

The LAKESIDE YOUTH FOOTBALL LEAGUE (LYFL)

4/24/2016

BY-LAWS

Article I. Name

The name of the organization shall be the Lakeside youth Football League

Article II: Purpose

The purpose of the organization shall be: (1) To promote child development, sportsmanship, fair play, and, in general, youth football activities in Lakeside Area . (2) To provide a feeder system for high school athletics for the Ashtabula Area City School District. (3) To operate as a non-profit corporation as defined by The Ohio Revised code under sections 1702.01 to 1701.99, inclusive.

Article III: Board of Trustees

Section I: The Board shall consist of 5 of the trustees in officer positions, a President, Vice President, Secretary, Treasurer and Cheerleading Advisor and up to 6 other Trustees, for a maximum total of 11 members of the board.

Section 2: Each member of The Board has one vote.

Section 3: In the event of a permanent vacancy in any of the Board positions, the Board may appoint an individual to that vacant position at the next scheduled meeting following the first vacancy meeting. The appointment must be approved by two-thirds (2/3) vote of the remaining members. Additional members of the board can be added as deemed necessary by the Board. Appointment of additional board members must be approved by a two-thirds (2/3) vote of the existing members.

Article IV: Board Members

Section 1. Qualifications for the new trustees include, but are not limited to:

1. Interested in, and devoted to, the purpose of the Lakeside Youth Football League.
2. In good standing with the community and the Lakeside Youth Football League.
3. Demonstrates the desire to be active in some or all activities such as; raffle, board planning, event organization, etc.

Article V: Duties of Officers

Section 1: President

1. Shall preside at all meetings of the Lakeside Youth Football League.
2. Shall appoint Committees as deemed necessary.
3. Shall insure that all duties of the other officers are fulfilled.
4. Shall have final interpretation and application of the Freeway Youth Football League Rules and Regulations except for any violations that involve game forfeitures and/or expulsions.
5. Shall attend all Freeway Youth Football league meetings as a representative of the Lakeside youth football League, or send an alternate Board member.
6. Has signature authority for disbursements.
7. Shall be responsible for all public relations.

8. Shall be responsible for all background checks on coaches, board members and as deemed necessary by the Lakeside Youth Football League Board, other volunteers, and shall manage that procedure.
9. Shall be responsible for coaches' clinic, coaches' certification and player clinics as deemed necessary.
10. Shall be responsible for organizations to participate in bowl games.

Section 2: Vice-President

1. Shall assist the President in any way suggested by the President and the Board of Directors, and shall preside in the absence of the President.
2. Shall attend Freeway Youth Football League meetings in the absence of the President.
3. Has signature authority for disbursements.

Section 3: Secretary

1. Shall maintain an accurate written record of all Lakeside Youth Football League meetings and other pertinent activities of the Lakeside Youth Football League.
These activities are to be reported by the Secretary.
2. Shall maintain all records of the Lakeside Youth Football League except all financial records.
3. Shall submit a written copy of the minutes of the Lakeside Youth Football League meeting to each member of the Board prior to the next scheduled meeting.
4. Shall notify each Board member of all meetings at least seven (7) days in advance of such meeting.
5. Shall handle all Lakeside Youth Football League correspondence as directed by the Officers.
6. Has signature authority for disbursements.

Section 4: Treasurer

1. Shall be the custodian of all funds and financial records of the Lakeside Youth Football League.
2. Shall be responsible for the payment of all obligations incurred by the Lakeside Youth Football League.
3. Shall present a financial report at each regular meeting of the Lakeside Youth Football League.
4. Shall prepare a written annual financial statement for submission to each Board member at the second regular Board meeting following the close of the fiscal year.
5. Can preside in the absence of the president and Vice President.
6. Has signature authority for disbursements.

Section 5: Cheer advisor

1. Shall oversee any cheerleading committees and bring all happenings and discussions of such committees to the LYFL Board.
2. Has signature authority for disbursements.
3. Will assign cheerleading team assignments with best attempts to keep family members together and to grant as many requests as possible keeping in mind age and experience of the participants.
4. Management of cheerleading equipment and organization of orders needed for current season.
5. Shall report all problems and issues to LYFL board.
6. Shall organize all coaches and assistant coaches and bring names to LYFL board.
7. Shall preside over all extension groups under the LYFL cheerleading program.

Section 6: Trustees

1. Shall be present at all meetings of the Lakeside Youth Football League.
2. Must be active in events and business of the LYFL. This may include but is not limited to, raffle, pictures, game management and other items as needed by the league.

Section 6: Removal from Office

1. Officers and Trustees shall not be removed from office except by a two-thirds (2/3)

Article VI: Meetings

Section 1: Regular Meetings

1. A minimum of ten (10) regular meetings shall be held per year. When possible, the next regular meeting will be scheduled during that current meeting. A "year" runs from February 1st through November 30th and shall follow Roberts Rules of Order.

