

ELLINGTON FOOTBALL LEAGUE, INC.

BY-LAWS

(rev. 5/2022)

ARTICLE I - Name and Location

The name of this organization shall be: Ellington Football League, Inc., and shall be located in the Town of Ellington, Connecticut.

ARTICLE II – Objectives

The objectives of this organization are to instill in the youth of the town of Ellington and surrounding communities participating in the Ellington program, the principles of good citizenship and sportsmanship through association with and knowledge in the fundamentals of the game of football and cheerleading.

ARTICLE III - Officers of the Board

A. Membership

- a. The Executive Board of Directors will consist of the following four positions: The President, Vice President, Secretary, and Treasurer.
- b. The Board of Directors will consist of the following positions: Football Coordinator, Cheerleading Coordinator, Registration Coordinator, Player/Parent Representative, Equipment Manager, Volunteer Coordinator, Concessions Director, Fundraising & Sponsorship Coordinator, Gameday Coordinator, Webmaster, and Head Football Coaches and Cheerleading Coaches.
- c. All officers shall be elected at the Annual Meeting to serve for a term of one (1) year. The elected officers shall assume their new positions following their election.
- d. The officers shall be elected on the basis of their character, adherence to the objectives of the organization, and the reasonable ability to perform the duties of their office.
- e. In the event that a board position is not filled, the President may delegate responsibilities as necessary.
- f. Any officer demonstrating conduct deemed to be unfitting to an official of the program, or who causes the program to suffer in the public eye (verbally, written, by actions or through social media), shall be removed from the office by a 2/3 vote of the Board members present at the meeting.
- g. All newly elected officers shall receive an electronic copy of the bylaws from the secretary.
- h. Board members absent from four (4) meetings during the course of the year may retain their position but will forfeit all voting rights as a board member. Exceptions can be made if the Board deems the absences excusable. This is decided by a majority vote of the Board members present at the meeting.

President:

The President shall:

- a. Administrate the Board.
- b. Conduct all meetings according to the by-laws of the Ellington Football League.
- c. Appoint all committees, subject to approval by the Board.
- d. Have access to the EFL post office box.
- e. Be restricted from active participation with any of the teams unless expressly authorized to do so by a 2/3 vote of the Board members present at the meeting.
- f. Be an ex-officio member of all committees except the Nominating Committee.
- g. Be custodian of all Ellington Football League official records.

Vice President:

The Vice President shall:

- a. Administrate the Ellington Football league in the absence of the President.
- b. Not act as a Head Football Coach unless expressly authorized to do so by a majority vote of the Board members present at the meeting.
- c. Be an ex-officio member of all committees.

Secretary:

The Secretary shall:

- a. Record and distribute minutes of all meetings. Minutes are to be distributed within 2 business days of a meeting.
- b. Handle all correspondence among the board.
- c. Have access to the EFL post office box.

Treasurer:

The Treasurer shall:

- a. Be responsible for the depositing and distribution of all funds.
- b. Submit an annual statement at the February meeting.
- c. Be required to make a monthly accounting to the Board with two supporting bank statements.
- d. Administrate all income and expenses.

Football Coordinator:

The Football Coordinator shall:

- a. Coordinate various football-related activities as directed by the EFL Board and President.
- b. Attend League Meetings and act as a liaison between the League and the EFL.
- c. Vote on behalf of the EFL at all League meetings.
- d. The Football Coordinator may not cast a vote on changes to the League bylaws without the approval of the majority of the Board members present at the meeting.
- e. Maintains all necessary records and certifications to ensure that all football coaching staff members are certified to current EFL and League standards, including completion of background checks.
- f. Act as a liaison between coaches and the EFL Board for any issues or conflicts.

- g. Be responsible for maintaining, keeping records of play time sheets, and enforcing the play time rule conduct of the coaches for all football teams.

