



Souderton Area Youth

Football Association

CONSTITUTION AND BY-LAWS APPROVED AND UPDATED:



I. _____

SOUDERTON AREA YOUTH FOOTBALL ASSOCIATION

CONSTITUTION AND BY-LAWS APPROVED AND UPDATED:

November 2020

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 - Secretary⁶
 - Vice President⁷
 - Treasurer⁸
 - Executive Director of Football⁹
 - Executive Director of Cheer:¹⁰
 - Buxmont League Representative & Alternate¹¹
 - Communications & Marketing Coordinator¹²
 - Events & Fund Raising Coordinator¹²
 - Capital and Corporate Fund Raising Coordinator¹³
 - Grant Coordinator¹⁴
 - Registration and Scholastics Director¹⁴
 - Football Equipment Manager¹⁵



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III. ARTICLE I: CONSTITUTION

1. In accordance with the articles of incorporation and amendments hereof, together with membership in the POP WARNER and BUXMONT YOUTH FOOTBALL, including all the re-enactment's thereof and amendments thereof, shall be the constitution of this organization.
2. The contents of these By-Laws shall be made available to all members of the Souderton Area Youth Football Association, at all times.

IV. ARTICLE II: NAME

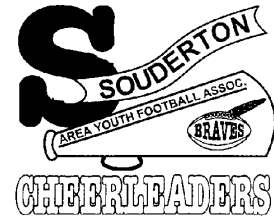
1. The name of this organization shall be the Souderton Area Youth Football Association.

V. ARTICLE III: PURPOSE

1. This association is formed for non-profit purpose of promoting the game of Football and Cheerleading for youths in accordance with Pop Warner Little Scholars Inc.
2. To provide Football and Cheerleading programs workable to all youths in accordance with Pop Warner Little Scholars Inc. rules and regulations, regardless of race, creed, religion, gender, or origin of birth.
3. To provide Football and Cheerleading programs which will enhance the participant's enjoyment of the game, and demonstrate the qualities of sportsmanship, team work, character and self-reliance.
4. To actively pursue and encourage the enrichment of the participants in the program in both scholastic and athletic endeavors.

VI. ARTICLE IV: DEFINITON OF TERMS

1. The following will define terms that will be used within this Constitution and By-Laws. No other definition is implied and no other should be assumed.
 - A. Majority: The largest number taken and or received. This term is defined as greater than 50 percent.
 - B. Year: This term as used within this Constitution and By-Laws implies the calendar year of January 1 through December 31.



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VIII. ARTICLE V: MEMBERSHIP

1. Membership in the association shall be structured as defined in the following descriptions. Membership at all levels shall be limited to persons who meet the criteria of Pop Warner coaches' code of conduct.



2. The Executive Board of Directors shall consist of the following officers:
 1. President
 2. Secretary
 3. Treasurer
 4. Executive Director of Cheer
 5. Executive Director of Football
 6. 1st Vice President (Incl field)
 7. 2nd Vice President
 8. Buxmont League Rep
 9. Corporate Fundraising

Voting for membership in the executive board of directors shall consist of officers who have attended at least nine executive board meetings **OR** 66% of those scheduled between January 1 through December 31.

3. The General Board of Directors shall consist of the following:
The Executive Board as defined in Article V, Section 2 and
 1. Communications & Marketing Coordinator
 2. Events & Fundraising Coordinator



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3. Grant Coordinator
4. Registration & Scholastics Coordinator
5. Football Equipment Manager
6. Head Football
7. Cheer Equipment Manager
8. Head Cheer Coaches
9. Cheer Administration
10. Team Parent Liaison
11. Buxmont Alternate League Representative

Voting eligible membership in the general board of directors shall consist of officers who have attended at least 9 general association meetings **OR** 66% of those general association meetings scheduled between January 1 through December 31.

4. Membership in the general association shall consist of coaches of all football teams, coaches of all cheerleading units, and actively involved individuals. Voting eligible membership in the general association shall consist of members, parents, guardians who have attended at least six general association meetings **OR** 50% of those scheduled between January 1 through December 31.