Section 2: Quorum

1. No business can be conducted without a simple majority of Board members present. Exception to this is that day to day operations or routine business may be conducted but that information will be passed to the rest of the board in a timely manner. This exception does allow for the bypass of required voting.

Section 3: Special Meeting

1. Special meetings may be called by the President.
2. Each Board member shall be notified twenty-four (24) hours prior to holding a special meeting. Notification of such meetings shall be the responsibility of the Secretary.

Section 4: Voting Procedures

1. All issues voted on will require a simple majority (51%) of votes of voting members present to pass unless otherwise specified in other sections of the Lakeside Youth Football League by laws. Votes may be accepted by in person, text or email. Voting on all issues will conclude within 48 hours of the request for vote.

Section 5: Absences

1. Any member of the Board unable to attend a meeting shall, in advance of the scheduled meeting time, notify the President and state the reason for the absence.
2. If a member of the board misses meetings for more than 2 consecutive regular meetings or 3 meetings in a year (regular defined as all board members expected), without a reason accepted by the president, that board member is considered resigned. That person may continue to volunteer in other capacities for the league, but will no longer be on the board.

Article VII: Amendment to the By-Laws

Section1: Amendments to the By-Laws shall require a two-thirds (2/3) vote of the Board.

Section 2: An amendment proposal to the Lakeside Youth Football League By-Laws may be made by any Board member.

Seciton3: The LYFL By- Laws shall be reviewed and amended as seen fit by the board, but not less than every 2 years

Article VII: Election and Terms of Officers

Section 1: The May 2016 election is the election to start the “even year” election policy. That policy is; In April of even years, there will be an election for all positions. Regardless of how long any position has been filled on the board, the election will take place at a formal meeting at a set date in April of every even year. Terms will go for the 2 years after that election as stated above. In the event that a member does not complete their term, the board will fill the position as stated above and that new member will complete the remainder of that term in that position until the next even year election.

Section 2:

1. The president, vice-president, secretary and treasurer shall be nominated by a simple majority (51%) of votes by the Board members. Nominations will be taken by the secretary during the last 2 weeks in February. The secretary will bring those nominations to the April meeting to be voted on.
2. Board Officers shall be elected by ballot at the regular March meeting of every other fiscal year.
 - ☐ President – up to 2 years
 - ☐ Vice-President – up to 2 years
 - ☐ Treasurer –up to 2 years
 - ☐ Secretary – up to 2 years.
 - ☐ Cheer advisor-up to 2 years
 - ☐ Trustee-up to 2 years
3. Newly elected officers and trustees shall take office on the first day of the month after the election is held and their term shall be for up to two (2) consecutive years.
4. No person shall be elected to any position on the board and/or given voting rights without first having attended 2 board meetings that include at least 75% of the board present.

5. If a person is interested in being an elected member of the board some time other than the “even year” election policy calls for, they may make the request. There will have to be a spot available on the board. They would first be required to attend 2 board meetings that have minimum 75% of the current board members present. Once they have completed this, the board may vote to determine if this person will be on the board or not. Approval will require a 51%. If approved, this person will become a trustee and finish his/her term until the next even year elections.

Article IX: Fiscal Year

The fiscal year of the Lakeside Youth Football League shall end on December 31st of each year.

Article X: Coaches

Section 1: All head coaches of the Lakeside Youth football League must have the following qualifications and keep the following agreements:

1. Interested in, and dedicated to the purpose of the Lakeside Youth Football League and Freeway Youth Football League.
2. In good standing with the community, Lakeside Youth Football League and the Freeway Youth Football League.
3. Must follow the Lakeside Youth Football League’s Coaching Ethics Guidelines and Responsibilities.
4. Must understand and agree to follow the Freeway League and LYFL By laws and the LYFL Policies. It will be the coach’s responsibility to get anything they do not understand resolved prior to coaching.
5. Must follow the guidelines as stated in this document, Freeway league rules and where applicable where state law overrides. This includes but is not limited to practices being on the days they are scheduled or proper notice of change was given, starting and stopping practices on time and coaches code of conduct.

Section 2: Great care will be taken by the Board in approving qualified individuals, with proper background checks, to be head and assistant coaches and cheerleading advisors in the Lakeside Youth Football League. Based on this careful appointment process, it is the intent of the Board to grant full faith and trust in the coaching staffs. Each head coach is responsible for the selection of assistant coaches, with Board approval, for their particular team and is expected to exercise the same careful procedures in their selections as the Board has used for them. Qualifications for assistants must be consistent with the high standards of the Lakeside Youth Football League and the Freeway Youth Football League rules. Any actions not consistent with the purpose of the Lakeside Youth Football League will be dealt with promptly.