Cheerleading Coordinator:

The Cheerleading Coordinator shall:

- a. Coordinate various Cheerleading-related responsibilities as directed by the EFL Board and the President.
- b. Attend League cheerleading meetings on behalf of the EFL Board.
- c. Cheerleading Coordinator may not cast a vote on behalf of the EFL for League issues without the approval of a majority of the members present at the meeting.
- d. Maintains all necessary records and certifications to ensure that all cheer coaching staff members are certified to current EFL and League standards, including completion of background checks.

Registration Coordinator:

The Registration Coordinator shall:

- a. Coordinate the registration process for all EFL participants.
- b. Maintain all registrations records in an electronic database.
- c. Plan, coordinate and execute all registration-related events.
- d. Ensure that all registration materials are distributed to area schools and civic organizations in a timely manner.
- e. Serve as the Chairperson for the Registration Committee.

Player/Parent Representative:

The Player/Parent Representative shall:

- a. Handle all problems between the players/cheerleaders, parents, and coaches.
- b. Submit a monthly report to the Board summarizing any and all concerns of the parents, players/cheerleaders, and/or coaches.

Concession Director:

The Concession Director shall:

- a. Carry out all tasks having to do with the concession stand, including:
 - a. Purchasing sufficient goods to sell during practices and games.
 - b. Ensuring the concessions area is clean and meets all local and state regulations.
 - c. The accurate recording of daily sales, and ensuring timely cash deposits are made in partnership with the President or Treasurer.
 - d. Provide an inventory of all unsold items and credits/debits to the President and Treasurer prior to the November board meeting.

Fundraising & Sponsorship Coordinator:

The Fundraising & Sponsorship Coordinator shall:

- a. Coordinate one primary fundraising program, including obtaining all necessary permits and filings. Proposal for this fundraiser must be delivered to the Board on or before the May meeting.
- b. Review all other fundraising requests before approval by a majority of the Board.
- c. Coordinate 50/50 raffles during home game days, and keep records of all approved fundraising efforts.
- d. Coordinate all publicity and sponsorship efforts for the League.
- e. Coordinate the printing of gameday programs or other materials for distribution.
- f. Maintain a Sponsorship program for local businesses, and be responsible for recruiting sponsors of the EFL program.
- g. Serve as the Chairperson for the Fundraising Committee.

Equipment Manager:

The Equipment Manager shall:

- a. Be responsible for the receipt from supplier, and distribution of equipment.
- b. Be required to report on the inventory of equipment on hand, including condition of said equipment, at the December Meeting.
- c. Keep a written and electronic record of distribution of all equipment and a copy of the full list to all head coaches.
- d. Be responsible for coordinating with the Head Football Coaches to ensure end of season collection of all equipment.
- e. Be responsible for arranging for the storage of all playing equipment at the conclusion of the season.

Volunteer Coordinator:

The Volunteer Coordinator shall:

- a. Be responsible for the creation and maintenance of a database of all volunteer shifts.
- b. Coordinate the assignment of parents to the appropriate number of volunteer shifts.
- c. Track all parents that have not fulfilled their volunteer obligations.

Gameday Coordinator:

The Gameday Coordinator shall:

- a. Be responsible for coordinating all Gameday activities and schedules.
- b. Coordinate all special events taking place on scheduled gamedays.
- c. Be responsible for Public Address announcing duties, and finding other suitable announcers to assist with gameday activities.

Webmaster:

The Webmaster shall:

- a. Maintain the league website for the EFL Football and Cheer programs.
- b. Regularly update the content of the website with current and future EFL events and relevant information.

- c. Update other online and social media content in coordination with the President.

ARTICLE IV – Functions and Responsibilities

- A. The primary function of the Board is to regulate the playing program of the Ellington Football League, including:
 - a. Coaches conduct.
 - b. Player eligibility.
 - c. Player conduct.
 - d. Arbitration of grievances.
 - e. Rules prescribed by the Conference or League in which Ellington participates.
 - f. Elect by majority vote additional Board members, as appropriate, during the year.
- B. A majority vote of the Board members present at a meeting is required for the following:
 - a. Election of Officers.
 - b. Approval of the Nominating Committee.
 - c. Expenditure of non-concessions related funds exceeding \$250.00 (e.g. equipment).
 - d. Selection of types of fundraising events and company/companies participating.
 - e. Publicity and advertising for registrations and other activities.
 - f. Determination of registration and deposit fees.
 - g. Volunteer program guidelines and fees.

