



Southern Maryland Conference

2012 Bylaws

ARTICLE I

Name of Organization

Section 1.01

The official name of this non-profit amateur youth athletic league shall be known as Southern Maryland Conference American Youth Football (SMC). The SMC is a league officially chartered and recognized by the American Youth Football, Inc.

ARTICLE II

Purpose

Section 2.01

It is the intent of Southern Maryland Conference to become a subordinate member of American Youth Football (AYF), once the by-laws are approved by the SMC and the AYF National office. SMC consists of five or more members joined by mutual consent for the common, nonprofit purposes of coaching, developing, educating and mentoring young athletes. Providing a healthy and holistic approach to community, fellowship, great sportsmanship and fair play, for adults and youth is our mission.

ARTICLE III

Organizational Structure

Section 3.01

SMC consists of individuals and associations dedicated to the promotion and advancement of youth sports and related activities, through public education, training, and skill development. Membership is open to Southern Maryland football organizations and anyone wishing to render support, guidance and encouragement to individuals wishing to learn or enhance youth sports and related skills. SMC is a purely voluntary organization, but there are annual dues that are required for membership.

Divisions

Section 3.02

SMC will consist of teams in the National Division and the All-American Division. National Division will be comprised of older but lighter age groups. Specifically, CORE TEAMS will consist of Tiny Mite, Mighty Mite, Cadet, Junior Pee Wee and Pee Wee levels. Any levels beyond the CORE TEAMS the Conference will not be responsible for providing games but will assist in any way possible. All-American Division will be comprised of our UNLIMITED grade-based teams. Specifically, our Conference promotes 6, 7th and 8th grade unlimited teams. Any levels beyond the ones noted the Conference will not be responsible for finding games but will assist in any way possible to find games.

Conference Boundaries

Section 3.03

The SMC will service (3) three counties throughout the state of Maryland. The primary areas of growth will be in areas of southern Prince George's County (Frank Tippett Rd and south of 301) and Anne Arundel County south to Charles, Calvert and St. Mary's County's. SMC will partner with Metropolitan American Youth Football & Cheerleading Conference (Metro AYF/AYC) to ensure that the conference boundaries lines are agreed to and respected by both Maryland AYF charters, the SMC and the Metro AYF/AYC.

ARTICLES IV

League Leadership

Section 4.01

SMC is comprised of Executive Officers and a Board of Directors.

The Executive Officers will consist of elected members for a period of 2 years. The members will be the League President, Vice President, Football Commissioner, Cheer Commissioner, Treasurer, and Secretary. These members will handle all day-to-day functions and management of the SMC.

The Board of Directors will consist of (1) representative/President from each association in good standing with the League.

Voting

Section 4.02

The Board of Directors will vote on all monies, football related activities and functions of the League. Two-thirds of the permanent, then-existing membership constitutes a quorum of SMC.

The Executive Officers (to include the President) will cast a single vote to break a tie vote among the Board of Directors.

Each board member in good standing will have one vote in all business matters. The President shall not vote on any motion brought before the board, however, should the result of any vote on any motion result in a tie the Executive Board shall cast one vote only as a tie breaker.

Eligibility

Section 4.03

Executive Officers Nominee Eligibility: Nominees must be in good standing with the club and have participated for at least 1 year as a volunteer in some capacity with the League or who possess skills or talents not currently being displayed on the Board.

Nominations

Section 4.04

Nominations for the Executive Officers will be made during the month of November. Open positions will be advertised after each member approaches the end of their two years in office. If no one is nominated for one of the Executive Board positions – the incumbent may serve an additional year. Elections for the Nomination will be during the month of December. The elected positions will serve from 1 Jan. to 31 Dec for a period of two years of the Executive Officers.

Removal of a Board Member

Section 4.05

Removal of Board Member:

- a) Any Board Member and/or Executive Officer may be removed by a majority vote of the Board of Directors whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, health or overall benefit of the SMC.
- b) Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board by a majority vote of the Executive Officers.

1. Said Board Member will be notified in writing of the suspension/removal vote in writing.

Officer Duties

Section 4.06

1. President: The President shall be the Chief Executive Officer of the organization and preside at all club meetings. He/She shall execute, with the Treasurer and in the name of the organization, contracts and financials and other instruments authorized by the Executive Officers. He/she shall preside over all club meetings and see that business is run in a timely organized manner.

