



Shakopee Youth Football Operating Guide & By-Laws

Certified as of 12/04/2022 and supersedes any rules prior to this date.

OPERATING GUIDE

Vision | The Shakopee Youth Football Association (SYFA) is a non-profit organization that exists for the purpose of teaching each child the fundamentals of the sport and to provide the framework for the wholesome participation at each child's playing ability.

Mission | SYFA and its members are dedicated to the sport of football in our community. We will offer a quality and well-supervised youth football program in a fun environment that will instruct youth on the proper football fundamentals and increase the overall football skill levels of all participants. The program will do this while promoting values of high-character, sportsmanship, and teamwork, and hope to instill a lifelong love for the game of football.

Values | Enjoy Playing the Game | Sportsmanship | Teamwork | Skill Development | Love the Game!

Program Philosophy

- Having fun while learning and being treated with dignity is each child's right and each adult's responsibility.
- We will be team oriented in our approach. In the game of football, the goals of the team and group can only be attained through dedication and commitment of the whole team. Nothing can be accomplished alone.
- Coaches and parents shall stress sportsmanship, team spirit, and developing skills more than winning.
- Coaches and parents shall employ appropriate language and behavior when dealing with impressionable youth.

Conduct & Code of Ethics

SYFA Board of Directors, coaches, assistant coaches, referees, coordinators and volunteers will:

- Exhibit and maintain personal conduct supporting the SYFA program philosophy and rules.
- Maintain a commitment to the highest levels of personal and public integrity.
- Encourage a positive impression for the game of football.

Unethical conduct or actions are unacceptable and should be reported to the SYFA Board of Directors. The Coaches/Officials Coordinator will investigate all reported issues and will present the facts to at least one Officer of the board, Travel Director, and In-House Director. They will review the situation and determine if the incident is subject to disciplinary action. In the event of a conflict of interest for the Coaches/Official Coordinator, an Officer of the Board of Directors will lead the investigation.

If the situation involves a Director of the SYFA Board, the Coaches/Official Coordinator will conduct an investigation as outlined above, and present the facts to the whole board, minus the offender to review the situation and determine if the incident is subject to disciplinary action. This action could result in removal from the SYFA Board, which would require a simple majority vote by the SYFA Board.

SYFA Board, parents, and participants must agree to abide by the overall philosophy of SYFA and parent/participant conduct policy. Violations of this policy should be brought to the SYFA Board's attention for review by the Coaches/Officials Coordinator and will present the facts to at least one Officer of the board, Travel Director, and In-House Director. They will review the situation and determine if the incident is subject to disciplinary action.

During tackle games players and coaches will have a “coaching box” area painted on the sideline turf. Only players and coaches are allowed within this area. Parents and other spectators are to stay outside of this area.

Coach's Responsibility

Coaches will be selected/approved by the Board of Directors and are required to abide by the overall philosophy of SYFA and the SYFA Coach's Code of Conduct Policy. The head coach for each team must attend the coach's clinic and receive Board of Director's approval before coaching. Assistant coaches are strongly encouraged. A head coach can select one assistant coach prior to the player draft. Both the head and assistant coaches must be registered with SYFA as coaches and complete the required training prior to the draft. Only the head coach and one assistant coach are allowed to attend the player draft.

A coach is responsible for the development and conduct of all players on the team. As a football coach, their primary function is to teach skills and develop the players socially, psychologically, and physically as it relates to the game of football. They are accountable to the SYFA Board of Directors and will follow the guidelines listed below:

- Hold a parent/coach meeting prior to the first season game to explain the rules, goals, and objectives to the team.
- Clearly state the expectations of the players and parents for the season.
- Encourage team play and values.
- Develop players to play a variety of positions within the player's physical and mental abilities.
- Enforce all rules without prejudice toward any one player.
- Maintain team discipline. Sensitive matters will be explained in full and be private between player, parent, and coach.
- Conduct yourself as a role model for the players and the parents.

A coach may sit a player for a specific disciplinary reason. Such benching must be for a reasonable length of time and must be related to a specific behavior rather than a game situation. It should never be more than half a game and never for a full game. Behavior which could be subject to disciplinary action includes excessive unexcused absence at practices or games, foul language, violent behavior, or refusal to follow coach's instructions. A player's participation may be restricted or prohibited for some length of time due to school-initiated discipline such as grades, suspension, or expulsion.

