

Milford Football Club By-Laws

Article I: Name

The name of the organization shall be the Milford Football Club.

Article II: Purpose

The purpose of the organization shall be: (1) Promote child development, charitable and community initiatives, sportsmanship, fair play and, in general, youth football activities in Milford. (2) To provide a feeder system for high school athletics for the Milford School District. (3) To operate as a non-profit corporation as defined by The Ohio Revised Code under sections 1702.01 to 1701.99, inclusive.

Article III: Board of Directors (Rev. 8/27/00)/ (Rev. 6/5/05)/ (Rev 9/13/10)

Section 1: Shall consist of seven (7) Executive Board and five (5) Advisory Board.

Section 2: The seven (7) member Executive Board will consist of a President, 1st Vice President Football Operations, 1st Vice President Cheer Operations, Secretary, Treasurer, Sergeant at Arms and Director of Events.

Section 3: The five (5) member Advisory Board will consist of Cheer Coordinator, Field Manager, Web Master, Events Coordinator, and CYFL Representative. The Advisory Board would be responsible for any projects or activity deemed necessary by the Executive Board.

Section 4: The Executive Board shall nominate and elect five (5) members to the Advisory Board.

Section 5: Each member of the Executive Board and the Advisory Board has one vote each.

Section 6: In the event of a permanent vacancy in any of the Executive Board positions or Advisory Board positions, the Executive Board must appoint an individual to that vacant position by the next scheduled meeting following the vacancy. The appointment must be approved by a majority vote of the remaining Executive Board members. The appointment is a one (1) year term.

Article IV: Officers

Section 1: Qualifications for officers must be but are not limited to:

- Interested in, and devoted to, the purpose of The Milford Football Club and the Community Youth Football League of Cincinnati.
- In good standing with the Community, Milford Football Club and C.Y.F.L.
- Active in all activities (past, present or future) of the Milford Football Club and/or the C.Y.F.L.

Article V: Duties of Officers

Section 1: President

- Shall preside at all meetings of the Milford Football Club.
- Shall insure that all duties of the other officers are fulfilled.
- Shall have final interpretation and application of the C.Y.F.L. League Rules and Regulations except for any violations that involve game forfeitures and/or expulsions.
- Has the authority to be a signer on all disbursements.

Section 2: 1st Vice President - Football Operations

- Shall assist the President in any way suggested by the President and the Board of Directors, and shall preside in the absence of the President.
- Has the authority to be a signer on all disbursements.
- Shall oversee football operations.
- Shall appoint all head coach candidates. All head coach candidates must be approved by majority vote of the Executive Board.
- Shall be responsible for all public relations.
- Shall be responsible for organizations to participate in bowl games.
- Shall be responsible for all background checks on head coaches.

Section 3: 1st Vice President - Cheer Operations

- Shall appoint all head coach candidates. All head coaches must be approved by majority vote of the Executive Board.
- Has the authority to be a signer on all disbursements.
- Shall present all cheer rosters to head coaches.
- Shall oversee cheer operations
- Shall be responsible fore all background checks on head coaches.
- Shall be responsible for all public relations.

Section 4: Secretary

- Shall maintain an accurate written record of all Milford Football Club meetings except all financial records.
- Shall maintain a register for all persons attending any Club meeting or special meeting including Board members and head coaches.
- Shall submit a written copy of the minutes of the Milford Football Club meetings to each member of the Executive Board at the next scheduled meeting.
- Shall maintain the Bylaws. Will have the Bylaws present at all meeting for reference.
- Shall notify each Board member and head coach of all meetings at least seven (7) days in advance of such meeting.
- Shall present all football rosters to Executive Board at the month board meeting. Shall provide rosters to head coaches at the start of the season.

Section 5: Treasurer

- Shall be the custodian of all funds and financial record of the Milford Football Club.
- Shall be responsible for the payment of all obligations incurred by the Milford Football Club.
- Shall present a financial report at each regular Milford Football Club meeting.
- Shall maintain 501c(3) status, which includes a profit and loss statement.
- Shall prepare and file annual tax returns for Milford Football Club.
- Has the authority to be a signer on all disbursements.

Section 6: Sergeant of Arms

- Shall maintain order at all Club meetings.
- Shall be responsible for all aspects of player/coach equipment for football.
- Shall be responsible for the storage, maintenance, and disbursement of the Milford Football Club's equipment.
- Shall act as CYFL representative for all home games.
- Shall ensure the field is setup for use for all home games.
- The procurement of the equipment is the responsibility of the Executive Board and must be approved by a majority vote.

Section 7: Director of Events

- Shall maintain and present a calendar of all Milford Football Club events.
- Shall oversee all concession duties.
- Shall be responsible for appointing a concession committee responsible for all aspects of concession operations.
- Shall be responsible for appointing a committee responsible for all aspects of fundraising activities.

Section 8: Removal from Office

- Officers shall not be removed from office except by a 2/3rds vote of the Executive Board and Advisory Board.

Article VI: Meetings (Rev. 8/27/00)/(Rev 9/13/10)

Section 1: Board Meetings

- A minimum of seven (7) regular meetings and five (5) executive meetings shall be held each year. A "Year" runs from January 1st through December 31st.

Section 2: Quorum

- For an Executive regular or special meeting to be held a simple majority of five (5) Executive Board members must be present.

Section 3: Special Meetings

- Special meetings may be called by the President of the Club upon the request of any member of the Executive Board.

- Each Executive Board member shall be notified twenty-four (24) hours prior to holding a special meeting. Notification of such meetings shall be the responsibility of the Secretary.

Section 4: Voting Procedures

- All non-election issues voted on will require a simple majority of votes of the Executive Board members present to pass unless otherwise specified in other sections of the Milford Football Club.
- All Executive Board members have one vote on all issues up for vote.

