

# LEDYARD YOUTH LEAGUE, INC. CONSTITUTION

Updated 14 January, 2019;  
Approved By Vote 11 March, 2019

## ARTICLE 1 NAME

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

## ARTICLE 2 PURPOSE

- To develop and administer athletic programs that will contribute to the emotional and physical well-being of the youth of Ledyard.

LYL will comply with all Town of Ledyard rules and guidelines. We

## ARTICLE 3 MEMBERSHIP

### A. Eligibility

Any person 18 years of age or older shall be eligible for membership.

#### Process for Becoming a Member

Any individual can become a member by attending a general meeting and being approved by two-thirds vote of the members present at end of meeting. These new members shall be eligible to vote at the next general meeting.

1. In order to vote for executive board positions, you must attend a minimum of three general meetings during the current calendar year.

### B. Term of Membership/Renewal

The term for membership is one calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>). Membership is renewable by attending one general meeting. The league secretary will maintain a current membership list.

## ARTICLE 4 OFFICERS

### A. Executive Board

1. President
2. Secretary
3. Treasurer
4. Vice President of Player Relations
5. Vice President of Football
6. Vice President of Ways & Means
7. Vice President of Football Equipment

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### B. Appointed (Annual Appointments)

1. Flag Football Commissioner (1)

## ARTICLE 5

### GOVERNMENT

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decisions of the Board shall be open to review at any regular or special general meeting of the membership and may be repealed by three-fourths vote of the members present.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:

- a. 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; or I'm is appropriation and and then we have a good chances by to get oil of league funds or assets.
- b. Failure to attend three (3) General Meetings in a row, the Executive Board reserves the right to conduct a special vote to remove the person from that office.

## 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. See Article 3.B.1
- B. All nominees for Executive Board positions must be a member of LYL in good standing and have attended a minimum of three general meetings throughout 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 years.
  2. Executive Board position of Treasurer will be voted on in even years.
  3. All other Executive Board positions will be voted on annually.
- 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 offices can be made from the floor. No further nominations will be made after the conclusion of this meeting.

- F. If any member of the Executive Board should resign during the year, a replacement will be appointed by the Executive Board at the next Executive Board or General meeting to fulfill the remainder of the term of office. The appointed member may fill any vacancy except President; the Vice President of Football will assume the Presidency in the event the LYL President resign or be removed from office.

**ARTICLE 7 FOOTBALL HEAD COACHES**

The system for appointing Head Football Coaches, and Assistants shall be;

- A. Head Football Coaches, and Assistants shall be proposed by the Vice President of Football and approved by the executive board.
- B. Head Football Coaches, and Assistants must sign the LYL Code of Ethics
- C. Head Coaches and Assistants must attend clinics at the discretion of the Vice President of Football.
- D. Assistants are appointed by the Head Coach as required. Head Coaches are responsible and accountable for the actions of their assistants.
- E. The Vice President of Football 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 Policy that a Head Coach or Assistant has violated. LYL President will then convene an emergency executive board meeting within 72 hours to determine outcome, i.e. suspension, etc. LYL President will then notify involved parties of outcome.

**ARTICLE 8 MEETINGS (General and Executive Board)**

- A. General meetings will be scheduled by the Executive Board monthly (one per month). The schedule will be published and distributed to the general membership at least ten (10) days prior to the first general membership meeting.
- B. Additional meetings will be held when requested by five (5) members in writing to the President.
- C. 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.
- D. A General Membership Meeting attended by the Executive Board may satisfy all monthly meeting requirements.

**ARTICLE 9 FINANCES**

- A. All finances shall be from voluntary contributions, sponsor fees, registration fees and fund-raising 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. The maximum amount of these expenditures shall be delineated in the annual budget.
- D. Any monies collected from voluntary contributions, sponsor fees, registration fees, fund-raising activities, or any other source are to be given to the Treasurer within 30 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 via a check.
- 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 Ways & Means shall have signature authority at the chosen financial institution.

**ARTICLE 10**

**LYL EQUIPMENT/PROPERTY**

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

**ARTICLE 11**

**PROTESTS/COMPLAINTS**

**A. COMPLAINTS**

1. Head Coaches and Assistants are encouraged to attempt to resolve parental complaints/concerns to the mutual satisfaction of concerned parties. If not successful, the parents should direct their complaint in writing to the Vice President of Player Relations, who must respond in writing within ten (10) 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) days, for action by the Executive Board. The Board will respond to the concerned parties within ten (10) days.

**ARTICLE 12**

**AMENDMENTS**

No amendments to this Constitution shall be made except at a general or special meeting of the members and approved by three-fourths vote of the members present. A written call to meeting for this purpose is necessary.

**ARTICLE 13**

**QUORUM**

- A. Those members present at a meeting properly called shall constitute a quorum.