Any complaint about a coach's behavior and/or coaching philosophy will be reviewed by the Coaches/Officials Coordinator, Travel Director, In-House Director, and at least one Officer of the Board of Directors. This panel shall have final say as to what disciplinary action will be taken if needed. Issues with playing time should be addressed with the appropriate In-House/Travel Director and/or Coaches/Officials Coordinator after waiting 24 hours.

Travel team head coaches will receive the 50% discount on one player.

Rules are & Violations

The SYFA rulebook for each grade level, in conjunction with the NFHS Football rules, shall govern all play. The Board of Directors and the appropriate In-House/Travel Directors may make modifications. It is the responsibility of each coach (not the referees) to understand and follow the association's rules and guidelines. Rules are specific and are not subject to interpretation. Coaches should discuss rules or other concerns with each other before or after games in a professional manner away from the players. The Board of Directors and/or In-House/Travel Directors will exercise good judgment of making any necessary changes.

Players will participate at their current grade level (as of fall classes), and cannot register or move between SYFA playing levels without explicit permission from the SYFA Board of Directors.

Grades 6 through 8 of the SYFA participate in the South Suburban Youth Football League (SSYFL), a travel league allowing for games between various surrounding communities. For these grade levels, SYFA teams will follow the league rules of the SSYFL.

Grades 7 and 8 of the SYFA may allow for the formation of a tournament team at each grade level. Players on tournament teams must be a currently registered member of the SYFA and an active member of a travel team in addition to the tournament team. The Board of Directors will select the head coach of the tournament team, with the preference going to a non-parent (parent with no player on the team) head coach. The assistant coaches can be parents of the players on the team. Players will be "invite only" by a selection process of current and former coaches. Tournament teams will be run similar to high school teams. Playing time is not guaranteed and will be determined by the tournament team coaching staff. All tournament teams will follow the rules of the individual tournaments they will participate in during the season.

Unprofessional rule disputes with referees or opposing coaches during the game will not be tolerated. The referees will be directed by the association to strictly enforce penalties relating to the following: Profanity, abusive language, or excessive arguing of calls by coaches, players, spectators or parents.

FIRST OFFENSE: 15 Yards, loss of down and a verbal warning.

SECOND OFFENSE: Ejection (game will be stopped until the offender has left the property).

Rule changes during the season can only be made by the Board of Directors and/or the appropriate In-House/Travel Director and must be communicated to all coaches prior to the rule change being applied. Suggestions for any rule changes must be made to the Board of Directors in writing. Rules for each grade will be reviewed at the postseason coach's meeting and amendments can be recommended at this time. All changes will be incorporated in the following season.

Rule violations should be reported within 48 hours to the appropriate In-House/Travel Directors who will then report them to the Coaches/Officials Coordinator. Coaches determined to have violated any SYFA rules or philosophies will be reviewed by the Coaches/Officials Coordinator and then present to the In-House, Travel Directors, and at least one Officer of the Board of Directors for possible discipline up to and including dismissal. If the situation involves a board member, the Coaches/Official Coordinator will conduct an investigation and present the facts to the whole board, minus the offender to review the situation and determine if the incident is subject to disciplinary action. This action could result in removal from the Board of Directors, which would require a simple majority vote by the Board of Directors.

Chemical Use Policy

The SYFA does not allow the use or possession of Mood Altering Chemicals by any player. Coaches, parents, volunteers, and referees of legal age are not allowed to use any Mood Altering Chemicals while on the grounds of any SYFA activity. These include, but are not limited to: tobacco, marijuana, beverages containing alcohol, or any substance defined by law as a drug. It is not a violation for a player to be in possession of a legally defined drug specifically prescribed for the player's own use by his doctor. Should a coach encounter a player or parent in violation of this rule during the season of play, they must immediately report the incident to a member of the Board of Directors.

1. FIRST VIOLATION: Two week's suspension from the sport, which includes all practices, games, scrimmages and tournaments. The person(s) in violation must have a meeting with two of the Officers of the Association.
2. SECOND VIOLATION: The person will be dismissed from the team for the balance of the season. (In event a player is so dismissed as a result of this violation no refund shall occur.)

SYFA also strongly recommends compliance with the American Academy of Pediatrics guidance for consumption of energy drinks, which recommends that consumption of energy drinks have no place in the diets of children or adolescents. For additional information, please see the American Academy of Pediatrics website. Coaches should never recommend participants take energy drinks to enhance performance. Doing so is a direct violation of the coach's code of conduct.

Social Media Policy

Playing and competing for the SYFA is a privilege. The SYFA Board, Coaches, and Players are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, community and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally, and are used by a large portion of the community in one form or another.

