Head Coach as required. Head Coaches are responsible and accountable for the actions of their assistants in accordance with the SNEYFC football code of ethics. Assistant coaches are required to attend most league activities to include practices and games at the discretion of the Head Coach. Failure of the assistant to meet this requirement can lead to the denial or removal of assistant coaching duties.
- D. The Vice President of Football Operations must notify the President of LYL within 24 hours of being informed of any violation of LYL's Code of Ethics, LYL's Rules, or Town of Ledyard governing authority policies that a Head Coach or

Assistant has violated. The LYL President will then convene an emergency Executive Board meeting within 72 hours to determine outcome, i.e. suspension, etc. The LYL President will then notify involved parties of the outcome. Any fines imposed upon the coaching staff are the responsibility of said individual(s), subject to review by the Executive Board.

**ARTICLE 9                    MEETINGS (General and Executive Board)**

- A. The Executive Board shall meet a minimum of once per month; meetings should take place within ten to fourteen days prior to a general meeting.
- B. This schedule shall be set annually at the December meeting for the next calendar year.
- C. Members of the Executive Board must attend nine of the previous twelve meetings to remain in good standing. If not done, the remaining members of the Executive Board have the authority to appoint a replacement for the member no longer in good standing.
- D. Special meetings will be held when requested by the majority of the Executive board members in writing to the President.
- E. A General Membership meeting attended by the Executive Board may satisfy all monthly meeting requirements.
- F. Quorum
  - 1. A quorum for a General meeting shall be defined as the members present as well as a majority of the Executive Board members, one of which shall be the President or Vice President of Football Operations.
  - 2. A quorum for an Executive Board meeting shall be defined as majority of the Executive Board Members, one of which shall be the President or Vice President of Football Operations.
- G. Voting
  - 1. Unless otherwise stated herein, a simple majority shall decide all voting.
  - 2. Only LYL active members may vote on any general issue. Each member is entitled to one (1) vote. In the event of a tie vote only one (1) subsequent vote shall be taken. If the second vote also ends in a tie, the Executive Board shall cast the outcome.
  - 3. During a general meeting, any active member may request a secret ballot. This request shall not be denied. The Secretary and the individual

requesting the secret ballot shall count the ballots. The Secretary shall observe the count and record results.

4. In order to vote in Executive Board elections, only official members as defined in Article 3.A may vote.

#### H. Standing Rules

1. The order of business of LYL meetings shall be posted 2 business days prior to the meeting, and the following format:
  - a. Call to order
  - b. Reports of previous meetings
  - c. General membership meeting minutes
  - d. Executive Board Summary
  - e. Correspondence
  - f. Treasurer's Report
  - g. Fundraising & Concessions
  - h. Old Business
  - i. New Business
  - j. Vote in and accept new members
  - k. Announcements
  - l. Adjournment

## **ARTICLE 10**

### **FINANCES**

- A. All finances shall be from voluntary contributions, sponsor fees, registration fees and fundraising activities as approved by the Executive Board.
- B. No member of the LYL shall profit from any LYL activity.
- C. Any expenditure greater than five hundred dollars (\$500) must be approved by the Executive Board. Any expenditure of five hundred dollars (\$500) or less may be made under the direction of the President and Treasurer. If there is no agreement, this will be moved on to the Executive Board for review. The maximum number of these expenditures shall be delineated in the annual budget.
- D. Any monies collected from voluntary contributions, sponsor fees, registration fees, fundraising activities, or any other source are to be given to the Treasurer within 10 days so that they can be deposited into the LYL account.

- E. Any fees more than \$500 that need to be paid must be approved by the Executive Board and paid out by the Treasurer.
- F. Receipts must be given for any expenditure that was approved by the Executive Board or made at the direction of the President.
- G. The President, the Treasurer and the Vice President of Concession & Fundraising shall have signature authority at the chosen financial institution.

**ARTICLE 11            LYL EQUIPMENT/PROPERTY**

- A. All requests for use of LYL equipment or property for other than LYL activities must be approved by the Executive Board.

**ARTICLE 12            GRIEVANCES**

- A. Head Coaches and Assistants are encouraged to attempt to resolve parental grievances to the mutual satisfaction of concerned parties. If not successful, the parents should direct their complaint in writing to the Vice President of Football Operations, who must respond in writing within ten (10) business days, indicating a resolution or possible course of action. If a solution is not reached or the parent is not satisfied, the parent should direct the complaint, in writing, to the President within ten (10) business days, for action by the Executive Board. The Board will respond to the concerned parties within ten (10) business days.
- B. Grievances against LYL shall be directed to the President of the League

**ARTICLE 13            GOVERNING RULES FOR ATHLETICS**

- A. Serious Injuries
  - 1. If, in any LYL activity, a player is seriously injured, the Head Coach or an Assistant Coach of said player shall call the League President and the player's parents immediately. If the player has been seen by a doctor, the parent(s) must provide a doctor's note clearing/releasing the player to participate.
- B. Football Rules

1. The Football program will be governed by the Southern New England Youth Football Conference (SNEYFC). Exceptions will be established and documented by LYL policy approved by the general membership.

#### **ARTICLE 14**

#### **AMENDMENTS**

- A. No amendments to this Constitution shall be made except at a special meeting of the Executive board members and approved by a majority vote. A written call to a meeting for this purpose is necessary. Changes and/or amendments to the Constitution will then be brought forth to a general membership meeting.