IX. ARTICLE VI: MEETINGS

1. General Membership Meeting

- A. The association shall meet on the second Tuesday of the month at 7:30PM (December-July), 8:30 PM (August-November), unless otherwise announced by the Executive Board, at a place agreed upon by the Executive Board.
- B. The association shall meet on special occasions as deemed necessary by the President or Vice President of the association.
- C. Meetings are open for attendance to all membership and to the general public.
- D. The general membership shall be responsible for the election of candidates for the following Executive Board offices:



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1. President
2. Secretary
3. Treasurer
4. Executive Director of Football
5. Executive Director of Cheer
6. Vice President
7. Buxmont League Rep & Alt

2.Executive Board of Directors Meeting

- A. The Executive Board of Directors shall meet on a monthly basis and/or upon request of the President or any of the Vice Presidents of the association.
- B. Time and place of the Executive Board of Directors meeting, shall be determined by the President of the association.
- C. The Executive Board of Directors meeting shall be limited to members of the Executive Board of Directors and any individual or individuals invited by the President or Vice Presidents.
- D. The Executive Board of Directors shall direct and guide all activities of the association with the due regard of the wishes and decisions of the entire membership of the association as expressed at association meetings and adopted motions. All decisions of the Executive Board of Directors are final.
- E. The Executive Board of Directors shall be responsible for maintaining a standard of policies, rules and regulations to govern the Souderton Area Youth Football Association.
- F. The Executive Board Of Directors shall be responsible for the following;
 1. The election/approval of all football and cheerleading head coaches.
 2. The election / approval of all vacant Executive/General Board positions as nominated by the president.
- G. Exemption from meetings will be granted when a written explanation is submitted to the Executive Board of Directors.

3. General Board of Directors Meeting



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- A. The General Board of Directors shall meet three times per year (March, July, December) and/or upon request of the President of the association. NOTE: We seem to do this monthly – should this change?
- B. Time and place of the General Board of Directors meeting, shall be determined by the President of the association.
- C. General Board of Directors meetings shall be limited to members of the General Board of Directors and any individual or individuals invited by the President or Vice Presidents.
- D. The General Board of Directors shall direct and guide all activities of the association with the due regard of the wishes and decisions of the entire membership of the association as expressed at association meetings and adopted motions. All decisions of the General Board of Directors are final.
- E. The General Board of Directors shall be responsible for maintaining a standard of policies, rules and regulations to govern the Souderton Area Youth Football Association.
- F. The General Board Of Directors shall be responsible for the following;
 - 3. The election / approval of all football and cheerleading head coaches.
 - 4. The election / approval of all vacant Executive/General Board positions as nominated by the president.
 - 5. Resolution of all disciplinary measures as presented by the Executive Board of Directors.
- G. Exemption from meetings will be granted when a written explanation is submitted to the Executive Board of Directors.

X.

XI. ARTICLE VII: Officers (DUTIES, AND TERMS)

President

- A. The President shall be the executive head of the association.
- B. The President shall exercise all the powers and perform all the duties usually pertaining to the office.
- C. The President shall preside at all meetings of the association and at all meetings of the Executive and General Board of Directors.



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- D. The President shall call meetings of the Executive and/or General Board of Directors as the occasions may arise.
- E. The President shall be the ex-officio member of all committees unless otherwise appointed by the President.
- F. The President shall have the authority to appoint committees and assign duties as required throughout the course of the year (ex. Awards Banquet, Special Projects & Special Activities).
- G. Shall represent the association in all communications and dealings with the Souderton American Legion Post.
- H. Shall attend all Souderton American Legion Post meetings and report monthly to the association membership meeting.
- I. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- J. Any vacancy in the office of the President will be filled by the 1st Vice President for the balance of term.
- K. The President shall nominate candidates for all vacant positions on the Executive and General Board of Directors.
- L. TERM: Two (2) Years.

Secretary

- A. Shall maintain and safeguard all records of the association.
- B. Shall keep an accurate record of all meetings.
- C. Shall distribute copies of the minutes of all board and association meetings to the President after their conclusion.
- D. Shall be responsible for all correspondence and the distribution of mail to and from the association.
- E. Shall be responsible for overseeing the Annual Review and approval of the SAYFA By-Laws with the SAYFA Board.
- F. Responsible to support all Communication & Marketing Efforts.



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- G. Shall inform the members of the Executive and/or General Board of Directors of all meetings.
- H. Shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- I. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- J. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- K. TERM: Two (2) years.

Vice President

- A. Responsible for the organization and operation of special programs including:
 - 1) Executive oversight and representation of snack stand service.
 - 2) Shall track volunteer hours completed by Approved Hardship Families.
 - 3) Shall Oversee the Annual Banquet(s)
- B. Responsible to support the efforts of Events & Fundraising and Capital & Corporate Fundraising Coordinators.
- C. Coordinate Volunteer Services for Snack Stand, Spirit Wear Sales and any other Volunteers as needed.
- D. The office of Vice President shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- E. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.



