

**Springfield Youth Club
(SYC)**

**Springfield, Pennsylvania
(Delaware County)**

Organization Bylaws

**Bylaws of
Springfield Youth Club (SYC)
Springfield, Delaware County
Pennsylvania**

**Article I
Organization Name**

The name of the organization shall be Springfield Youth Club. (Herein referred to as SYC).

**Article II
Organization Address**

The principal place of business of the club is P.O. Box 231, Springfield, Pa. 19064.

**Article III
Purpose**

The SYC is a non-profit organization dedicated to youth. Its purpose is to promote the principles of active participation, sportsmanship and scholastic achievement in association with the football and cheerleading programs. The programs shall be implemented with the emphasis on teaching. The activities will occur in a positive and challenging atmosphere without undue emphasis on winning. The program shall be carried out in accordance with the Bylaws and rules of the football conference in which the SYC is a voting member.

The SYC Board shall field the required Varsity football teams mandated by the conference.

The football/cheerleading programs shall be conducted under the administration and supervision of the Board of Directors and the respective Head Coaches/Advisors in accordance with the Bylaws and rules/regulations of the SYC.

Article IV
General Membership

Section 1: Player/Cheerleader Eligibility

Any youth who is a resident of either Springfield Township or Morton Borough, or open territory, or who has acquired a waiver from a conference member is eligible to apply as a player or cheerleader.

Section 2: Voting Membership

Parents/Guardians, Step Parents of enrolled youths are voting members of the club. The Head Coaches/Advisors, Assistant Coaches and Board of Director members are voting members. Voting members of the club are referred to as members.

Section 3: Membership Year

The membership year extends from August 1 through July 31.

Section 4: Hold Harmless Agreement

No child may participate in the programs unless one of his or her parents or guardian has signed the SYC agreement.

Section 5: Registration Fees

Registration fees shall be set by the Board.

Section 6: Meetings

- A. The general membership shall meet annually at a place within the township designated by the President during the month of October.
- B. Additional meetings of the general membership may be called at any time by the President or upon the written request of at least 10 percent of the membership.
- C. A quorum at any general membership meeting shall consist of a quorum of the Board and those members present.
- D. Order of Business shall be according to Robert's Rules of Parliamentary Procedure.

Article V

Board of Directors

Section 1: Purpose/Principles

The Board will ensure that the general purpose and principles of the SYC, as defined in Article III, are adhered to.

Section 2: Board of Directors

- A. The Board of Directors shall be elected by the members, as defined in Article IV, Section 2. The Board of Directors shall consist of: President, Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. The Board shall also consist of four (4) advisors. One (1) advisor shall be the Coaches' Representative, appointed by the Coaches' Committee. One (1) advisor shall be the Cheerleader's Representative appointed by the Cheerleaders Advisors. The other two (2) advisors shall be Advisors at Large, elected by the members. Each Board member, including Advisors, has one (1) full vote on the Board of Directors. The President will have the authority to appoint a board member to fill any vacancy upon the approval of the Board.
- B. The fiscal year for the Board of Directors shall be March 1, to the final day of February.

Section 3: Board Meetings

- A. The Board shall meet every month and at such other times as deemed necessary by the President.
- B. Any members who are absent from three (3) consecutive Board meetings, without just cause, may be dismissed by majority vote of the Board.
- C. The order of business shall be according to Robert's Rules of Parliamentary Procedure.

Section 4: Quorum

A quorum of the Board shall consist of six (6) member including either the President or Vice-President and five (5) other members.

Section 5: Duties

- A. The Board will be responsible for the management of the affairs, business and interest of the SYC.
- B. The Board will implement the following procedures for investigating specific allegations against coaches or Board members with regard to

unsportsmanlike conduct or behavior that the Board feels may impede progress in the future fulfillment of the club's purposes.