The President shall have the following primary duties:

- a) Ensure that the organization's By-laws are employed and enforced.
- b) He/She must provide the vision for the SMC, and always be looking throughout the country for innovative ways to enhance the SMC, both on and off the field of play.
- c) Maintain youth program oversight, working with the Board of Directors to ensure policies and schedules comply with the organization's mission and purpose.
- d) The President will provide Leadership in fundraising, marketing and branding ideas to promote the League throughout the Washington/ Baltimore region
- e) Complete whatever duties are given to him/her by the Executive Officers and which are in the best interest of the organization.
- f) The President must attend all Atlantic Region meetings and/or participate in conference calls or assign a designee in his/her place.
- g) The President may call for an audit at his/her discretion or will have an audit done upon a majority vote of the Board of Directors.
- h) The President has authority to make financial commitments for up to \$200 without a vote from the Executive Officers when representing the organization.
- i) The President and the Treasurer must present the pre season budget for final approval to the Board of Directors.
- j) The President may coach any Football or Cheerleading team as long as it does not interfere with his/her duties.

2. Vice President of Business and Administration: The Vice President shall have such powers and shall perform such duties as the Executive Officers may designate. In the event of the absence or disability of the President, the Vice President of Business and Administration shall perform the duties of the President during the continuances of such absences or disability. In addition to assuming the President's authority when called on to do so, the Vice President of Business and Administration shall maintain the youth program oversight, working

with the Board of Directors to ensure policies, compliance and AYF league documents and schedules comply with the rules.

- a) The Vice President is responsible for all Conference administration with the Regional and national office. The Vice President is responsible for implementing all processes, procedures and infrastructure required to support the League.
- b) Organize committee assignments.
- c) Oversee and organize committee assignments and committee meetings.
- d) Secure all practice and event facilities, create and distribute fall practice schedule for football and cheerleading with the guidance of the Football and Cheerleading Directors.
- e) Consult with County and Town Officials as it relates to local governance ie. insurance, permits etc.
- f) The Vice President may coach any Football or Cheerleading team as long as it does not interfere with his/her duties.

3. Secretary: The Secretary shall be responsible for those duties normally associated with this office to include but not limited to the keeping of minutes at all Conference meetings.

- a) The Secretary shall perform such duties as may be required of him/her by the President.
- b) The Secretary shall keep a record of each SMC Members attendance at all SMC meetings, by having each SMC member representative sign in attendance sheet.
- c) The Secretary shall keep an updated list of all SMC members voting status. Minutes of the previous SMC meetings will be approved by the Board of Directors at the beginning of each SMC meeting. An electronic copy of the minutes will be forwarded to the SMC webmaster and placed in the member's area of the SMC website within 48 hours of the meeting.
- d) The Secretary shall keep all notes, minutes and recordings as an accurate and official record of all SMC Board meetings.
- e) The Secretary may coach any Football or Cheerleading team as long as it does not interfere with his/her duties.

4. Treasurer: Treasurer shall keep the accounting records of the organization, and make such payments from the organization funds. He/She shall prepare and submit to the Board of Directors and Executive Officers a financial statement of the organization by the January board meeting. It requires the signature of both the Treasurer and the Conference President for all checks written on the Conference account. Quarterly reports will also be required to submit throughout the year. Treasurer shall also perform duties that may be assigned by the Executive officers. In the event of the absence or disability of the Treasurer, the Executive Officers may appoint an Assistant Treasurer to perform, under the direction of the Executive Officers the duties Treasurer.

He/She shall carry out the financial duties as follows:

- a) Treasurer shall report account balance at all SMC Board meetings.
- b) Financial information for taxes shall be prepared and forwarded to CPA by January 31st of each year.
- c) Year-end financial statement shall be prepared and presented by January board meeting.
- d) The Treasurer shall submit the year-to-date financial report to the league website on a monthly basis.

- e) The Treasurer may coach any Football or cheerleading team as long as coaching does not interfere with his/her duties.
- f) The Treasurer shall provide any member seeking reimbursement of league approved expenses with a disbursement form. The member seeking reimbursement shall fill out the form and attach all receipts in relation to the request before the treasurer will issue a check.
- g) Treasurer also shall perform other duties as assigned to him/her by the Executive Officers.
- h) All expenditures will be with prior approval of the Executive officers based upon the annual budget. The Treasurer will have the authority to write checks based upon the annual budget and the submittal of a monthly financial report.
- i) Attend all club meetings

5. Football Commissioner: The Football Commissioner shall preside over all incident investigations and hearings, and is responsible to ensure that the proper football processes are followed as stated in the Bylaws. The Football Commissioner will oversee all game day and football related activities. He/She will chair the Scheduling committee which will submit to the Board of Directors for review and approval. He/She shall be charged with the responsibility of properly recording and maintaining all scores of each and every SMC game, as well as compiling SMC standings.

The Football Commissioner will be specifically responsible for:

- a) Working with the Board of Directors designates in the developing of the league schedule.
- b) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
- c) The Football Commissioner must attend all football meetings required by the League.
- d) He/She must train, manage and direct all Field Monitors performance during the season.
- e) Recommending, in writing, policies and guideline changes pertaining to the football program to the Board of Directors for approval by a majority vote.
- f) Organizing, coordinating and proposing in writing to the Executive Officers for approval, participation in special events, tournaments, competitions and bowls associated with the football League.
- g) Ensuring the playing field is in order.
- h) Perform such other duties as assigned to him/her by the Executive Officers.
- i) The Commissioner may coach any Football or Cheerleading team as long as it does not interfere with his/her duties.

