

**South Summit District Twenty Eight
Ute Conference, Inc.
Salt Lake City, Utah
Bylaws 2017**

1.0.0 DISTRICT NAME, ADDRESS, PURPOSE AND DEFINITIONS

- 1.1.1 The Ute Conference, Inc., South Summit District Twenty Eight, Kamas, Utah
- 1.1.2 The purpose of this district is to promote and encourage participation in junior league football for players living in the South Summit District or attending South Summit schools.
- 1.1.3 Jurisdiction – South Summit claims jurisdiction and sole governing body over, but not limited to, the game of amateur football in Kamas Valley as played under these Bylaws; South Summit shall cover the area designated by the Ute Conference, Inc.
- 1.1.4 The term “Board”, “Board of Directors”, "Executive Committee" or "Committee" as used in the foregoing Bylaws refers to the South Summit Board of Directors, or Ute Conference Officers as referred to in Ute Conference bylaw 5.4
- 1.1.5 These Bylaws are in no way intended to supersede nor are they intended to interfere with the Bylaws of the Ute Conference Incorporated.
- 1.1.6 Clarification of any part of this manual will be furnished upon request to the Board of Directors in writing. The Board’s decision will be final and binding.

2.0.0 ORGANIZATION

- 2.1.1 South Summit District consists of the following: A President, Vice-President, Secretary, Treasurer, and Six Executive Committee Members who are the heads of fields, player registration, equipment, coaches, fund raising, and concessions. As well as the Coaches Representative (or Players Safety Coach, as well as any person serving on the Ute Conference Executive Board as a representative of South Summit. No member shall be an active head coach.

3.0.0 BOARD OF DIRECTORS

- 3.1.1. A Board of Directors consists of:
 - a. President – Chairman
 - b. Vice President
 - c. Secretary – appointed by the President (voting)
 - d. Treasurer – appointed by the President (voting)

- e. Executive Committee Member – in charge of fields
- f. Executive Committee Member – in charge of coaches
- g. Executive Committee Member – in charge of equipment
- h. Executive Committee Member – in charge of fund raising
- i. Executive Committee Member – in charge of registration
- j. Executive Committee Member – in charge of concessions
- k. Coaches' Representative nominated by Executive Committee Member in charge of coaches (voting)
- l. Any member from South Summit District that is serving on the Ute Conference Executive Board will be on the Board of South Summit as long as he or she maintains his or her position on the Ute Conference Executive Board (voting)

3.1.2 Any person on the Board taking part in South Summit Football shall not hold a position in any other district or league of the Ute Conference.

4.0.0 **RULES OF THE ORGANIZATION**

4.1.1 Bylaws Distribution – All Board Members and Coaches are to be issued annually a copy of the Conference and District rules, regulations, Bylaws and a copy of the playing rules. These are to be kept current at all times by posting any changes immediately.

4.2.1 Board Meetings – Board meetings shall be held once a month, excluding the month of December and January.

4.3.1 Rules of Meeting Conduct – All meetings shall be conducted under the standard of "Robert's Rules of Order" unless temporarily suspended by the unanimous vote of those present.

4.4.1 Quorum – A majority of the Board shall constitute a quorum for the transacting of business at any meeting of the Board, other than business affecting a change to the Bylaws, up to or exceeding 2/3 of the Board.

5.0.0 **APPOINTING, DELEGATION AND COMMITTEES**

5.1.1 All appointments, delegations of authority and committee are sole reportable to the individual or group creating them and in no way have authority exceeding the individual or group creating them.

5.1.2 The Board of Directors shall fill any vacancies occurring in the Board of Directors or Officers of South Summit.

5.1.3 Removal of Board Members

- a. May be removed for cause by 2/3 vote of Board of Directors

- b. Executive Committee will contact Board Members after first meeting missed regarding his or her intentions to continue on Board of Directors
- c. Board Members may be removed for failure to actively participate in two consecutive official board meetings, or two consecutive home games; without prior notice.
- d. An opportunity to appeal may be made at the following regular meeting

5.1.4 Amendments in Bylaws – Any and all amendments, deletions, additions or changes in the Bylaws of this organization shall be appropriately submitted between the months of November and April. Only upon a 2/3 vote of the Board of Directors then and there present voting in favor thereof. In the case of a tie the President will cast a second and deciding vote. Digital voting ballots will be accepted, on the condition of voting in a specified timeframe.

5.1.5 All Board Members agree to be bound by the South Summit District Bylaws as now constituted or hereafter amended by the Board of Directors of the South Summit District.

5.1.6 The Executive Committee shall interpret the Bylaws herein, but any decision so made by the Executive Committee may be appealed to the Board of Directors for final decision.