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- F. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- G. TERM: Two (2) years.

Treasurer

- A. Shall be the custodian of all funds of the association.
- B. Responsible to support the efforts of Grant Coordinator and the Registration & Scholastics Coordinator.
- C. Shall deposit same in a bank designated by the Executive Board of Directors and shall disburse same by check.
- D. The Treasurer and President's signature will be required on all checks and financial payments.
- E. Shall keep accurate records of accounts, which shall be open to inspection by the Executive Board of Directors and General Board of Directors, upon their request.
- F. Shall prepare a treasurer's report to be given at the monthly meetings. This report shall include the reconciliation of all accounts and board sub accounts.
- G. Shall submit a year-end written report at the March association meeting. This report will include the status of all accounts, sub-accounts and budgets for the previous calendar year.
- H. Shall report on the proposed annual budget at the March association meeting. This budget is subject to Executive Board Approval.
- I. Shall be bonded for such amount as determined by the Executive Board of Directors. The premium to be paid by the association.
- J. Treasurer's books will be audited by an independent party every two (2) years OR where there is a change of election of Treasurer.
- K. Shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- L. Shall develop and implement corporate sponsorship programs that are consistent with the financial needs of the association.



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- M. Shall develop and implement fund-raising campaigns that will assist in supporting long range capital needs of the association. This will include the acquiring of available government and corporate grants.
- N. Shall manage and process the Returned Check Policy.
- O. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- P. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- Q. TERM: Two (2) years.

Executive Director of Football

- A. Shall assist the President in all their work.
- B. Shall perform such functions as the President or the Board of Directors shall from time to time direct.
- C. Responsible to support the efforts of the Football Equipment Manager, Head Football Coaches and Field Maintenance Manager.
- D. Shall assume all powers and duties of the President under the President's direction or in the latter's long term absence and/or disability.
- E. Shall inform all Head Football Coaches of all meetings.
- F. Responsible for the organization and operation of all football player registration activities (in conjunction with the Registration chairperson) including league records for this association.
- G. Responsible for collecting copies of birth certificates, physical examination forms, and medical forms.
- H. Responsible for assigning football players by age and weight to the proper football squads in accordance with Pop Warner rules and regulations. Any conflict or questions on the placement of a player will be decided by the



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President, after the consultation with all the parties involved (Executive Director of Football and involved coaches).

- I. Responsible for the certification of all association members and coaches who are required to be certified by Buxmont Football League or Pop Warner National rules and regulations. Will also coordinate all coaches training activities.
- J. Will share responsibilities with the Executive Director of Cheer for field use decisions during practice.
- K. Will have final responsibility on field use or postponement of scheduled game activities, after consultation with President, Executive Director of Cheer and coaches.
- L. Will have responsibility of assisting head coaches in all travel squad activities.
- M. Shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- N. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- O. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- P. TERM: Two (2) years.

Executive Director of Cheer:

- A. Shall assist the President in all their work.
- B. Shall perform such functions as the President or the Board of Directors shall from time to time direct.
- C. Responsible to support the Cheer Equipment Manager, Head Cheer Coaches, Cheer Admin, and Cheer Safety & Training.
- D. Shall assume all powers and duties of the President under the President's direction or in the latter's long term absence and/or disability.
- E. Shall inform all Cheerleading head coaches of all meetings.



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- F. Responsible for the organization and operation of all cheerleading player registration activities (in conjunction with Registration & Scholastics Coordinator) including league records for this association.
- G. Responsible for collecting copies of birth certificates, physical examination forms, and medical forms.
- H. Responsible for assigning cheerleading players by age and weight to the proper squads in accordance with Pop Warner rules and regulations. Any conflict or questions on the placement of a player will be decided by the President, after consultation with all the parties involved (Executive Director of Cheer and involved coaches).
- I. Responsible for the certification of all association members and coaches pertaining to cheerleading, who are required to be certified by Buxmont Football League or Pop-Warner National rules and regulations. Will also coordinate all coaches training activities.
- J. Will have responsibility of assisting head coaches in all travel squad activities.
- K. Responsible to oversee the management and tracking of all expenses for the Cheerleading activities throughout the year.
- L. Responsible to oversee that accurate records of cheerleading expenses are kept, ensuring to track by type of deposit or withdrawal, which shall be open to inspection by the Executive Board of Directors and General Board of Directors, upon their request.
- M. Shall prepare a Cheer Expense Report to be given at the monthly meetings. This report should track to Budgeted and Non-Budgeted items so that monies can be tracked accordingly at the Association level.
- N. Shall submit a year-end written report at the March association meeting. This report will include a summary of all expenses by category.
- O. Shall recommend proposed annual Cheer budget at the March association meeting. This budget is subject to Executive Board Approval.
- P. Will share responsibilities with the Executive Director of Football for field use decisions during practice.