6. Cheer Commissioner: The Cheer Commissioner will uphold and enforce the organizations operating code and policies. The Cheer Commissioner will work with the President and Vice Presidents on all issues pertaining to Cheerleading programs within the organization. The Cheer Commissioner will be specifically responsible for:

- a) Screening and recommending applicants for all weight class cheerleading coaching positions and presenting in a timely manner to be voted on by the Board of Directors.
- b) The Cheer Commissioner must attend all cheerleading meetings required by the League.
- c) The Cheer Commissioner may coach any football or cheerleading team as long as coaching does not interfere with his/her duties.

- d) Ensuring high standards of instruction and ethics are maintained by coaches and participants during the course of the season.
- e) Recommending, in writing, policies and guideline changes pertaining to the cheerleading program to the Board of Directors for approval.
- f) Organizing, coordinating and proposing in writing to the Board of Directors for approval, participation in special events, tournaments, competitions and bowls associated with the cheerleading program.
- g) The Cheer Commissioner shall make recommendations to the Board of Directors for any equipment needs.
- h) Perform such other duties as assigned to him/her by the Board of Directors.
- i) Attend all club meetings.

ARTICLE V
League Membership
Section 5.01

SMC does not restrict membership nor deny admission into the program due to race, color, religion, national, ethnic origin or geographic location.

Section 5.02

1. SMC Members Defined:

- a) Charter Member: A Founding Member of SMC.
- b) New Member: Any organization that has not attained permanent status in the SMC.

2. Any Charter Member or Regular Member shall be hereinafter defined as a Permanent Member of the SMC, and shall be entitled to all said rights, duties and privileges. Once a SMC has been approved as a Permanent Member they will have voting privileges at all SMC Board meetings. The AYF official year of operation occurs April 1 thru March 31st.

3. All SMC Associations shall pay a \$400.00 annual membership fee to maintain the league affiliation.

4. The SMC Board will determine before the first SMC Board meeting in April the fees to be paid by each SMC Association for that season.

New Membership
Section 5.03

1. New Membership: Each year in January the SMC Board will discuss and vote upon whether the SMC will accept expansion applications for the upcoming season, and if desired set a limit on the number of teams that may be added. Setting a limit does not obligate the SMC to accept that many. The preferred method of expansion is by invitation of the SMC to a prospective club.

2. The Growth Committee shall present a list of target clubs to the SMC Board prior to the initial expansion vote described including their perspective on why the addition of the proposed club or clubs benefits the SMC. Any club invited to apply must still submit an application fulfilling all stated requirements. Any organization, city, or club desiring membership in the SMC must apply for membership no later than the first SMC meeting in January.

The applicant must submit:

- a) A letter of intent on their club stationary, along with their corporate information/business plan.

- b) All applicants must be a non-profit organization or city chartered by the State incorporated in and in good standing.
- c) The Growth Committee shall screen the applicant, and present their recommendations to the SMC Board. Any misrepresentation by the applicant to the SMC or the Growth Committee shall be cause for immediate termination of the screening process and the elimination of that applicant from consideration.
- d) Conditions of membership include strict adherence to these Bylaws.

Admission Section

5.04

By the March meeting, an applicant's request for admission will be acted upon by the SMC Board of Directors.

- a) Permanent Members shall vote on the application, and a yes vote by 2/3 of eligible voting Board members shall be required for admittance as a New Member to the SMC.
- b) All voting pertaining to an applicant shall be by a closed ballot. The applicant shall be excluded from the meeting during all discussions and voting on its application.
- c) Following a yes vote for probationary membership, the Board of Directors shall assign a permanent member to sponsor the new member.
- d) An application fee of \$400.00 is required of a new applicant to the join the SMC at the time the application is submitted.
- e) All New Members will serve a year (1) season probation, WITHOUT voting privileges.
- f) Following the first season of probation, a straight vote for either Permanent Membership status or expulsion will occur at the first SMC Board meeting in January.
- g) All New Members must get their mascot and colors approved by the SMC Board prior to the April League meeting.

Insurance

Section 5.05

All SMC Associations are required to maintain and submit proof to the SMC Executive Officers of outside insurance (Athletic Medical and Liability). The Secretary shall maintain proof of Insurance. Said proof of insurance must be submitted no later than the first regular meeting in July and prior to the start of any practice. There will be a fine of \$100.00 for non-compliance, and no practice will be allowed until proof is submitted.