SYFA members should be aware that third parties, including the media, faculty, future employers, and etc could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the SYFA. This can also be detrimental to a SYFA's future involvement in leagues/associations that we play against.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

If a SYFA member's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

- Written warning and/or;
- A meeting with SYFA Board of Directors and Head Coach, if appropriate.
- Penalties as determined by SYFA Board, including but not limited to possible suspension from his/her team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- Be aware of who you add as a friend to your site - many people are looking to take advantage of people.
- Consider how the above behaviors can be reflected how the community will see you as a member in the community.

Member Safety & Equipment

The health and well-being of all SYFA participants is the association's primary concern. All SYFA equipment handed out to players shall be kept in the best condition possible. Equipment is reviewed during the off-season for wear and tear. Each helmet shall be reconditioned every three years and shall not be reconditioned if more than 10 years old. Equipment that no longer meets these standards for safe play will be destroyed and salvaged.

The SYFA will have available for parents information on head injuries. The SYFA will attempt to educate coaches on identifying the symptoms of concussions. A player that shows symptoms of sustaining a concussion shall be immediately removed from the current event. The coach is responsible to notify the appropriate In-House/Travel Director that a player possibly sustained a concussion. In order to mitigate any further injury, this player is prohibited from taking part in any SYFA sporting event until the player receives medical clearance from a recognized health care professional trained in the evaluation and management of a concussion. A medical professional trained in the evaluation and management of concussions must provide the player's coach with a written statement approving the child for participation

in a SYFA sporting event before the player is allowed to participate in a SYFA event. The coach will let the appropriate In-House/Travel Director know when they have received this written statement.

Refund Policy

A registered player who decides to or cannot participate and notifies the SYFA prior to the first game will receive a full refund of their registration fee, net of the cost of the jersey if the player's name has been added to it (Travel grades) or the jersey has already been ordered (Flag and in-house tackle league). All SYFA equipment must be returned prior to a refund being issued.

A player who must drop out of the program prior to the 1st game of the season due to injury will also receive a full refund net of the cost of the jersey if the player's name has been added to it (Travel grades) or the jersey has already been ordered (Flag and in-house tackle league). All SYFA equipment must be returned prior to a refund being issued.

If a special circumstance occurs after the first game has been played, it can be reviewed by the SYFA board for a possible refund. No full or partial refunds will be issued after August 15th.

All refunds are subject to a \$15 processing fee.

BY-LAWS

Article I - Name, Affiliation, and Office

Section 1.1 - Name, Affiliation, and Purpose	Shakopee Youth Football Association (SYFA) is a Minnesota Non-profit, Corporation organized under Minnesota Statutes Chapter 317A ("Organization"). The Organization is established as a non-profit educational organization engaged in the support of youth football and in the organization of interscholastic, travel, and tournament competition.
Section 1.2 - Place of Business	The Organization's registered place of business is P.O. Box 494, Shakopee, MN 55379. The mailing address for the Organization is P.O. Box 494, Shakopee, MN 55379.
Section 1.3 - Effective Date	The effective date of these Amended Bylaws shall be March 18, 2019.

Article II - Membership

Section 2.1 - Members	Any parent/legal guardian of a student athlete participating in the Organization in the grades of Kindergarten through 8 th grade or a player in the Shakopee High School Football program who has paid a player's registration fee shall be considered a member of this association. In addition, any community member who is an active volunteer (as accepted by the Board of Directors and register) within the association can be a member of the Organization as long as they are in good standing with the board.
Section 2.2 - Membership and Terms	<p>The annual membership period shall commence on the date of registration for the current season and shall terminate on the next season's registration opening date. The number of members shall be unlimited with efforts made each year to increase the association membership.</p> <p>Each member, as defined in Article II, Section 2.1, shall be entitled to one vote at all open member agenda items and meetings. An open member agenda item will be noted on the agenda at least ten days prior to the actual meeting. All open member voting meetings will be posted at least 10 days prior to the actual meeting. This includes the annual meeting.</p> <p>Only appointed board members will have one vote at regular scheduled board meetings, special board meetings and open member meetings, including the annual meeting.</p>
Section 2.3 - Removal and Resignation	Any member, including Directors of the SYFA Board of Directors, may at any time be expelled, suspended, or terminated pursuant to this section. Any member may resign at any time by giving written notice to the President or Secretary. The resignation shall be effective without acceptance when the notice is received by the President or Secretary, unless a later effective date is specified in the notice. A Member may be removed pursuant to the following procedure: (a) the Member is provided not less than 15 days' prior written notice of the

	expulsion , suspension, or termination, and the reason for it; and (b) the Member is provided an opportunity to be heard, orally or in writing, not less than 5 days before the effective date of the expulsion, suspension, or termination by the Board of Directors; and (c) upon affirmative of the Board of Directors and (d) the resolution of a rule and violation situation as stated under the Rules and Violation section above.
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Article III - Meeting of the Members