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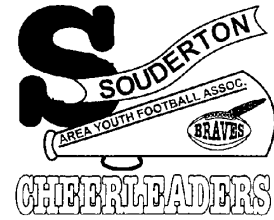
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- Q. Shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- R. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- S. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- T. TERM: Two (2) years.

Buxmont League Representative & Alternate

- A. Shall have a thorough understanding of all rules, regulations, and requirements according to the official Pop Warner rules and regulations book, Buxmont League rules, and the Souderton Area Youth Football Association rules, regulations and policies.
- B. Shall be responsible for representing the majority decision of the Souderton Area Youth Football Association at the Buxmont meetings.
- C. Shall attend all Buxmont league meetings, report the results, and provide the minutes from the Buxmont meetings to the membership of the association.
- D. Shall be responsible for the coordination of association Punt, Pass & Kick activities.
- E. Responsible for Buxmont Alternate Representative.
- F. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. (For the year 2000 only: March 14-December 31.) Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- G. A vacancy in these offices will be filled by appointment of the President and approved by the General Board of Directors.



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H. TERM: Two (2) years.



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Communications & Marketing Coordinator

- A. Reports to Secretary
- B. Shall serve as liaison officer between the parents of the association as represented by the team parents and the Association.
- C. Responsible for the updating and maintenance of the association's website, Facebook and all Social Media Avenues agreed upon by the General Board.
- D. Responsible for communicating to all local printed papers as needed.
- E. Responsible to oversee the agreed upon Photographer of the Association.
- F. Responsible for the annual program. This includes the collection of all materials to be included such as photos, advertising, clipart, rosters, etc. The program due date will be agreed upon by the executive board.
- G. Responsible for organizing and obtaining Team Photo's.
- H. Responsible for the creation and distribution of association newsletters at a pre-determined rate (i.e. monthly, bi-monthly, etc.)
- I. Shall work with Secretary to coordinate the publication of annual yearbook.
- J. Shall assist Events & Fund Raising Coordinator by communicating all event and fund raising projects.
- K. Must attend a minimum of 9 general association meetings annually OR 66% of those association meetings scheduled between January 1 and December 31. Exceptions to this must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- L. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- M. TERM: Two (2) years

Events & Fund Raising Coordinator

- A. Reports to Treasurer
- B. Shall develop and implement special events fund-raising campaigns to assist in supporting the financial needs of the association.
- C. Shall oversee the all SAYFA Events such as: Annual Family Fun Day Event, Annual Banquet(s), etc.



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- D. Shall supervise individuals or fund-raising event teams who undertake the details of a specific fund-raising event.
- E. Shall track all association event fund-raising finances and provide a monthly status report to the association and Executive Board of Directors.
- F. Shall provide the association with suggestions on various methods of fund-raising for consideration.
- G. The office of Event Fund Raising Coordinator shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer for approval.
- H. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- I. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- J. TERM: Two (2) years.

Capital and Corporate Fund Raising Coordinator

- A. Reports to the Vice President.
- B. Shall develop and implement corporate sponsorship programs that are consistent with the financial needs of the association.
- C. Shall supervise individuals or fund-raising event teams who undertake the details of a specific fund-raising event.
- D. Shall develop and implement fund-raising campaigns that will assist in supporting long range capital needs of the association. This will include the acquiring of available government and corporate grants.
- D. Shall track all association event fund-raising finances and provide a monthly status report to the association and Executive Board of Directors.
- E. Shall provide the association with suggestions on various methods of fund-raising for consideration.



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- F. The office of Event Fund Raising Coordinator shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer for approval.
- G. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- H. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- I. TERM: Two (2) years.