- B. A quorum for an Executive Board shall be defined as the President, the Vice President of Football, plus a majority of the remaining Executive Board Members.

#### ARTICLE 14

##### VOTING

- A. Unless otherwise stated herein, a simple majority shall decide all voting.
- B. 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 President shall cast the deciding vote. The President shall not vote unless to break a tie.
- C. At Executive Board meetings, only the elected officers may vote. The President shall not vote unless to break a tie.
- D. During the course of a general meeting, any active member may request a secret ballot. This request shall not be denied. The President and the individual requesting the secret ballot shall count the ballots. The Secretary shall observe the count and record results.
- E. In order to vote in Executive Board elections, a member must attend three (3) general meetings during the current calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>).

#### ARTICLE 15

##### STANDING RULES

The order of business of LYL meetings shall be:

1. Call to order
2. Reports of previous meetings
  - a) General membership meeting minutes
  - b) Executive Board Summary
3. Correspondence
4. Treasurer's Report
5. Ways & Means Report
6. Old Business
  - a) Report of Committees
7. New Business
8. Announcements
9. Speaker of Program (if any)
10. Vote in and accept new members
11. Adjournment

## ARTICLE 16

### GOVERNING RULES FOR ATHLETICS

#### A. Serious Injuries

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. If the parents and Head Coach or an Assistant Coach feel the injury may be serious, a written report shall be given to the President within 24 hours.

#### 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 17

### 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 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. Maintain the organization's corporation status with the State.
8. Prepare the annual budget in association with the Executive Board.
9. Keep league insurance coverage current as required
10. Coordinate investigations of complaints, irregularities, and conditions detrimental to LYL, which are submitted in writing and report findings to the Executive Board.
11. Coordinate with Treasurer bi-annual audit (October of even numbered years).
12. Serve as liaison between LYL and the Ledyard Parks and Recreation Commission.
13. Coordinate Public Relations

B. 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. Conduct league correspondence
6. Maintain a current membership list of current, expired, suspended, and expelled members.
7. Maintain all disciplinary documents.
8. Notify members of regular and/or special meetings in a timely fashion.
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. Shall provide a copy of current LYL Constitution and amendments to Ledyard Parks & Rec Department.

C. 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 written Treasurer's report at every general meeting
5. Coordinate any tax documents to be filed
6. Coordinate with President bi-annual audit (October of even numbered years)

D. The Vice President of Player Relations shall;

1. Serve as liaison between parent/players and the league
2. Investigate all written complaints of parents/players and report findings to the Executive Board. (Implies that parent/players put their complaint in writing.)
3. Assume the role of player agent to represent the best interests of the player.

E. The Vice President of Football shall:

1. Recommend to the Executive Board for their approval candidates for the positions of Football Head Coaches at the May general meeting.
  2. Coordinate the duties and responsibilities of those appointed to the above positions as approved by the general membership.
  3. Coordinate with managers, coaches, and assistants that they attend coaching clinics
  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 Ways and Means in fund raising activities.
  7. Coordinate Article 16.C
  8. Coordinate with Vice President of Football Equipment on needs.
  9. Coordinate with SNEYFC referee needs for all home games
  10. Have all the powers and duties of the President in the President's absence.
  11. Assist the President as necessary
  12. Maintain an up-to-date status of all applicable appointed committees
  13. Communicate Football needs to the Ledyard Parks and Recreation Director.
- F. The Vice President of Ways and Means shall:
1. Organize 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. If unable to acquire a volunteer, must operate the concession stand.
  3. Must maintain all health requirements and/or permits.
  4. Coordinate fundraising.
  5. Must acquire and maintain food handler certification annually by April 1<sup>st</sup>.



- G. 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
    - d. Collection
    - e. Recommendations for replacements and new acquisitions of uniforms and equipment
    - f. storage
  - 2. Provide annual estimated budget at the April general meeting

**ARTICLE 18**

**APPOINTED OFFICERS**

- A. Appointment
 

The appointed officers shall be approved by the Executive Board. The duties and term of the office of an appointed officer shall be delineated by the Executive Board at the time of appointment, and the term of the office shall not extend past the end of the calendar year.
- B. Duties
  - 1. The Flag Football Commissioner shall:
    - a) Be a member of LYL
    - b) Must sign LYL Code of Ethics
    - c) Recommend to the Vice President of Football candidates for team coaches.
    - d) Coordinate the duties and responsibilities of the coaches in accordance with the Vice President of Football.
    - e) Schedule all Games and practices. Oversee the conduct and performance of coaches & assistants. Assist the Vice President of Football in ensuring that all coaches & assistants sign and abide by the Code of Ethics Assist the Vice President of Football in coordinating that all coaches attend coaching clinics