Section 3.1 - Annual Meeting	<p>There shall be an annual Members meeting each year scheduled after the completion of the season and before the next season registration. This annual meeting should be held in the month of December. The purpose of the annual meeting is to elect Directors, for open member business items, and transaction such other business as may properly come before the meeting shall be held at the time and place, within or without the State of Minnesota designated from time to time by the Board of Directors.</p> <p>To be considered for an open board position, the member needs to be present at the annual meeting or let a current board member know in written their interest in such open position.</p>
Section 3.2 - Membership Acceptance and List	After fixing the record date for a meeting of Members the Organization shall prepare an alphabetical list of the names, addresses, and number of votes for each member. The membership list shall be accepted by the Organization upon an affirmative vote of the Board of Directors at least ten (10) days prior to the annual meeting. The membership list shall be available at the meeting of the Members.
Section 3.3 - Special Meetings	Meeting of the Members may also be called at any time (a) by the Board of Directors, or (b) if at least 50 Members with voting rights or 10 percent of the Members whichever is less sign, date, and deliver to the President or Treasurer a demand for a special meeting stating the purpose of the special meeting. The Board of Directors shall then set the time and place and provide the notice for the special meeting which shall be held within 30 days of receipt of the written demand. The business transaction at a special meeting is limited to the purposes stated in the notice of the meeting.
Section 3.4 - Notice of Meetings	Notice of each meeting of the Members for which notice is required, and of each annual meeting, stating the time, date, and place thereof, shall be given to all Members by electronic communication or in person at least two days before the meeting, or shall be mailed to each Member at least five days before the meeting. All notice not given in person shall be sent to the member at his or her postal or electronic address according to the latest available records of the Organization. Attendance at the meeting is deemed a waiver unless the Member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and the Member does not participate in the meeting.
Section 3.5 - Quorum and Voting	The presence of at least five (5) Members constitutes a quorum at any meeting thereof, but the members present at any meeting, although less than a quorum, may adjourn the meeting from time to time. Participation in a meeting by any means of communication through which the person, other persons participating, and all person physically present at the meeting may simultaneously hear each other during the meeting constitutes presence in person at the meeting. If a quorum is present when a duly called meeting is convened, the Members present may continue to transact business until adjournment, even though the withdrawal of one or more Members leaves less than the number otherwise required for a quorum. At all meetings of the Members, each member is entitled to cast one vote on any question coming before the meeting. A majority vote of the Members present at any meeting, if there be a quorum, is sufficient to transact any business, unless greater number of votes is required by law or these Bylaws. A Member may not appoint a proxy for himself or herself or vote by proxy at a meeting of the Members. A Member who is present at a meeting of the Members when an action is taken is presumed to have assented to the action unless the member votes against the action, affirmatively abstains from taken action, or is prohibited from voting on the action.

Article IV - Directors

Section 4.1 - Powers	The Directors of the Organization shall constitute its governing board and shall have such powers and authority as shall be conferred upon them by the Articles of Incorporation, the Bylaws, and the statutes of the State of Minnesota under which the Organization is organized.
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Section 4.2 - Number and Method of Election	The Board of Directors of this Organization shall consist of no fewer than seven (7), but not more than nineteen (19), persons, and subjected to such limitation, the number of Directors may be designated from time to time by a resolution of the Board of Directors acting by not less than a majority of the Directors then in office. At the annual meeting, the Members shall elect Directors who shall hold office until his or her successor is elected and has qualified, or until his or her earlier death, resignation, removal, or disqualification. To be eligible to serve as a Director, an individual must be a Member of the Organization as stated in section 2.1 of the Bylaws.
Section 4.3 - Terms	Except as otherwise provided in Section 3.2 or finishing the remaining term of a vacated position, each Director of this Organization shall be elected to serve for a term of two (2) years. Subject to the provisions of Sections 3.3 and 3.4, each Director's term of office shall begin at the conclusion of the meeting at which the Director was elected and shall continue until the conclusion of the annual meeting of the Members in the third year of the Director's term, and unless the Members have determined that a successor will not be elected, until his or her successor has assumed office; or until the Director's prior death, resignation, or removal. The Directors shall be divided into three classes as nearly equal in number as possible, so that terms of office of approximately one-third of the Directors expire each year. Nothing herein shall be construed to prevent the election of any Director to succeed himself or herself. There shall be no limit on the number of terms to which an individual may be elected as a Director.
Section 4.4 Removal and Filing an Open Position	Any Director may at any time be removed, as defined in Article 2.3, with or without cause by the Board of Directors. Any Director may resign at any time by giving written notice to the President or Secretary. The resignation shall be effective without acceptance when the notice is received by the President or Secretary, unless a later effective date is specified in the notice. Any vacancy occurring because of the death, resignation, or removal of a Director may be filled by a person elected by the SFYA members for the unexpired term of such Director until the next annual meeting, or completion of its term. Any vacancy resulting from an increase in the number of Directors may be filled by a person elected by the SFYA members for a full term of the office unless the Board of Directors designates a shorter term of office. Any vacancy occurring on the board may be filled by the affirmative vote of the majority of the SYFA members. Vacancies on the Board of Directors resulting from a new created Directorships may be filled by a member affirmative vote of a majority of the SYFA members during the membership year at the time of the increase.