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Grant Coordinator

- A. Reports to the Treasurer
- B. Shall research and submit Grant Applications to assist in supporting the financial needs of the association.
- C. Shall track all association Grant related finances and provide a monthly status report to the association and Executive Board of Directors.
- D. Shall provide the association with suggestions on various methods of fund-raising for consideration.
- E. Shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer for approval.
- F. Must attend a minimum of 9 general association meetings annually OR 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- G. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- H. TERM: Two (2) years.

Registration and Scholastics Director

- A. Reports to Treasurer
- B. Registration:
 - a) Provide recommended dates to the General Board of Directors for registration.
 - b) Collaborate with the Board, Create and distribute all media to announce registration dates.
 - c) Collaborate with the Board, Create and prepare all materials and supplies (forms) needed for registration.
 - d) Secure facilities to hold registration.
 - e) Shall work with Head Coaches to coordinate the collection of all insurance, medical, scholastics and registration forms.



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- f) Assists the Executive Director of Cheer and Executive Director of Football in preparation of all materials needed for the Buxmont league prior to all deadlines.
 - g) Shall coordinate with the Executive Director of Football & Executive Director of Cheer to develop and distribute the SAYFA parent handbook.
 - h) Coordinates and tracks all Hardship Requests for the organization. This includes tracking who, approved or not, and handling feedback to the family of the status of their request. Also, must ensure the 2nd VP is aware of who was approved so they can then track the volunteer hours.
- C. Scholastics:
- a) Responsible for the coordination of all academic activities within the organization. This includes the collection, reproduction, and distribution of year-end report cards to satisfy all league and national scholastic requirements.
 - b) Collect all report cards and determine GPA. Submit GPA to Executive Director of Cheer and Football as well as Buxmont Scholastics Director.
 - c) Maintain Scholastics book and organize into proper format as driven by Buxmonts.
 - d) Determine the Buxmont Scholastics Team and complete form. Create certificates to be handed out at banquet.
 - e) Determine Scholar Athletes and who will attend Buxmont Scholastics Banquet.
 - f) Determine All Americans, ensure they complete forms and submit applications.
 - g) Help plan Buxmont Scholastics Banquet.
 - h) Must attend all scheduled Buxmont Scholastics Meetings.
- J. Must attend a minimum of 6 General association meetings annually OR 66% of those association meetings scheduled between January 1 and December 31. Exceptions to this must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- K. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.



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- L. TERM: Two (2) years

Football Equipment Manager

- A. Reports to the Executive Director of Football.
- B. Responsible for the acquisition and maintenance of all football equipment as directed by the Executive Board of Directors.
- C. Responsible for the distribution, inventory and repair of all football equipment and uniforms. Must submit an accurate inventory of all football equipment at the March association meeting.
- D. The office of Football Equipment Manager shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- E. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- F. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- G. TERM: Two (2) years.

Head Football Coaches and Flag Football Commissioner*

**As needed each season when there are multiple Flag Football teams, a Flag Football Commissioner will be elected to coordinate the Flag Football Coaches. The Flag Football Commissioner may also be elected a Flag Football Coach.*

- A. Reports to Executive Director of Football
- B. Responsible for managing, directing, and recruiting assistant coach's medical personal and team parents for the football squads.
- C. Must conform to all rules, regulations and requirements according to the official Pop Warner rules & regulations book, Buxmont league rules, and the Souderton Area Youth Football association rules, regulations and policies.



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- D. Responsible to work with the Registration & Scholastics Coordinator to ensure the timely collection of all insurance, medical, scholastics and registration forms.
- E. Responsible for collecting copies of birth certificates, physical examination forms, and medical forms.
- F. Responsible for maintaining and collection of all equipment for their respective teams no later than December 31st of each calendar year.
- G. Responsible to work with Executive Director of Football in preparation of all materials needed for the Buxmont league prior to all deadlines.
- H. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. (For the year 2000 only: March 14-December 31.) Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- I. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- J. TERM: One (1) year.

Field Maintenance Manager

- A. Reports to Executive Director of Football.
- B. Shall be responsible for the game day operations, to include, but not limited to; game/practice field(s), structure(s), equipment and their maintenance.
- C. Shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- D. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December



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31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- E. A vacancy in the office of the 1st Vice President shall be filled by appointment of the President and approved by the General Board of Directors.
 - F. TERM: Two (2) years.