1. A Special Committee will be formed to investigate the complaint and report its findings to the Board. The Special Committee shall consist of a Board member, elected by the Board; a coach, elected by the coaches; and a parent who is neither a Board member nor a coach and is agreeable to both the Board member and the coach.
 2. If the Special Committee finds the complaint valid, the Board will take action found necessary by majority vote.
- C. If any flagrant activity (e.g. fighting, crowd riots, alcohol or criminal activity) is charged against any coach, Board member or participant of the SYC, the Board may bypass the procedure above and may institute immediate suspension.
- D. Approval of Exhibition Games
1. Scheduling of all exhibition games must first be approved by the Coaches' Representative. This is to ensure that facilities are available for home games and scheduling does not interfere with normal functions of the SYC.
 2. Whenever possible, every attempt should be made to schedule preseason games for all weight classes against a common opponent.
 3. Teams which participate in conference playoffs are not eligible for any postseason games.
 4. Teams which fail to qualify for conference playoffs may schedule one postseason with prior approval of the Board of Directors.

Article VI

Officers

Section 1: Electing of Board of Directors

- A. During the fourth week of October, the President will be responsible for publicizing the need for volunteers to serve on the Board by public announcement or media advertisements. Nominations will be open from December 1st to January 15th. Nominations are to be received by the Secretary at the club's mailing address by the closing date. All members (refer to Article IV, Section 2), with exception of the coaches (Flag Coaches are permitted), are eligible to be elected to the Board of Directors. There will be an election by the membership in the month of February, which will be announced by public announcement or media advertisement.

Section 2: Terms of Office

- A. All officers shall serve a term of two (2) years. The President, Assistant Treasurer, Assistant Secretary and one (1) Advisor at Large will be elected in odd numbered years. The Vice-President, Secretary, Treasurer and one (1) Advisor at Large will be elected in even numbered years.

Section 3: Officers' Duties

The officers of the SYC shall perform the following duties as outlined and other duties as prescribed by the President.

A. President

1. To preside as the chairperson at the Board meetings as well as at any general membership meeting.
2. To appoint all committee chairpersons with the exception of the Coaches' Committee.
3. In conjunction with the Treasurer, will approve/authorize expenditures of all funds.
4. Will execute all documents on behalf of the club.
5. Will ensure the implementation of an insurance policy as approved by the Board.

B. Vice-President

1. In the absence of the President, will assume the duties and responsibilities of the Chairman in addition to other duties assigned by the Chairman.

C. Secretary

1. Shall be the custodian of all records of the organization except for the financial records entrusted to the Treasurer.
2. Shall keep minutes of all meetings of the Board and general membership.
3. Shall see that proper notice of all meetings is given to all members.

D. Assistant Secretary

1. Acts in the absence of the secretary, and therefore, keeps current on the secretary's operations.
2. Performs other duties as assigned.

E. Treasurer

1. The Treasurer shall be responsible for the collection and timely banking of club revenues.
2. Prepares a detailed financial budget for the February Board meeting.
3. Suggests to the Board possible investment opportunities.
4. Shall keep true, accurate and detailed accounts of all monies received or expended.
5. A report that summarizes the clubs' financial situation shall be presented at all Board and general membership meetings.

F. Assistant Treasurer

1. Acts in the absence of the Treasurer, and therefore, keeps current on the Treasurer's operations.
2. Performs other duties as assigned.

G. Advisors

1. To attend the regularly scheduled Board meetings.
2. To offer their advice/expertise on the matters relating to the club.
3. Serve on committees as designated by the President.

**Article VII
Committees**

Section 1: Purpose

In order to adequately conduct business of the Club, the President at his discretion may assign committees to perform specific functions.

Section 2: Authority

A. Coaches Committee

This committee shall consist of the Head Coach of each Varsity team. This committee shall elect a representative (Head Coach or Assistant Coach) who will be known as the Coaches' Representative and who will serve on the Board of Directors.

The Coaches' Representative is empowered to call a meeting of the Coaches Committee. He will designate the time and location of such meetings. Therefore, all requests for such meetings shall be directed to the Coaches' Representative. Details of such meetings shall be communicated to any J.V. Head Coach.

The Coaches' Representative shall present recommendations/findings of the Coaches' Committee to the Board of Directors.