Article V - Meetings of the Board of Directors

Section 5.1 - Annual Meeting	There shall be an annual of the association membership each year scheduled after the completion of the season and before the next season registration. This is an open member meeting held in December. The board will announce the date, time, place and agenda of the meeting at least ten days prior to the meeting. The annual meeting purpose shall be to elect any open Board of Director positions of the board and any other related Organization business items.
Section 5.2 - Regular Meetings	The SYFA board will attempt to hold scheduled monthly meetings throughout the year. These meetings are open to the membership and will be scheduled on the association's website calendar. Only Board of Directors have a voting right. The Board of Directors shall meet at least 8 times each year (including the annual meeting). All votes must have a quorum of the board.
Section 5.3 - Special Meeting	Meetings of the Board of Directors may also be called at any time (a) by the President, (b) by the Board of Directors, or (c) upon the request of three or more Directors. Anyone entitled to call a meeting of the Board of Directors may make a written request to the Secretary to call the meeting, and the Secretary shall give notice of the meeting, setting the time, place, and purpose thereof, to be held between two and 30 days after receiving the request. If the Secretary fails to give notice of the meeting with within one day from the day on which the request was made, the person or persons who requested the meeting may fix the time and place of the meeting and give notice in the manner hereinafter provided. The business transacted at the special meeting is limited to the purposes stated in the notice of the meeting. All votes must have a quorum of the board.
Section 5.4 - Notice of Meetings	Notice of each meeting of the Board of Directors for which notice is required, and of each annual meeting, stating the time and place thereof, shall be given to all Directors by electronic communication or in person at least two days before the meeting, or shall be

	mailed to each Director at least five days before the meeting, or posted on the Organization's website calendar at least 5 days before the meeting. All notices not given in person shall be sent to the Director at his or her postal or electronic address according to the latest available records of the Organization. Any Director may waive notice of the meeting before, at or after the meeting, orally, in writing, by electronic communication, or by attendance. Attendance at a meeting is deemed a waiver unless the Director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and the Director does not participate in the meeting.
Section 5.5 - Quorum and Voting	The presence of a majority of the Directors then in office constitutes a quorum (quorum for the SFYA is half the board positions plus one) at any meeting thereof, but the Directors present at any meeting, although less than a quorum, may adjourn the meeting from time to time. Participation in a meeting by any means of communication through which the person, other participation, and all persons physically present at the meeting may simultaneously hear each other during the meeting constitutes presence in person at the meeting. If a quorum is present when a duly called meeting is convened, the Directors present may continue to transact business until adjournment, even though the withdrawal of one or more Directors leaves less than the number otherwise required for a quorum. At all meetings of the Board of Directors, each Director is entitled to cast one vote on any question coming before the meeting. A majority vote of the Directors present at any meeting, if there be a quorum, is sufficient to transact any business, unless a greater number of votes is required by law or these Bylaws. A Director may not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Directors. A Director who is present at a meeting of the Board of Directors when an action is take is presumed to have assented to the action unless the Director votes against the action, affirmatively abstains from taking action, or is prohibited from voting on the action.
Section 5.6 - Action without a meeting	Any action that could be taken at a meeting of the Board of Directors may be taken by written action signed by the number of Directors that would be required to take the same action at a meeting of the Board of Directors as which all Directors were present. A Director may consent to an action by affixing his or her signature on a document setting forth the action or by electronic communication. The written action shall be effective when signed by the required number of Directors, unless a different time is provided in the written action.
Section 5.7 - Meeting held using remote communication	A Director may participate in a meeting of the Board of Directors by means of conference telephone or, if authorized by the Board of Directors, by such other means of remote communication, in each case through which that Directors, or other Directors so participating, and all Directors physically present at the meeting may communicate with each other on a substantially simultaneous basis. Participation in a meeting by remote communication constitutes presence at the meeting.