Cheerleader Equipment Manager

- A. Reports to the Executive Director of Cheer.
- B. Responsible for the acquisition and maintenance of all cheerleader equipment as directed by the Executive Board of Directors.
- C. Responsible for distribution, inventory, and repair of all cheerleading equipment. Must submit an accurate inventory of all cheerleading equipment at the March association meeting. Responsible for collecting all fees for specific cheerleading uniforms. All funds collected to be turned over to the Treasurer.
- D. The office of Cheerleading Equipment Manager shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process. A monthly ledger of this account will be submitted to the Treasurer by the last calendar day of each month.
- E. Must attend a minimum of 9 general association meetings annually or 66% of those association meetings scheduled between January 1 and December 31. Exceptions to this must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- F. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors
- G. TERM: Two (2) years

Head Cheerleading Coaches



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- A. Reports to Executive Director of Cheer.
- B. Responsible for managing, directing, and recruiting assistant coaches, medical personal and team parents for the cheerleading squads.
- C. Must conform to all rules, regulations and requirements according to the official Pop Warner rules & regulations book, Buxmont league rules, and the Souderton Area Youth Football association rules, regulations and policies.
- D. Responsible to work with the Registration & Scholastics Coordinator to ensure the timely collection of all insurance, medical, scholastics and registration forms.
- E. Responsible for collecting copies of birth certificates, physical examination forms, and medical forms.
- F. Responsible for maintaining and collection of all equipment for their respective teams no later than December 31st of each calendar year.
- G. Responsible to work with Executive Director of Cheer in preparation of all materials needed for the Buxmont league prior to all deadlines.
- H. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. (For the year 2000 only: March 14-December 31.) Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- I. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- J. TERM: One (1) year.

Cheerleading Administrator

- A. Reports Executive Director of Cheer
- B. Assist Cheer Head coaches with respect to their registration paperwork, books, and teams.
- C. Assist the Executive Director of Cheer for all cheerleading player registration activities (in conjunction with Registration & Scholastics Coordinator) including league records for this association.



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- D. Assist the Executive Director of Cheer in assigning cheerleading players by age and weight to the proper squads in accordance with Pop Warner rules and regulations. Any conflict or questions on the placement of a player will be decided by the President, after consultation with all the parties involved (Cheer Coordinator and involved coaches).
- E. Responsible to enter all necessary information into the League One System by the dates assigned by Bux-Monts.
- F. Support the tracking of all expenses for the Cheerleading activities throughout the year.
- G. Help keep accurate records of cheerleading expenses, ensuring to track the type of deposits and withdrawals.
- H. Shall help prepare a Cheer Expense Report to be given at the monthly meetings. This report should track to Budgeted and Non-Budgeted items so that monies can be tracked accordingly at the Association level.
- I. Must attend a minimum of 6 General association meetings annually OR 66% of those association meetings scheduled between January 1 and December 31. Exceptions to this must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.
- J. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- K. TERM: Two (2) years

Team Parent Liasion

- A. Shall serve as liaison officer between the parents of the association as represented by the team and the Association.
- B. Will assist Event Fund Raising Coordinator with fund raising projects.
- C. Must attend a minimum of 9 general association meetings annually **OR** 66% of those association meetings scheduled between January 1 through December 31. Exceptions to this requirement must be presented in writing and approved by 75% of voting eligible members of the General Board of Directors.



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- D. A vacancy in this office will be filled by appointment of the President and approved by the General Board of Directors.
- E. TERM: One (1) years.



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XII. ARTICLE VIII: VOTING

1. Association Meetings

- A. Any association meeting at which a vote is to be taken must have a minimum of fifteen (15) voting eligible members present in order for voting to occur.
- B. Any individual, who meets the requirement of Article V, Section 4 will earn a general membership vote.
- C. To accept any proposals or recommendations, a motion must be made, seconded, and approved by the majority of the members present who meet the requirements of Article V, Section 4.
- D. Any vote must consist of a majority of the members present who meet the requirements of Article V, Section 4, to pass any proposals, policies, and general business criteria.

2. Executive Board of Directors Meeting

- A. Any Executive Board of Directors meeting at which a vote is to be taken must have a minimum of four (4) members present. Voting will consist of any Confidential or Financial type of Issue. All other items will be voted on by the General Board of Directors and Executive Board.
- B. Each individual on the Board of Directors will have only one vote regardless of the number of offices that individual may hold.
- C. A majority vote of those in attendance may decide any question within the power of the Board of Directors except as otherwise stated in this Constitution and By-Laws.

3. General Board of Directors Meeting

- A. Any Board of Directors meeting at which a vote is to be taken must have a minimum of twelve (12) Board members present.
- B. Each individual on the Board of Directors will have only one vote regardless of the number of offices that individual may hold.