Team Commitments

Section 5.06

If an SMC Association commits to fielding a football team at the cut-off/notification date and then **fails** to field a team at that level, the SMC Association will be fined \$180.00. This fine must be paid on/or before the next weekly SMC Board meeting or conference call, or the SMC Association **will not** be added to the season football schedule. In the event there is no weekly SMC Board meeting or conference call meeting, the fee must be paid to the Treasurer no later than the following Wednesday by 6 pm.

Membership Termination

Section 5.07

Termination of membership of a youth or adult member shall be enacted and enforced by the Executive Officers without a refund. The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the SMC Board of Directors that the individual or family has become detrimental to the growth, reputation or overall benefit to the athletes, coaches, volunteers or the organization.

Fees & Fines

Section 5.08

All fines are due and payable within 1 week of written notification of fine buy the Executive Officers. If not paid in that time, the Conference Member will lose its voting privileges, if applicable, until the Treasurer receives payment.

Fee/Fine	Amount
Annual Membership	\$400.00
Team Fee	\$150.00
Cheer Fee (affiliated)	\$125.00
AYF	\$30.00
AYC	\$20.00
Referee Estimates	\$50.00 per TM, MM (2 refs required at each game). \$50.00 per Cadet, JPW, PW, Jr. Midget, Midget (3 refs required at each game). \$50.00 per AA - Unlimited (3 refs per game)
Insurance Certificates	\$100 Fine for non-compliance
Team Commitments	\$180.00 Fine for failure to meet team commitments
Game Day Forfeits	\$150.00 (to be paid by forfeiting team)
Late Fee	\$50.00 incurred after 30 days on any outstanding fees/fines
Board Meeting Outbursts/Misconduct/Removal	\$25.00 fine for every five minutes

ARTICLE VI

Board Meetings

Section 6.01

Board of Directors Meeting: The Board of Directors meetings shall be held the 1st Thursday of each month at a time and place chosen by the Executive Officers members and are open to the paid members of the associations unless otherwise noted.

a) Coaches with inquiries will be given an opportunity to express concerns or opinions at the monthly SMC Board meetings during an allotted time after they have consulted with the Football or Cheer Commissioner.

b) Any outbursts or disrespectful behavior during a SMC Board meeting will result in the party or parties being immediately removed at the request of the Board of Directors, or Executive

Officers for the duration of the meeting. Any member not leaving after requested to do so shall be fined \$25.00 for every five minutes from the time asked to leave.

c) All meetings will be conducted in accordance to Robert's Rules of Order.

Rules of Engagement

Section 6.02

Motion/Discussion Process: When the board is going to discuss an issue that may require a motion, the following process will be used:

a) A SMC Rep (not an alternate unless acting as the SMC rep for the entire meeting) will make a motion.

b) The motion then must be seconded by a SMC Rep (not an alternate unless acting as the SMC rep for the entire meeting).

c) The discussion phase will be conducted in the following format:

1. Each SMC Rep will be granted an opportunity to speak to the issue in order by utilizing the voting roll call order and then a second time using the same order so that each SMC Rep may respond to comments offered during the first round of discussion. At the discretion of the Executive Officers, the second round of discussion may be limited to only those members with additional statements to make.

2. A SMC Rep may defer either or both the first and second round of discussion to their alternate if desired. Only SMC or Alternate Reps will participate in discussion on behalf of any SMC Association.

3. SMC Reps will be allotted 2 minutes maximum to speak during each opportunity.

Note: The Parliamentarian will keep the time and will notify the speaker when their time is up. Any member not adhering to the time limit after being advised will be removed from the meeting. Any member speaking out of turn, being disruptive, or being disrespectful will be removed from the meeting and assessed a \$25.00 fine.

Indemnification and Hold Harmless Agreement

Section 6.03

By virtue of its membership in the SMC, any League member agrees to indemnify and hold harmless the SMC's Officers, Board Members, and officials/referees against any claims, disputes, and causes of action, judgments or decrees for actions carried out in accordance with the bylaws.

Said indemnification and hold harmless agreement shall include, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expenses; together with any monetary judgment expense or awards that the court might enter; as well as any cost or expense associated with the running of any game, exhibition, or contest including any stadium rental, referees fees, food, or any cost or expense associated therein.

Special Meetings

Section 6.04

A special meeting may be called by two-thirds of the SMC Board of Directors. The location and time will be provided by the SMC Executive Officers.

ARTICLE VII
Committees
Section 7.01

All Committees will be appointed and assigned at the discretion of the Executive Officers with input from the Board of Directors.

In the event, an issue arises that is not addressed or expressly outlined in these bylaws, the Executive Officers will refer to the National AYF/AYC rules for guidance.

These bylaws are agreed to by:

President	Signature	Date
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Vice President	Signature	Date
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Secretary	Signature	Date
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Treasurer	Signature	Date
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Football Commissioner	Signature	Date
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Cheer Commissioner	Signature	Date
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