Article VI - 6.1 Officers

Section 6.1 - Designation and Term	<p>The officers of the Organization includes a President, Vice President, Secretary and a Treasurer. Officers shall serve in such capacity as elected by the annual meeting, or appointed by the Board of Directors in case of a resignation or vacant position, to serve until the next annual meeting or the remaining term of a vacant position and until their respective successors are elected and have qualified, and may at any time be removed by the Board of Directors with or without cause. Any officer may resign at any time by giving written notice to the President or the Secretary. The resignation shall be effective without acceptance when the notice is received by the President or the Secretary, unless a later effective date is specified in the notice. The same person may hold more than one office at the same time, except the offices of (a) President and Vice President, (b) President and Secretary, and (c) President and Treasurer. Two or more members of the same immediate family members may not hold an officer position simultaneously. There shall be no limit on the number of terms in which a Director may serve as an officer of the Organization.</p> <p>The President and Vice President must have served at least one year on the Board of Directors or as committee chair to be elected. In the event an Officer position is vacated, the Board of Directors will elect a qualified member to the position for the remain of the current year that the vacation occurred and the member will fulfill this role until the next annual meeting, whereas a new officer can be elected to complete the current term.</p>
Section 6.2 - President	The President is the chief executive officer of the Organization. He or she shall: (a) have general active management of the business of the Organization; (b) when present, preside at meetings of the Board of Directors and open meetings; (c) see that orders and resolutions of the Board or Directors are carried into effect; (d) have the authority to sign and deliver in the name of this organization deeds, mortgages, bonds, contracts, or other instruments and legal documents pertaining to the business of this Organization, except in cases in which the

	authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation, the Bylaws or the Board of Directors exclusively to one or more other person; (e) perform such other duties as prescribed by the Board of Directors; (f) the President may delegate such duties as may be necessary; and (g) The President shall have joint custody of all funds & accounts of the Association.
Section 6.3 - Vice President	The Vice President shall preside in the absence or disability of the President, it shall be the duty of the Vice President to perform the duties of the President and also assist the President as assigned to him or her. The Vice-President may co-sign legal documents along with one other officer.
Section 6.4 - Secretary	The Secretary shall perform or properly delegate and oversee the performance of the following duties: (a) provide for the keeping of accurate minutes of all meeting of the Members and of the Board of Directors; (b) be responsible for the custody of the records, documents and papers of this Organization; (c) provide for the keeping of proper records of all transactions of this Organization; (d) may co-sign legal documents along with one other officer; and (e) is responsible for notifying members of meeting changes and provide a copy of the meeting's agenda for all Directors . The Secretary shall have and may exercise any and all other powers and duties pertaining by law, regulation or practice to the office of Secretary, or imposed by these Bylaws. The Secretary shall perform such other duties as may be assigned to him or her from time to time by the Board of Directors.
Section 6.5 - Treasurer	The Treasurer shall perform or properly delegate and oversee the performance of the following duties: (a) keep accurate financial records of this Organization; (b) deposit money, drafts, and checks in the name of and to the credit of this Organization in the banks and depositories designated by the Board of Directors; (c) endorse for deposit notes, checks, and drafts received by the Organization as ordered by the Board of Directors, making proper vouchers for the deposit; (d) disburse corporate funds and issue checks and drafts in the name of the Organization, as ordered by Board of Directors; (e) upon request, provide the President and the Board of Directors an account of transactions of this Organization and of the financial condition of this Organization; (f) shall have joint custody of all funds and accounts of the Association, shall keep a record of receipts and disbursements and shall pay out funds as authorized by the Board of Directors; and (g) shall be responsible for the timely filing of all government reports, including reports required by the Internal Revenue Service. The Treasurer shall perform such other duties as may be assigned to him or her from time to time by the President or the Board of Directors. The Treasurer may co-sign legal documents along with one other officer.