ARTICLE V – Committees

- A. A Nominating Committee, not to exceed four (4) shall be appointed at the October Meeting by the President and approved by a majority vote of the Board members present at the meeting.
- B. A By-Law Committee, not to exceed four (4) shall be appointed at the January Meeting by the President, and approved by a majority vote of the Board members present at the meeting.
- C. A Scholarship Committee of three (3) officers shall be appointed at the January Meeting, by the President, and approved by a majority vote of the Board members present at the meeting. Relatives of scholarship candidates shall be disqualified from nomination to this committee. Amount of the scholarship will be approved annually by a majority vote of Board members present at the meeting.
- D. A Registration Committee shall be appointed at the January Meeting by the President, and approved by majority vote of the Board members at the meeting. There is no limit to the number of participants on the committee.
- E. A Fundraising Committee shall be appointed at the January Meeting by the President, and approved by majority vote of the Board members at the meeting. There is no limit to the number of participants on the committee.
- F. Other ad hoc committees may be formed and members appointed by the President as needed, with specific charges or duties as determined by the EFL board.

ARTICLE VI - Coaching Staff

- A. All Head Football and Head Cheerleading Coaches must be 21 years of age or older at the time of the first practice and be approved by a majority of the Board. Head coaches specified on the

official League roster must have required certifications as specified by the League and must coach and behave in accordance with the Coaches Code of Conduct.

- B. Each coaching staff must have at least one member (Head or Assistant) of the staff who is CPR/First Aid/AED/Epi Pen Certified.
- C. All coaching staff must undergo a criminal background check as required by the League and the EFL. Any changes to such subsequent to the background check must immediately be reported to the Executive Board for consideration.
- D. Any coach joining a staff after the first practice must have all certifications and required documentation completed prior to working with any player/cheerleader.
- E. If a Head Coach's ability or performance is deemed detrimental to the EFL, he/she may be removed at any time by 2/3 vote of the Board members present at the meeting. Assistant coaches may be removed by the Head Coach, or by a majority vote of the Board members present at the meeting.
- F. A coach not following the safety protocols of the EFL, League, or corresponding organization (USA football or other guidelines) may be suspended from one regular season game. The executive board, cheer coordinator, and football coordinator will review and discuss the violation and make the final decision on the suspension.

ARTICLE VII - Coaches, Boys, and Girls Participation

- A. Qualifications for coaches, football players, and cheerleaders will comply with the conference/league in which EFL participates.
- B. A player will not be allowed to participate in Contact Drills unless they are no more than 10 lbs over the maximum limit of the squad they are trying to participate on. Verification of this weight must be witnessed by the Head Coach and at least one Board member.
- C. Any player or cheerleader of the following ages wanting to be considered for the corresponding squads will need a 2/3 approval from the Board. 11 yr. olds wanting to play on A-squad; 9 year olds wanting to play on B-squad; or 7 year olds wanting to play on C-squad.
- D. The C and D football squad should be limited to a maximum of 35 players per squad.
- E. All players should play in at least four (4) plays per half of each game from the line of scrimmage.

ARTICLE VIII – Registration

- A. The registration fee shall be determined annually by the Board. No child will be rejected because of inability to pay.
- B. No player will be allowed to participate in any EFL activity until the following items are submitted in good order:
 - a. League Registration Form and the associated annual fee, birth certificate, physician statement, player code of ethics, player concussion form, and parent code of ethics.
 - b. Volunteer program and equipment deposit.

ARTICLE IX – Meetings

- A. Regular meetings shall be held as determined by the Board. The December meeting is designated as the "Annual Meeting."

