

# **GOLD COAST YOUTH FOOTBALL LEAGUE [GCYFL]**

*CAMARILLO COUGARS  
CARPINTERIA Jr. Warriors  
FILLMORE RAIDERS  
GRACE BRETHERN LANCERS  
LA CITY DUCKS  
NEWBURY PARK STEELERS  
OXNARD KNIGHTS  
SAN FERNANDO VALLEY RUSH  
SANTA BARBARA SAINTS  
SANTA CLARITA GRIZZLIES  
SANTA CLARITA WILDCATS  
SAUGUS SPARTANS  
SIMI VALLEY BULLDOGS  
SIMI VALLEY VIKINGS  
VALLEY THUNDER  
VENTURA BUCCANEERS*

**OFFICIAL BYLAWS**

**2019**

UPDATED: February 2019

## TABLE OF CONTENTS

	Page #
Article I: Membership	
Section A, Membership	3
Section B, Membership Suspension or Dismissal	3
Section C, Fiscal Year	3
Article II: General Assembly	
Section A, Membership	3
Section B, The Executive Board	4
Article III: Executive Board Member Duties	4
Article IV: Meetings	5
Article V: Voting	5
Article VI: Rules/Bylaws Interpretation, Additions, Changes	5
Article VII: Chapter Fees	6
Article VIII: Financial Disbursements	6
Article IX: GCYFL Rules	6
Article X: GCYFL Bylaws	6
Article XI: GCYFL Insurance	6

## **Article I: Membership**

### **Section A, Membership:**

The GCYFL consists of voting member and associate Chapters. In order to be a voting member, a prospective Chapter must have their membership application approved by a 2/3 vote of the General Assembly. Each Chapter is a separate, independent entity with responsibility for managing their own internal affairs. The only stipulation is that they must agree to abide by all GCYFL rules and the decisions of the General Assembly. (See Rules, Article II)

- 1) All associate Chapters upon acceptance of the General Assembly will be on a probationary status for at least the first year. Full member status can be voted on anytime during the off-season.
- 2) All prospective Chapters must present at a GCYFL Board Meeting and pay a nonrefundable \$500.00 entrance fee upon acceptance.
- 3) Member Chapters (voting and associate) may not field teams in any other league unless approved by the GCYFL.

### **Section B, Membership Suspension or Dismissal:**

- 1) Any member of the GCYFL, and any player, adult, city Chapter, or Board Member is subject to suspension or dismissal from the program by the General Assembly if, in its opinion, their failure to comply with the Bylaws or Rules of the GCYFL is detrimental to the program and the GCYFL.
- 2) Evidence of misconduct or failure to comply with the Bylaws or Rules shall be presented in writing to the Athletic Director of the GCYFL and will outline, in detail, the charge being presented. The subject of the complaint will be given notice of the charge being resented, and will be given an opportunity to respond at the General Assembly meeting where the charges are to be heard. At the next regular meeting, or a special meeting if deemed necessary, the complaint will be heard by the General Assembly and a decision will be handed down.
- 3) Suspension or dismissal will require a 2/3 vote of the General Assembly.

### **Section C, Fiscal Year:**

The GCYFL will operate on a fiscal year beginning February 1<sup>st</sup> and ending January 31<sup>st</sup>. This will apply both to financial matters and officer positions.

## **Article II: General Assembly**

### **Section A, Membership:**

One designated representatives from the voting member Chapters of the GCYFL will form the General Assembly with each Chapter having 1 vote. This designated representative will be considered the primary representative from their Chapter; 1 alternate may also be named. Associate Chapter representatives will attend and participate in General Assembly proceedings, but they cannot vote.

### **Section B, The Executive Board:**

- 1) The executive board of the GCYFL will consist of the following members:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Athletic Director - Coaching
  - f) Athletic Director - Rules Enforcement
  - g) Athletic Director - Scheduling
  - h) Members-at-large
- 2) Election of the executive board will be held at the first general membership meeting of the calendar year. The term of office of the executive board will run from February 1<sup>st</sup> to the following January 31<sup>st</sup>. Each position will be voted upon individually and requires a simple majority of the voting members present to elect a person to the executive board. No Executive Board member will be allowed to serve in the same position for more than 2 consecutive years. At the last general membership meeting of the calendar year, the Secretary of the executive board will recommend to the membership, the names of Chapter representatives to serve on the executive board nominating committee. The nominating committee will consist of five people. The role of the nominating committee is to solicit applications for election to the executive board from the general assembly. The nominating committee will compile a complete list of all applicants and will forward the list to the Chapter representatives at least two weeks prior to the first general membership meeting of the calendar year.
- 3) Each executive board member has certain duties and functional responsibilities. Each can appoint an executive staff to assist them in the conduct of their duties