Article VII - Board of Directors

Section 7.1 - Board Structure	<p>The Board shall be composed of the four Officers named in Article VI and the following positions:</p> <p>Equipment Director Equipment Director Assistant Travel Director Travel Director Assistant Flag Football Director Coach/Officials Director Communications Director Field Coordinator Fundraising Director At Large Member At Large Member</p> <p>Shakopee High School Head Varsity Coach or designated person by this coach (non-elected).</p> <p>A youth board member should be appointed as liaison to the school football booster club. The Board of Directors can also add or remove position from time to time to best serve the Organization.</p> <p>The past President shall have the option to reside as Senior Advisor, for two years and may lead any committee.</p> <p>In the event of a vacancy on the Board of Directors due to resignation or other occurrences, the Board of Directors will elect a qualified member to fill such vacancy until the next annual meeting election.</p>
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Section 7.2 - Nominations & Terms	<p>Any Association member in good standing is eligible to be nominated to serve as a board member and such nomination shall be voted upon by the membership at the Annual Meeting. All Board positions are two-year term beginning immediately after the Annual Meeting at which they have been elected, except for filling a midterm vacant position, which will carry the remaining balance of the position.</p> <p>The following position terms are up every two years starting with year 2019: President, Secretary, Equipment Director Assistant, Communication Director, and Officials/Coaches Coordinator, Fundraiser, Field Coordinator and 1 At Large.</p> <p>The following position terms are up every two years starting with year 2020: Vice President, Treasurer, Travel Director Assistant, Flag Football Director, Equipment Director and 1 At Large.</p>
Section 7.3 - Powers and Duties	<p>The Board shall be the general governing body of the Association and efficiently direct the business of the Association. During intervals between the general meetings of the members of the Association, The Board shall have, and may exercise all of the powers of the Association in the management of the business affairs of the Association, in such manner as the Board shall deem to be in the best interest of the Association and its members.</p>
Section 7.4 - Compensation	<p>SYFA board members receive no monetary compensation. Board members will receive 50% off SYFA player registration fees for any of their children during the season in which they are an active board member. This applies only to registration fees and does not include late fees, equipment, or any other fee.</p>

Article VIII - Committees

Section 8.1 - Ad-Hoc Committees	<p>The Board of Directors may, in resolutions adopted by a quorum of Directors at a meeting, establish committees having the authority of the Board of Directors to the extent provided by in such resolutions. The members of such committee shall be appointed by the Board of Directors or, if expressly authorized by the Board of Directors, by the President. Each such committee is at all times subject to the control and direction of the Board of Directors. Committee members, other than members of the Executive Committee, need not be Directors, though each committee shall have as a member at least one Director unless another number of Directors is specified in these bylaws. Notwithstanding any provision of these Bylaws apparently to the contrary, no committee shall have the authority to take any of the following actions:</p> <ul style="list-style-type: none"> (a) Amend or repeal the Articles of Incorporation or Bylaws of this corporation; (b) Elect, appoint, or remove any member of the Board of Directors or the Executive Committee, or any officer of this corporation; (c) Adopt or approve a plan of merger or consolidation with another corporation; (d) Authorize the sale, lease, exchange, mortgage or other disposition of all or substantially all of the assets of this corporation; (e) Authorize the voluntary dissolution of the corporation or revoke proceedings therefor; or (f) Amend or repeal any resolution of the Board of Directors that by its term provides that it shall not be amended, altered, or repealed by any committee of this corporation. <p>Standing committees may include, but are not limited to:</p> <ul style="list-style-type: none"> • Equipment • Fundraising • Communication • Registration • Volunteers • Events • Coaches • Referees • Merchandise • Camps • Photos
Section 8.2 - Executive Committee	<p>The Board of Directors may establish an Executive Committee composed of the Officers of the Organization (President, Vice President, Secretary, and Treasurer) and the Director of which the topic of discussion is related to at the time. If the topic is not related to one of the Directors responsibilities, the Officers will select a Director to be the 5th member of the</p>

	Executive Committee. The Executive Committee has the authority of the Board of Directors in the management of the business of this corporation in the interval between meetings of the Board of Directors.
Section 8.3 - Meetings and Voting	Meeting of each committee shall be called and held in accordance with the provisions of Section 3.2 to 3.5 of these Bylaws as they apply to meetings of the Board of Directors.

Article IX - Indemnification

Section 9.1 - Indemnification	This Organization shall indemnify its Directors, officers, and committee members against such expenses and liabilities, in such manner, under such circumstances, and to such extent, as required or permitted by Minnesota law, as amended from time to time, or as required by other provisions of law; provided, however, that this corporation shall not indemnify any person with respect to any claim, issue or matter as to which that person is adjudged to be liable to this corporation.
Section 9.2 - Advances	This Organization shall advance expenses in such manner, under such circumstances, and to such extent, as required or permitted by Minnesota law, as amended from time to time; provided, however, that this Organization shall not advance expenses incurred in defense of a claim brought by or in the right of this Organization or expenses incurred in pursuing a claim against this Organization. The provisions of this Section are not intended to limit the ability of a person to receive advances as an insured under an insurance policy maintained by this Organization.
Section 9.3 - Insurance	The Organization may purchase and maintain insurance on behalf of any person who is or was a Director, officer, or committee member against any liability asserted against and incurred by that person in or arising from such capacity, whether or not this Organization would otherwise be required to indemnify the person against the liability.