- B. Special meetings may be called by the President or by a majority of the members of the EFL Board.
- C. In all matters not covered by the By-Laws of the League, Robert's Rules of Order shall govern.
- D. A quorum shall consist of half plus one of all Board members, and must exist at a meeting to conduct business.
- E. In the event that Board approval is needed for an item before the next scheduled meeting, email may be used to publish a motion to all members of the Board. Unless otherwise restricted by the bylaws of the organization, approval or defeat of the motion will be determined by a majority of the email responses received. Absence of a member email response will constitute an abstention. The Secretary shall communicate all motions, requests for votes, tabulations, and results. Votes shall be submitted to all four (4) executive board members (i.e., President, Vice President, Secretary, and Treasurer).

ARTICLE X - Schedule and Tournaments/Playoff

- A. The schedule of regular season games, scrimmage games, and post-season games shall be regulated by the conference/league in which the EFL participates.
- B. All open dates and post-season (other than playoff and championship) games shall be at the discretion of the applicable Head Football Coach and the Board.

ARTICLE XI - Financial Policy

- A. The Board shall be responsible for the finances of the Ellington Football League.
- B. All income will be maintained in a checking and/or savings account for payment of debts before, during, and after the playing season.
- C. The Treasurer and other personnel involved with handling significant sums of money shall be bonded to the approximate maximum value of the deposits, cash on-hand, and balances in any EFL bank accounts.
- D. All checks shall require the Treasurer's or President's signature. The Vice President may sign in the absence of any of these members. All checks need to have two executive board members' signatures for amounts greater than \$500.
- E. All funds generated by the league shall be deposited in the league account within 7 days by the President or Treasurer. The source of all funds shall be reported to the Treasurer concurrent with each deposit to ensure accounting and reporting accuracy.
- F. The Concessions Director is authorized to make purchases up to \$500. No other checks for unbudgeted expenses exceeding two hundred fifty (\$250.00) shall be made without prior approval of the majority of members present at the meeting. Two officers among the President, Vice President, Treasurer, and Concessions Director may authorize an emergency expenditure of up to five hundred dollars (\$500.00). Emergency expenditures must be subsequently approved by a majority of the Board.
- G. Any contribution or solicitations shall be the sole benefit of the Ellington Football League. All solicitations for funds will be coordinated by the Fundraising & Sponsorship Coordinator, as described herein.
- H. No part of the income or assets of Ellington Football League shall be distributed to its members, officers, or Board members except in accordance with the Nonprofit Corporation Law of the State of Connecticut.

- I. The President shall have authority to purchase items and deposit funds. Purchases greater than \$250 require approval of a majority of the board members present in the meeting.
- J. The Concessions Director shall not make any purchases, other than game day expenditures, without the prior approval of the President, or make purchases greater than \$500 without the approval of a majority of the Board members present at the meeting.

ARTICLE XII - Exclusion from Liability

- A. No director, Member appointed by the Board, Member appointed by the President, football or cheerleader Head Coach, and/or assistant football or cheerleader Coach shall be personally liable to Ellington Football League, Inc., its members, family, guardians, or beneficiaries thereof, or to the conference or league in which Ellington Football League participates for monetary damages for breach of fiduciary duty as a Director, Board appointed member, member appointed by the President, football or cheerleader Head Coach, and/or assistant football or cheerleader Coach not withstanding any provisions of law imposing such liability; provided, however, that such Director, Board appointed member, member appointed by the President, football or cheerleader Head Coach and/or assistant football or cheerleader Coach shall remain personally liable for damages incurred by Ellington Football League, Inc. or its members resulting from (a) any breach of the Director's, Board appointed member's, President appointed member's, football or cheerleader Head Coach's, assistant football's or assistant cheerleader Coach's duty or loyalty to Ellington Football League, Inc. or its members, (b) acts of omissions not in good faith or which involve intentional misconduct or a knowing violation law by the Director, Board appointed member, member appointed by the President, football or cheerleader Head Coach, and/or assistant football or cheerleader Coach, (c) any transaction from which the Director, Board appointed member, member appointed by the President, football or cheerleader Head Coach, and/or assistant football or cheerleader Coach derives an improper benefit, or (d) acts or omissions of the Director, Board appointed member, member appointed by the President, football or cheerleader Head Coach, and/or assistant football or cheerleader Coach which occurred prior to the effective date of this provision.