Section 3: Head coach positions will be first offered to the head coach of that team from the previous season so long as there is no issue with that person that the board considers irresolvable. If that head coach declines the position, the board will create a list of potential people for that head coach position. The board will put that list in order base on their best cumulative judgment as to what order those potential people should be offered the position. The president will call and offer the position in the order created by the board until the position is filled.

If the head coach steps down at some point in the year (or is relieved for some reason), leaving

the head coach position open, the above process will be used to fill that position.

Section 4: Any coach who is under consideration for disciplinary action and who is also a Board member cannot vote on the disciplinary action.

Section 5: Disciplinary action toward any head coach and their staff will be consistent with Freeway Youth Football League rules and carried out by an affirmative vote of two-thirds (2/3) of the Lakeside Youth Football League.

Section 6: Internal Team Disputes

1. It is the responsibility of each coaching staff to address each and every team's issues and exercise every possible means to resolve the issues for the "Good of the Team". Any issue that cannot be "internally" resolved or is the kind of issue that is or can cause a negative impact on the team or league must be brought to the Board by the complaining party or the coach. The Board requires that it be notified in writing as soon as possible so that appropriate time can be scheduled to hear both side so the issue. The Board will exercise all necessary steps to resolve the issue in the "Spirit of the Purpose" of the Lakeside Youth Football League.

Article XI: Dissolution

Section 1: In the event of the dissolution of the Lakeside Youth Football League, all funds remaining after all legal debts are paid shall be automatically and promptly transferred to a charity or organization of the Board's choice.

Section 2: In the event of the dissolution of the Lakeside Youth Football League, all of its physical and tangible property shall automatically and promptly transferred to the Ashtabula Area School Athletic Department or Athletic Boosters.

Article XII: Effective Date

1. The By-laws shall be in effect commencing their adoption and signature of current board members. (2016)

Article XIII: Loans from financial institutions.

1. The board may vote as they see fit to pursue financial assistance including but not limited to acquiring a loan from a financial institution up to \$50,000, to cover an expense/expenses that may be vital to the operation on the organization. This vote must pass with 2/3 the board members.

Article XIV: Policies of the league

1. Cancelling practices due to weather.
 - a. Any person concerned about the weather and wishes to start weather cancelation procedures must call (in this order until reaching someone) the president, treasurer, secretary, vice president. The contacted officer of the board will work with the other officers of the board to start the consideration by looking at the weather, considering the weeks' schedule and any other

information they deems impactful to make the decision. Once the decision is made, one of them will inform the contact person for each team. That person will contact the rest of the team they are responsible for. If practice stays scheduled, all teams may practice. If a team chooses not to risk it they must get approval from the board for another night to make up practice or forfeit that nights practice. If practice is cancelled by the board, no team may practice. A make up day will be set by the board.

2. Use of equipment and property.

- a. League owned equipment may not be used by anyone other than the league without approval of the board by 2/3 vote.

3. Handouts or other material

- a. Handouts must be approved by the board to be handed out.
- b. All handouts must be proofed by 2 or more board members.

4. Changes to anything

- a. Any changes or amendments major or slight must be approved by the board 2/3 vote.

5. Accepting stolen property

- a. No one may knowingly accept stolen property to be used by or for the LYFL. Breaking this policy is ground for dismissal from position and/or ever volunteering for the league in the future.

6. Spending money

- a. Anyone that spends money for the league that requires reimbursement must go to the treasurer for said reimbursement.
- b. Purchases over \$40 must be preapproved by the board. Purchases under \$40 may be made without preapproval by a board member only. Non-board member must get preapproval prior to purchase regardless of total coast.
- c. Pre-approval would consist of a yes from the treasurer and 3 other board members.

7. Background check

- a. Procedure for back ground checks is as follows;
 - i. Board members, coaches and anyone else requesting to work with any kids in the league must complete a back ground check form prior to the start of each season and get that form to the president.
 - ii. The president will take the form to the sheriffs' office to have them do the check.
 - iii. Once the check is complete, the form will be returned to the president in a sealed envelope.
 - iv. The president will review the forms and notify the board of anyone that has a "deal breaker" on their record. A deal breaker consists of any crime against children or a violent felony. The president will discuss anything

that he/she considers to be close enough to call for a discussion. Other than the above, the records will be kept private by the president.

- v. Anyone on the board wishing to see the record of the president may request that and will be given unrestricted view of that report.
- vi. No exceptions may be made to the background check policy.
- vii. A deal breaker on ones record warrants immediate dismissal without a vote.

8. Notices to parents and practice times

- a. Changes in practices must be done with at least 48 hour notice. In the interest of people having other things in their life. Weather cancelations would be the only time for exceptions; this can be done with 24 hr notice but must get approval from the board. Regardless, all notices MUST be board approved.
- b. Practice and meeting must be completed on time. No exception.

9. No promises may be made for the LYFL by anyone representing the LYFL without prior approval of the LYFL board.

10. All board members, head coaches and 1st assistant coaches must have current AED and CPR training through the duration of the season.