Article VII: Elections and Terms of Officers (Rev. 8/27/00)/(Rev 9/13/10)

Section 1: Nominations

- All executive board members shall be nominated and seconded from the floor by an Executive Board member or Advisory Board member. Board Officers shall be elected by ballot at the last regular meeting of the fiscal year in an election year.

Section 2: Voting Procedures

- Each Board Member executive and advisory has one vote in the election. In the event of a tie in the election, the current sitting President will act as the tie breaker.

Section 3: Term of Office

- Newly elected executive board officers shall take office on the first day of the month after the election is held and their term shall be for two (2) years. Officers shall be elected on alternating years to ensure consistency in the executive board, as follows:

Year 1 President

- 1st Vice President, Cheer Operations
- Secretary
- Director of Events

Year 2 1st Vice President, Football Operations

- Treasurer
- Sergeant at Arms
- Director of Events

Article VIII: Fiscal Year (Rev. 8/27/00)

The fiscal year of the Milford Football Club shall end on December 31st of each year.

Article IX: Coaches (Rev. 8/27/00)/(Rev 9/13/10)

Section 1: All head coaches of the Milford Football Club must have the following qualifications but are not limited to the following qualifications:

- Interested in, and dedicated to the purpose of the Milford Football Club and the C.Y.F.L.
- In good standing with the Community, Milford Football Club and the C.F.Y.L. League.
- Must be certified each year by the appropriate body as determined by the Executive Board.
- All head coaches must consent to a background check done by the Milford Football Club.

Section 2: Selecting Qualified Individuals

- Great care will be taken by the Executive Board in selecting qualified individuals to be head coaches in the Milford Football Club. Based on this careful appointment process, it is the consent of the Board to grant full faith and trust in the coaching staffs. Each head coach is responsible for the selection of assistant coaches for their particular team and is expected to exercise the same careful procedures in their selections as the Board has used for them. Qualifications for assistants must be consistent with the high standards of the Milford Football Club and the C.Y.F.L. League rules. Any actions not consistent with the purpose of the Milford Football Club and the C.Y.F.L. League will be dealt with promptly.

Section 3: Head Coach Interview

- All current Head Coaches and any New Coaches requesting a Head Coach position must take part in an off-season interview. For returning coaches this will consist of reviewing the previous year, discussing any issues that the board may have been presented with, and determining the coach's intentions for the next year. For new Head Coaches this will act as an interview for the requested position.
- The interview/review will be held by two (2) Executive Board Members, the 1st Vice President and one other executive member. The recommendations will be presented to the Executive Board at the next Executive Board Meeting.
- All Coaches, both Head and Assistant must fill out a current coach's application each year. The purpose of this is to assure the board has current information on all MFC Coaches. By signing the coach's application the coach agrees to uphold the Milford Football Club Coach's Code of Conduct. See appendixes for these documents.

Section 4: Disciplinary Action

- Any coach who is under consideration for disciplinary action and who is also a board member cannot vote on the disciplinary action.
- Any disciplinary action toward any head coach and their staff must be voted on by the entire Executive Board and must be approved by a majority vote.
- Any coach or assistant coach who is removed from position cannot return to a coaching position until the disciplinary action is reviewed by the Executive Board.
- Any termination of any head coach and their staff must be voted by a majority of the Executive Board.

Section 5: Internal Team Disputes

- It is the responsibility of each coaching staff to address each and every team issues and exercise every possible means to resolve the issues for the "Good of the Team". Any issue that cannot be "internally" resolved can be brought to the Board by the complaining party or the coach as long as every possible effort has been made to resolve it internally. The Board requires that it be notified in writing at least seven (7) days in advance of the next scheduled meeting so that appropriate time can be scheduled to hear both sides of the issue. The Board will exercise all necessary steps to resolve the issue in the "Spirit Of Purpose" of the Milford Football Club.

Article X: Amendments To The By-Laws

Section 1: Proposals

- An amendment proposal to the Milford Football Club By-Laws may be made by any Executive Board member.

Section 2: Approval

- Amendments to the By-Laws shall require a majority vote of the Executive Board.

Section 3: Proposed Amendments

- Proposed amendments must be presented to the Executive Board 7 days prior to a formal vote.

Article XI: Players Draft (Rev. 9/13/10)

Section 1: First Grade Players

- All new kindergarten and first grade players will be placed in a Football Draft. If a new player would like to request a coach at the first grade level he/she may do so, but there is no guarantee they will be on that coach's team. A second year first grade player may request his/her current team. The draft process will take all players and each coach will pick one player per pick. The coach/team with the least players will pick until the rosters are equal. Once the rosters for both new first grade teams are equal the picks per team will alternate until all players have been selected.

Section 2: Second grade through Sixth grade Players

- If any player would like to remain on the same team that they played on the year prior the player may do so.
- If a player would like to request a change in football teams they may request to be placed in the Football Draft. Players must select Football Draft at the time they sign up on their registration form for the upcoming season. The coaches of the grade level they are eligible to play for will select all players who have requested the football draft. The coach of the team with the fewest players will pick first, picking players until the rosters are equal for that given grade level. Once the rosters for both teams are equal the picks per team will alternate until all players have been selected. The coach with losing record will pick first.
- All new players in grades second-sixth will automatically be placed in the football draft for their grade level.
- If there are enough players in the Football Draft to form an additional team for a grade level then a new team will be formed in lieu of placing players on current teams.
- Being placed in the Football Draft does not guarantee that another team will automatically select you at your grade level.

Article XII: Indemnification

Executive Board members together with all of the members involved in the Development and other Committee of the Milford Football Club shall be indemnified by the Milford Football Club and C.Y.F.L. to the fullest extent permitted by the Ohio Non-Profit Corporation Law.