5.1.7 Voting in Board meetings shall be limited to one vote for each of the following:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Executive Committee Member – fields
- f. Executive Committee Member – coaches
- g. Executive Committee Member – equipment
- h. Executive Committee Member – fundraising
- i. Executive Committee Member – concessions
- j. Executive Committee Member – player registration
- k. Player Safety Coach (Coaches Representative)
- l. Any member from South Summit serving on the Ute Conference Executive Board
- m. Immediate Past President (votes on issues in regards to district or conference wide bylaws)

In case of a tie the President will cast a second and deciding vote.

6.0.0 DUTIES OF THE BOARD OF DIRECTORS

6.1.1 To take initiative in determining the policies of South Summit District.

- 6.1.2 To take charge, control, and management of all South Summit District equipment and property belonging to the Conference.
- 6.1.3 To supervise the finances of South Summit District.
- 6.1.4 To approve or disapprove coaches for all teams in accordance with Bylaws of succession of coaches.
- 6.1.5 To render decisions or infractions, interpretation of the Bylaws, and all protest. Their decision is final and binding.
- 6.1.6 To actuate the Bylaws.
- 6.1.7 To have jurisdiction over the actions of any individual or participant of South Summit District.

7.0.0 **DUTIES OF THE DISTRICT OFFICERS**

7.1.0 President

- 7.1.1 To preside at Executive Committee meetings.
- 7.1.2 To preside at Board meetings.
- 7.1.3 To keep South Summit Board of Directors informed of Executive Committee action.
- 7.1.4 To disseminate the schedule of games each year designating dates, times sites opponents, and home teams as established by the Ute Conference.
- 7.1.5 To oversee activities in which South Summit District as a whole may participate.
- 7.1.6 To compile all acceptable methods of raising finances.
- 7.1.7 To chair a Budget Committee that recommends expenditures of South Summit District funds.
- 7.1.8 To oversee the operations of the concession stand with the assistance of the Vice President.
- 7.1.9 To preside over the Executive Committee Members who are over players, coaches and fund raising.

7.2.0 Vice President

- 7.2.1 To preside at Board meetings in absence of the President.

7.2.2 To preside at events assigned by the President.

7.2.3 To preside over the Executive Members who are over fields and equipment.

7.3.0 Secretary

7.3.1 To maintain the Bylaws up-to-date and reissue changes annually.

7.3.2 To take minutes of every meeting in order to describe the reasons for actions taken and to maintain the minutes as a permanent record, those minutes to be read at successive Board meetings. The President must sign minutes.

7.3.3 To handle all mailing and correspondence of South Summit District.

7.3.4 To maintain a roster of Board Members and their attendance at Board meetings.

7.3.5 To maintain district websites and social media pages.

7.4.0 Treasurer

7.4.1 The Treasurer shall keep the financial records of South Summit District on the cash basis method of accounting.

7.4.2 The Treasurer shall submit to the Board quarterly financial statements, except monthly statements from August through November.

7.4.3 The Treasurer will receive and disburse monies prescribed in the Ute Conference Bylaws and the Conference Treasurers' manual.

7.4.4 Removed petty cash policy as prescribed by Ute Conference bylaw - 01/2016

7.4.5 All funds collected are to be deposited intact, within three business days, with the Ute Conference Treasurer with no disbursements from the funds received.

7.4.6 Removed check disbursement policy as prescribed by Ute Conference bylaw - 01/2016

7.4.7 Disbursements of \$150.00 or greater must be approved by the Ute Conference Treasurer. Purchase Orders require the approval of the Ute Conference Treasurer.

7.4.8 All disbursements shall require two signatures (President/Vice President/Treasurer).

7.4.9 All disbursements shall have adequate support such as vendor's invoices or receipts. These shall be cross-referenced to the check number for each reference.

7.4.10 Accounting reports from Ute Conference will be reconciled upon receipt.

7.4.11 To acquire such insurance policies as prescribed by the Conference and administer them

7.5.0 Duties of the Executive Committee Members

7.5.1 To act in the various affairs of South Summit District as directed by the Board.

7.5.2 To do all things directed by the Board.

7.5.3 Executive Committee Member of fields is to secure and prepare all home game fields for play, clean up fields after, secure all equipment and to be present at all home games or assign an acting administrator for each home game.

7.5.4 Executive Committee Member of coaches will recruit head coaches for board approval. Will supervise selection of coaches' representative (aka: Safety Coach), will assist head coaches in selecting assistant coaches and any applicable team managers (such coaches and assistants must be approved by the Board). Will provide or coordinate training clinics. Will manage formation and issue appropriate warnings, with Board approval.

7.5.5 Executive Committee Member of fund raising is responsible for raising funds and fund raising activities for the South Summit District with Board approval. These programs must have a beginning and ending date.