### **Article III: Executive Board Member Duties**

- 1) President
  - a) preside over all meetings
  - b) appoint all committees
  - c) administer the bylaws and rules of the GCYFL as set forth
  - d) be given certain discretionary powers to permit carrying out the policies of the General Assembly expeditiously
  - e) be an ex-official member of all committees and will report directly to the General Assembly
- 2) Vice President
  - a) stand in for the President when the President is unavailable
  - b) be responsible for the Certification Process
- 3) Treasurer
  - a) maintain a petty cash fund to cover miscellaneous expenses
  - b) submit a financial statement monthly to the Executive Board
- 4) Secretary
  - a) record the minutes of each meeting and distribute to the Executive Board and General

- Assembly on a regular basis
- b) handle the clerical and general correspondence duties associated with GCYFL administration
- c) be responsible for the Board Member Nomination Process
- 5) Athletic Director – Coaching
  - a) serve as principal liaison for coaches
  - b) manage coach’s certification process
  - c) posting of weekly game results
  - d) coordinate the Coaches Clinic
- 6) Athletic Director – Rules Enforcement
  - a) enforce all rule violations by teams and chapters
  - b) manage game day audit procedures and Field Commissioners
  - c) be responsible for the Protest/Appeal Process
  - d) be responsible for the Officiating Process
- 7) Athletic Directors – Scheduling
  - a) prepare evaluation matrix and seeding for all divisions
  - b) prepare regular season and playoff schedules for all divisions
  - c) coordinate Referees for all games
  - d) be responsible for Conference structure
- 8) Members at Large
  - a) be responsible for the New Chapter Membership process
  - b) serve on specific committees as assigned by the President

**Article IV: Meetings**

- 1) Meetings of the entire General Assembly will be held monthly. All normal business will be conducted at these meeting unless otherwise directed by the President.
- 2) Special meetings may be called by the President as necessary.
- 3) A majority of the General Assembly will constitute a quorum for any meeting.

**Article V: Voting**

- 1) Each Chapter has 1 vote. Each Chapter will maintain 1 primary and 1 alternate representative. A member must be present at a meeting in order to receive the vote. Associate Chapters will not have a vote in general membership meetings.
- 2) The executive board does not vote on issues other than as representatives of their respective Chapters, except on matters of appeal/protest.
- 3) All business to be conducted by a simple majority vote except as defined herein.
- 4) If a decision requiring the vote of the General Assembly arises during a meeting in which an affected Chapter is not present, the executive board will make an attempt to contact a representative of said Chapter during the meeting.

**Article VI: Rules/Bylaws Interpretation, Additions, Changes**

- 1) Interpretations of any Article of the Bylaws or Section thereof, or any Rule of this program or organization, shall rest with the Executive Board.

- 2) A 2/3 majority vote (of member chapters) to amend or add rules is required.
- 3) A 2/3 majority vote (of member chapters) to amend or add bylaws is required.

### **Article VII: Chapter Fees**

Fees, as established by the approved GCYFL budget, will be payable as follows:

- Annual Chapter Membership fees, paid in May      \$250 per team (\$750 maximum)
- Referee assignor fees, paid in September      \$100 per team
- One time entrance fee for new chapters      \$500

Failure to comply with this Article shall result in the offending Chapter's loss of the right to vote at any GCYFL General Assembly meeting until such past due payments have been paid in full.

### **Article VIII: Financial Disbursements**

All expenditures of the GCYFL so authorized by the Executive Board shall require the approval of 2 GCYFL Board Members. Two signatures on checks or email confirmation will constitute compliance with this Article.

### **Article IX: GCYFL Rules**

- 1) A Rules Committee consisting of at least 3 Board Members, will be appointed annually by the Vice President of the General Assembly for the purpose of studying any new rules submitted by the Chapters for the coming year.
- 2) All proposed rule changes must be submitted to the Rules Committee no later than December 31<sup>st</sup>.
- 3) All rule changes will be presented to the General Assembly no later than January 31<sup>st</sup>.
- 4) All rule changes will be voted on by the General Assembly no later than February 28/29.

### **Article X: GCYFL Bylaws**

- 1) A Bylaws Committee consisting of at least 3 Board Members, will be appointed annually by the Vice President of the General Assembly for the purpose of studying an new bylaws submitted by the Chapters/GCYFL Board for the coming year.
- 2) All proposed bylaw changes must be submitted to the Bylaws Committee no later than December 31<sup>st</sup>.
- 3) All bylaw changes will be presented to the General Assembly no later than January 31<sup>st</sup>.
- 4) All bylaw changes will be voted on by the General Assembly no later than February 28/29.

### **Article XI: GCYFL Insurance**

Each Chapter shall provide proof of insurance to the GCYFL no later than August 1<sup>st</sup>. Each chapter will need to include the Gold Coast Youth Football League as an insured party with a minimum of \$1,000,000 liability insurance on the insurance forms.