ARTICLE XIII – Dissolution

In the event of the dissolution of Ellington Football League, Inc., after payment of all of its debts, its net assets shall be distributed to any organizations, holding a valid tax exemption permit by the State of Connecticut Tax Commission, which the Board shall designate after a 2/3 approval of its members.

ARTICLE XIV - By-Law Revision

- A. All revisions and amendments to the By-Laws will be brought for consideration by the By-Law committee, subject to the following conditions:
 - a. They must be read at two (2) consecutive meetings.
 - b. Written notice of the meeting to consider said revision or amendment, together with a copy of the proposed revision or amendment, be communicated via email to all members of the Board at least seven (7) days before the day of the meeting at which said revision or amendment will be considered.

- c. Motions can be made and voting is permitted to accept revisions and amendments to the By-Laws in their entirety. In the event that the entirety of the revisions and amendments are not approved, motions can be made and voting is permitted to accept revisions and amendments on a per-Article or per-Section basis. In all instances, By-Law revisions and amendments must be approved majority vote of the Board members in attendance.
- d. All approved by-law revisions will take effect at the conclusion of the vote, however, any revisions to Article VII of this document, along with any revisions or amendments regarding the eligibility of coaches, players, or cheerleaders must be approved prior to the first official regular season practice for the current year.

ARTICLE XV – Election and Voting Procedures

All board members serve a one (1) year term, commencing in January and ending at the close of the after the Annual Meeting in December. An annual election of officers shall take place at the Annual Meeting each year. The annual election shall be administered by the Nominating Committee. The nominating committee will be no more than three (3) board members led by the Vice President.

A. Voting

This will be an online based closed anonymous ballot process with yes/no/abstain vote for each candidate board member.

B. Ballot

The procedure for voting is listed below:

- a. President delegates a nominating committee led by Vice President at the 1st meeting in October.
- b. The existing board members must inform a member of the nominating committee of their intent to hold their position for following year by the 2nd meeting in November.
 - i. If they are not voted into the new position, in order to return to their previous position, they must be reelected.
- c. Any persons interested in being a candidate for a position shall notify any member of the nominating committee prior to the 2nd November meeting.
- d. All candidates will be given the opportunity to attend the 2nd November meeting to state their intentions and provide their credentials.
- e. If a board member is voted out of a position, they cannot be placed on the ballot for the same position.
- f. Voting will take place as the final agenda item of the December meeting. Voting will take place electronically via an established, secure browser-based service. Members of the Nominating Committee shall be provided administrative access to the service for the purpose of overseeing the integrity of the process.
- g. After the meeting is adjourned, the Nominating Committee will convene to review and confirm the results. Within 24 hours of the conclusion of the vote, the results will be published via e-mail to all candidates.

C. Unfilled/Vacant Board Positions

After the election at the Annual Meeting, and any time a vacant board position exists, a vacant position may be filled in the following manner:

- a. Any Executive Board member can present a candidate to the board for consideration.
 - b. A candidate must attend a regular meeting of the board to state their intention, and allow officers of the board to be introduced to the candidate. Immediately after this introduction, the candidate shall be excused from the meeting and a vote shall be taken to elect the candidate by a majority of the Board members in attendance.
 - c. The President shall notify the candidate immediately after the meeting of the result of the vote.
 - d. The term of any board member elected in this manner shall expire at the December Annual Meeting.
- D. All elections of officers to the Board must take place during meetings at which a quorum is present. Electronic voting is permitted for elections of officers.

ARTICLE XVI – Bylaw Revisions

2022: Removed Article III, Football Coordinator – “g. The Football Coordinator may not act as a Head Football Coach unless expressly authorized to do so by a majority vote of the Board members present at the meeting.”