Article X - Miscellaneous

Section 10.1 - Fiscal Year	The fiscal year of the Organization begins on January 1 and ends on the succeeding December 31.
Section 10.2 - Corporate Seal	The Organization has no seal
Section 10.3 - Amendments	The Members may amend these By-laws by affirmative vote of a majority of the enter Board of Directors. In the event that a board meeting cannot be held, all officers will be notified and with a unanimous vote, the amendment may be implemented.
Section 10.4 - Authority to borrow, encumber assets	No Director, officer, agent or employee of the Organization has any power or authority to borrow money of its behalf, to pledge its credit or to mortgage or pledge it real or personal property except within the scope and the extent of the authority delegated by resolutions adopted from time to time by the Board of Directors. The Board of Directors may give authority for any of the above purposes, and this authority me be general or limited to specific instances.
Section 10.5 - Execution of Instruments	Deeds, mortgages, bonds, checks, contracts and other instruments pertaining to the business and affairs of the Organization may be signed on behalf of the Organization by the President, Vice President, or such other person or persons as may be designated from time to time by the Board of Directors.
Section 10.6 - Deposit of Funds	All funds of the Organization shall be deposited from time to time to the credit of the Organization in such banks, trust companies, or other depositories as the Board of Directors may approve or designate, and all such funds shall be withdrawn only in the manner or manners authorized by the Board of Directors from time to time.
Section 10.7 - Applicable Law	The Organization has been formed under and pursuant to the provisions of Chapter 317A of the Minnesota Status. All references in these Bylaws to Chapter 317A shall mean and include such chapter as currently enacted or hereafter amended.
Section 10.8 - Information Database	Information on SYFA members shall be strictly limited and protected. Personal information collected during registration will never be shared with outside vendors. Member e-mail addresses will only be utilized by SYFA board members, and for purposes of communicating association-related events or information.
Section 10.9 - Insurance Requirements	SYFA does have medical insurance for all SYFA participants included in the registration fees. This insurance covers situations where the parents/guardians/participants insurance has been exhausted or if the participants currently doesn't have medical insurance. The

	<p>participant will be responsible for the \$250 deductible or the current deductible amount, if a participant chooses to use this coverage.</p> <p>All SYFA directors & officers, as well as coaches are provided liability insurance.</p>
Section 10.10 - Football Rules	The SYFA rulebook shall govern all play except as modified by the Board and the appropriate In-House/Travel Directors. Rule changes or suggestions will be reviewed at a postseason coach's meeting. Any changes accepted during this meeting will be effective for the next season. Rule books will be distributed to all coaches at the Coach's Clinic noting any changes from the previous year.
Section 10.11 - Grievances	All grievances and complaints may be brought to any of the Board by any Association member, parent, coach, or player. Any action needed to address the grievance will be acted on upon the decision of the Board.
Section 10.12 - Player Movement	<p>All players will be assigned to a team based upon grade. The SYFA prefers that all players play on a team at their current grade. There are exceptions, which needs to be brought to the board for consideration. The board will review all requests and base the decision on the size, skills, and mental toughness of the player in question. The board's decision is final.</p> <p>Any player trades within a grade level must be brought to the SYFA Board for proposal and approval.</p>
Section 10.13 - Organization Dissolution	In the event that this organization stops operating or is dissolved the officers are responsible for determining the allocation of the assets of this organization. All assets including cash, equipment, or any item purchased or used by this organization will be donated to the organization supporting the development of youth football in Shakopee only if such organization is registered to be non-profitable and exempt. In the event that such an organization does not exist, all assets will be given to the high school football booster club, which is also a non-profit organization focused on the development of football within the community.

ACKNOWLEDGMENT

The undersigned officer of this Organization, does hereby certify that the foregoing Amended and Restated Bylaws of the Shakopee Youth Football Association were adopted as the complete Bylaws of the Organization by its Board of Directors by affirmative Action of the Board of Directors dated March 18, 2019.

Directors voting Yea: 13

Directors voting Nay: 1

Directors Abstaining: 1



By:
Its: Secretary