7.5.6 Executive Committee Member of equipment is responsible for taking inventory of equipment pre and post season, and purchasing field and player equipment - in coordination with the Executive Committee Member of fields. Also responsible for the storage and collection of equipment from the players.

7.5.7 Executive Committee Member of concessions will be responsible for concession stands before, during and after home football games. Will coordinate volunteers to help in concessions during games.

7.5.8 Executive Committee Member of player registration will be responsible for all of the player registration for the South Summit District. Will be responsible for collecting birth certificates or other identification forms needed for registration. Will also be responsible for submitting all information to the Ute Conference with the oversight of the President or Vice President. In the absence of a filled Player Registration Representative position, the Secretary or Treasurer is responsible for duties listed above at the nomination of the President.

7.6.0 Duties of the District

- 7.6.1 South Summit District will conform to the duties of the district as recorded in the Ute Conference, Inc. Bylaws as written and amended.
- 7.7.0 Discipline – Possession, consumption, and/or distribution of illegal drugs and/or alcohol or misuse of prescription drugs is not allowed. Players who are involved will be suspended from at least one football game. The Board on an individual basis with parent/guardian and player present will review each incident. The Board will then determine the length of the suspension. Players will be required to attend all practices. They will also be required to attend the game(s) they are suspended from but should not dress.
- 7.7.1 Harassment – Any player who causes harassment (verbal or physical) on or off the field will be brought before the executive committee for disciplinary actions.
- 7.8.0 Equipment Ownership – South Summit District will conform to the equipment ownership requirements as recorded in the Ute Conference, Inc. Bylaws as written or amended.
- 8.0.0 **UNSCHEDULED GAMES** – All games to be played out of the state by any district team or teams, by all teams collectively or before or after the season, other than regular scheduled conference games, must have the sanction of the Board of Directors and the Ute Conference.
- 9.0.0 **PARENT OR GUARDIAN CONDUCT**
- 9.1.0 Parent or guardian consent must be on file, in writing, with the South Summit District before any player will be permitted to participate in the Ute Conference activities.
- 9.2.0 Parent code of conduct is defined at a conference level under "Conference Information, Parent Code of Conduct". South Summit shall keep a copy of Parent Code of conduct available on district website and hand out to all parents signing up children at the beginning of the season. Parents to abide by Parent code of conduct, or shall be subject to disciplinary action as defined therein.
- 10.0.0 **FINANCE**
- 10.1.1 South Summit District shall establish a Budget Committee composed of the President, Treasurer, and two appointed Executive Committee Members by the Board.
- 10.1.1 a Section 10 Finance bylaws will be in conformance with Ute Conference Bylaws as written and amended. In the event of a conflict, or misinterpretation, Ute Conference Bylaw or policy will rule.
- 10.1.2 The duties of the Budget Committee shall be to recommend expenditures for equipment and any other expenditures of South Summit District in accordance with funds available. The Budget Committee shall also estimate expenditures for

one year hence so adequate financial planning can be available. The Budget Committee shall also determine player fees each year based on district financial needs and shall see that the fees are available to players minimum of three months prior to season starting date.

10.1.3 The recommendations from the Budget Committee shall be brought before the Board for approval.

10.1.4 The Executive Committee shall submit, to the Board, programs for raising funds. These programs shall have a **beginning** and **ending** date.

10.1.5 The President shall appoint a business manager to collect all funds as described herein:

- a. Registration
- b. Fund Raising Program
- c. Awards Banquet

10.1.6 The President, Secretary and Executive Committee Member in charge of Player Registration will be responsible for funds collected and must turn the funds into the South Summit Treasurer by the date set in 10.1.4. Failure to comply with the Bylaws will result in censure by the Executive Committee.

11.0.0 **RESIDENCE**

will be in conformance with the Ute Conference, Inc. Bylaws as written and amended

12.0.0 **TEAM AND LEAGUE REQUIREMENTS**

12.1.0 All participants in the South Summit Ute Conference League will follow USA Football Heads Up Program and follow the action plan as outlined for reintegration for play after an injury. If any player is advised to seek medical treatment for a concussion or head injury, that player must provide proof from a medical provider that they have been treated by a medical professional and they must provide the District's Player Safety Coach with an action plan of when they are eligible to return to regular play.

12.2.0 All other injuries incurred by a player wherein medical treatment is sought, a player must provide a release from their medical provider that they are eligible to return to full contact play.