Article VII

Head Coaches

Section 1: Selection

Head Coaches must inform the Board of Directors of their intention to return to their positions or to vacate same by January 1. Those choosing to return will be subject to approval by the majority vote of the Board at the February meeting.

If vacancy exists, the President will select a committee comprised of three (3) Coaches and two (2) Board members to serve as a Recommending Committee for such vacancy to the Board of Directors. The vacancy will be advertised and applications accepted by the Committee. Upon due process, the Committee will present the Board their recommended candidate for Coach. This candidate must be approved by a majority vote by the Board of Directors.

Section 2: Responsibilities

The Head Coaches are responsible for organizing and directing their individual football programs. They must insure strict adherence to all conference and SYC bylaws and rules. This includes the selection of coaching staff that meets the approval of the Board of Directors. Also, they are responsible to formulate and implement team policies covering rules, discipline, playing time and practice schedules; a copy of which must be submitted through the Coaches' Committee to the Board of Directors.

Section 3: Communication Plans

He will insure that they have in place a rain out plan so that games or practices can be cancelled with little or no confusion to the players or their parents.

Section 4: Meetings

He will attend all coaches meetings or, if unable to attend, he will delegate one of his Assistant Coaches to attend.

Section 5: Junior Varsity Teams

In the event that a program has enough players to adequately field both a Varsity and a Junior Varsity (JV), it will be the Varsity Head Coaches' responsibility to form a JV team and appoint a coaching staff with the approval of the Board of Directors. It will be his further responsibility to keep an active interest in and give direction to the JV coaches and programs.

Section 6: Communication

The Head Coach of each program will call a meeting of the parents' sometime during the month of August to explain all aspects of his program. He is encouraged to provide weekly updates to his players and their parents to keep them informed about SYC activities, practice schedules, upcoming opponents and traveling directions. He is responsible to see that a game summary be submitted to the Springfield Press for every game played. He shall be responsible for selecting participants for his/her team for extracurricular activities such as selection to the Bert Bell All-Star Team or attendance at the Maxwell Youth Day Luncheon, if applicable.

Article IX

League Representative

Section 1: Selection

The League Representative and the Alternate shall be appointed by the President.

Selection 2: Duties

The League Representative and/or the Alternate must attend League meetings and report back to the Board. He is to represent the Board of Directors at the League meetings.

Article X

Trophies/Awards

Section 1: Trophies/Awards

Only those trophies or awards approved by the Board will be given to individual teams or players, such as the Graduate Award, Spartan Award or the Herb Kerns Award. At discretion of the Board of Directors, additional awards can be issued to teams, players or members of the community.

The Graduate Award is given to those players who have participated in all of the football weight programs and to those cheerleaders who have participated for six (6) years with four (4) of those years on a Competition Squad.

The Spartan Award is given to one (1) of our club members for meritorious Service within our organization.

The Herb Kerns Award is given by the Head Coaches' Committee to an

individual who has contributed most of their time in assistance to the organization and enhancing accomplishment of the SYC goals during the course of a season.

Section 2: Special Awards

In the event that the SYC elects to remain as a sponsor of the Maxwell Club Youth Day Awards Luncheon, funds permitting, the following procedures shall be implemented:

- A. Each Head Coach will be asked to select one of their players to attend the Maxwell Luncheon along with Head Coach or his representative. All Varsity teams shall be represented.
- B. The President shall have the option of selecting any additional attendees.

Article XI Finality

Section 1:

The Board of Directors shall have the power to make, alter, amend and repeal the bylaws of the SYC, subject always to the approval of the general membership, to change such action by a majority vote of the members present at a meeting called for that purpose, provided that a resolution for making, altering, amending or appealing the bylaws has been made and seconded by a member of the Board at a prior meeting of the Board and written notice is adopted. The notice stating the purpose of the meeting to the membership may be through the local community news media. The advertisement shall appear for not less than two (2) consecutive weeks prior to the meeting.

Section 2:

If and when the organization dissolves, it will dissolve under section 501 © (3) of the Internal Revenue Code.

Section 3:

The bylaws shall be in force and effective immediately.

12/1993

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