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- C. A majority vote of those in attendance may decide any question within the power of the Board of Directors except as otherwise stated in this Constitution and By-Laws.

4. Constitution and By-Laws

- A. Constitution and By-Laws articles may be repealed, altered or amended by a 3/4 vote of the total membership of the General Board of Directors present and meeting the requirements of Article V, Section 4.

5. Absentee Voting

- A. No absentee votes will be accepted under any circumstances.

XIII. ARTICLE IX: ELECTIONS

1. Elections

- A. All elections except those filling immediate vacancies will be held at the December association meeting.
- B. All elections will be directed by the Executive Board of Directors and votes will be tallied by two Executive Board members selected by the President.
- C. In all cases where more than one candidate is nominated for the same office, the election shall be by secret ballot of the association membership who meet the requirements of Article V, Section 4.
- D. A candidate may be nominated for up to two offices. Whereupon meeting the majority approval of eligible voters for the first position, the candidate will relinquish the nomination for the other office. Candidates may only be elected to and hold one coaching position.
- E. Voting for elected positions will proceed in the following order: 1) Cheerleading and football head coaching positions will begin with the highest weight category first and proceed downward in weight order. 2) Executive Board and other elected positions will begin with the office of President and proceed in the order as identified in Article IX, Section 1.F.



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- F. Election of candidates for the following offices will be done by a majority vote of the association's members, who meet the requirements of Article V, Section 4. and are present at the time of voting:
1. President
 2. Secretary
 3. Vice President
 4. Treasurer
 5. Executive Director of Football
 6. Executive Director of Cheer
 7. Buxmont League Rep
 8. Communications & Marketing Coordinator
 9. Events & Fundraising Director
 10. Capital & Corp Fundraising Dir
 11. Grant Coordinator
 12. Registration & Scholastics Dir
 13. Football Equipment Mgr
 14. Head Football Coaches
 15. Field Maintenance Manager
 16. Cheerleading Equipment Mgr
 17. Head Cheer Coaches
 18. Cheer Admin
 19. Team Parent Liaison
 20. Buxmont League Rep Alt
- G. The election of head football and cheerleading coaches and approval of all assistant coaches will be done by a majority vote of the total membership of the General Board of Directors who meet the requirements of Article V, Section 3, item G.
- H. All results of the general election are final. All election protests must be made prior to the adjournment of the election meeting.
- I. All elected candidates will assume office on January 1st.



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2. Nominations

- A. The President shall appoint three General Board Members at the October association meeting to collect a slate of candidates to be submitted to the association for all open offices and positions at the November meeting.
- B. Other candidates may also be nominated from the floor at the December meeting by individuals who meet the requirements of Article V, Section 4.
- C. All nominations must be made to a committee member by an association member, who meets the requirements of Article V, Section 4.
- D. Upon presentation at the November association meeting, all nominations must be seconded by an association member, who meets the requirements of Article V, Section 4.
- E. All officers may succeed in any office.
- F. All nominations for the following offices must meet the prerequisites listed below:
 - 1. Buxmont League Representative
 - A. Head coach or assistant on a Souderton Area Youth Football tackle team for at least two years.
 - 2. Head Coaches for Tackle Teams
 - A. Must have knowledge of SAYFA rules and regulations and have been an assistant coach on a SAYFA tackle team for a minimum of one year.
 - 3. Competition Level Cheerleading Coach
 - A. Must have knowledge of SAYFA rules and regulations of competition cheerleading and have been an assistant coach on a competition squad for a minimum of one year.
 - 4. Exceptions require approval of 75% of voting eligible members of the General Board of Directors.



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XIV. ARTICLE X: TERMINATION OF OFFICE OR MEMBERSHIP

1. End of Term

A. All offices shall be vacated at the end of their elected term.

2. Resignation of Office

A. All resignation shall be submitted in written letter form to the Executive Board of Directors and read by the Secretary at the following association meeting.

3. Removal from Office/ Expulsion from Membership

A. Members and officers may be removed from office or an area of responsibility by a $\frac{3}{4}$ vote of at least 12 members of the General Board of Directors meeting the requirements of Article V Section 3.

B. Reasons for removal

1. Not conforming to the Pop Warner or Souderton Area Youth Football Association documented code of conduct.
2. Deliberate defiance of the Executive or General Board of Directors decisions and policies.
3. Failure to meet minimum attendance requirements during the course of the year without due cause and written reason for absence.