13.0.0 **STANDARD OF THE GAME**

will be in conformance with the Ute Conference, Inc. Bylaws as written and amended

14.0.0 **SCHEDULES**

Schedules will be in conformance with the Ute Conference, Inc. Bylaws as written and amended

14.1.0 South Summit District Coaching staff of peewee ages and above will hold practices a minimum of 3 days per week during regular season play, unless weather is not permitting. Coaches of younger teams can hold practice a minimum of 2 days per week, at coaches discretion. South Summit will not hold practices on Fridays. Coaches will follow all other Ute Conference practice guidelines.

15.0.0 **GAME RULES**

Each player will participate in all regular games. All players will participate in a minimum of ten (10) plays per game, offensively, defensively, or on special teams. Any exceptions must be in accordance with the Ute Conference Bylaws, Section 16.1.0.

16.0.0 **COACHES, BUSINESS MANAGERS, AND GAME OFFICIALS**

South Summit District shall conform to the Bylaws of the Ute Conference, Inc. as written or amended, and add to this section South Summit Districts' rules for succession, and qualification of coaches.

16.1.1 **Qualification of Coaches**

- a. The minimum age of a Head Coach shall be 18.
- b. A minimum of 2 coaches must be available to meet all scheduled practices, games and all scheduled activities set forth by the South Summit District.
- c. The Coaches must have a working knowledge of the game of football and this is to be determined by the Board of Directors of the South Summit District.
- d. The Coaches must be first from bona fide residents of South Summit District, if none are available, then from outside South Summit District.
- e. The Coaches must meet all other qualifications specified in the Ute Conference, Inc. Bylaws.

16.1.2 The Board for cause may remove coaches.

- a. South Summit will refer to Ute Conference bylaw 11.2 and all subsections for coaching infractions.
- b. South Summit policy shall be a one-time warning a minimum of a one week suspension, up to dismissal, to be determined upon board review of infraction. This will be included in annual review decision. Any infractions after one time warning will result in Coach dismissal for the remainder of the season.

16.1.3 If a coaching vacancy exists, the Executive Board must take written application for the vacancy and recommend to the Board of Directors for approval their

selection for that vacancy on the team on the basis of the qualifications as set forth in Section 16.1.1.

16.1.4 If a coaching staff for some reason quits during the season, the Board shall appoint interim coaches. The Board will fill the coaching vacancy or vacancies before the next season as specified in the Bylaws in Section 16.1.3.

16.1.5 A Head Coach may choose his assistant coaches, but the Board must approve.

16.1.6 The Board at the first regularly scheduled meeting after January 1 shall review all coaching staff. The Board will approve Head Coaches, unless removed for cause. Assistant coaches will be reviewed and allowed to return at coaches discretion. Reference bylaw 16.1.5 for assistant coach approval.

16.1.7 Leave-of-absence will be granted only by Board approval. In the event a Head Coach takes a leave-of-absence without first appearing before the Board and showing cause why leave should be granted the Board will have the obligation to vote on a disciplinary action and the removal of the Head Coach. The Board will appoint an Interim Head Coach and/or a new Head Coach.

17.0.0 **EQUIPMENT SPECIFICATION** – See 10.0.0 Ute Conference

18.0.0 **CHAMPIONSHIP TEAMS** – See 19.0.0 Ute Conference

19.0.0 **AWARDS** – See 19.0.0 Ute Conference

19.1.1 Each participant on all teams of South Summit District will receive an individual certificate to be furnished by South Summit District at the annual Awards Banquet, depending on the availability of funds at the discretion of the Board.

20.0.0 **SOCIAL FUNCTIONS** – See 20.0.0 Ute Conference

20.1.1 **Team Parties** – The following requirements will be adhered to for all team parties:

- a. Member of Executive Committee shall attend all team parties.
- b. If team party does not include parents, a curfew will be set (party shall be over by 10:30 p.m. in any event).
- c. No drinking of alcoholic beverages will be condoned. The type of party held will be conducive of the standards of the Ute Conference Football programs.
- d. Parents will either accompany their children to team parties or furnish South Summit District with parental consent to attend.
- e. Coaches should notify the Executive Committee as to when, where, and what type of party is to be held so that the Executive Committee can appoint a member to attend.

21.0.0 **Posting of Bylaws** – The above Sections 17, 18, 19, and 21 shall be conformity with the Ute Conference Inc. Bylaws as written or amended.

22.0.0 Closing Article – Any infraction of the Bylaws or Playing Rules outlined in this manual may be cause for forfeiture of games or suspension subject to a majority vote of the Board.

23.0.0 SCHOLARSHIPS

23.1.0 South Summit will provide partial scholarships for players in need of this support. The President will individually screen each applicant and make recommendations to the Executive Board for final determination.

President signature Cindy Ylman

Vice President signature Bridgette Som

Secretary Brenda

Treasurer Michelle Ott

Date executed: 1/18/2017