C. Removal or Disciplinary Procedures

1. Charges to be presented in writing to the Executive Board of Directors.
2. Unless otherwise stated all Pop Warner procedures and due process will be followed.
3. Member or officer that is accused is to be notified in writing of all charges being brought forth. In addition, at least fourteen (14) days written notice shall be given as to the date, time and place of the hearing before the General Board of Directors.
4. Hearing will be held in a private meeting before the General Board of Directors.



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5. Removal or disciplinary action shall require a minimum $\frac{3}{4}$ vote of at least twelve (12) Members in attendance at the General Board of Directors who meet the requirements of Article V Section 3.

XV. ARTICLE XI: MEMBERSHIP DUES

1. Membership in the Souderton Area Youth Football Association shall be free.

XVI. ARTICLE XII: SOCIAL MEDIA POLICY

1. **What is Social Media?** Social media is generally internet based tools for sharing and discussing information. The term “social media” most often refers to activities that integrate technology, social interaction and the sharing of words, pictures, videos and audio, such as, but not limited to the following:
 - Multimedia and social networking sites, like Twitter, Facebook, Instagram and YouTube
 - Blogs, wikis, message boards, micro-blogs and other community-based sites or collaboration tools
 - Social commerce postings, like product or experience reviews
 - Any other sites where information – like text, images, video, sound or other files – can be uploaded or posted
2. **Overview** – Use the following guidelines and policies when you contribute and participate in any social media activity. Not only does it protect both you and SAYFA, but also you can have confidence knowing you are representing SAYFA in a responsible professional manner. While SAYFA respects your privacy, conduct that has, or has the potential to have a negative effect on our organization is subject to disciplinary action, up to and including expulsion from SAYFA.
3. **Character Clause** – SAYFA reserves the right to dismiss a participant, parent, or guardian for any act of misconduct including (but not limited to) an act of dishonesty, theft or misappropriation of association property, moral turpitude, insubordination, or any act injuring, abusing, or endangering others, or any act that could bring SAYFA into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on SAYFA



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4. **Guidelines** – Review the Guidelines, take accountability and remember to use good judgment. The guidelines below explain our policies as they apply to social media:
 1. Keep confidential information confidential. Any statement, whether made online or offline or through images, videos or sound files, related to or referencing SAYFA business, participants, product, or volunteers, regardless of the media or forum used, must strictly comply with said policies and procedures. Keep any Internet-based conversation about SAYFA focused on publicly-known information. If you are not sure whether something is appropriate to post, don't post it.
 2. Be accurate, truthful and considerate in your posts. Be constructive, provide appropriate context, and think about the impact of your comments. Words matter...and remember that anyone, including parents, student athletes or any volunteers can find and see postings. So be responsible about what you share and how you share it – just as you would at work or at home.
 3. Take responsibility for your words. Remember that individuals (i.e. parents, family members, volunteers and student athletes) can be held accountable for comments deemed to be defamatory, obscene, proprietary or libelous, whether they pertain to SAYFA, or another person. Personal attacks directed toward parents, participants, officials, or family members will not be tolerated by SAYFA as indicated above.
 4. Assume that anyone can see what you post. The internet is a fully discoverable, which means that anyone with an Internet connection – including our participants – can find even the most obscure information.
 5. Identify yourself. Use a personal email address, not a SAYFA's email address as your primary means of identification. Under no circumstances are you permitted to identify yourself as a spokesperson for SAYFA
 6. Pass on any press inquiries. Social media postings occasionally generate media coverage. If you are ever asked to make a comment regarding SAYFA by media, you are to direct those individuals to the SAYFA web site. There they may find the entire Board of Directors contact information.



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7. Any Social Media forum (Facebook, Blog, etc.) for SAYFA teams/members must be approved and reviewed by an appropriate Board Member to have visibility to posts and shared information (i.e. Cheer/Football Director/Coaches).

XVII. ARTICLE XIII: ADOPTION

1. This constitution and By-Laws is approved and adopted by a vote of the General Board of Directors present at a meeting held at the Souderton American Legion in Montgomery County on the 12th day of March, 2002.
2. By-laws amended 11/12/03.
3. By-Laws Amended 3/15/2010
4. By-Laws Amended 3/15/2011
5. By-Laws Amended 10/11/2011
6. By-Laws Amended 3/8/2016 (addition of Team Parent Liaison)
7. By Laws Amended 8/9/2016 – added Article XII “Social Media Policy”