

**By-Laws of**  
**Leroy Youth Football and Cheer**

**Article I - Name**

The name of the organization is and shall be *LEROY YOUTH FOOTBALL & CHEER, INC.* (LYFC) and its principal place of business shall be the town of LeRoy, state of New York.

**Article II - Non-Profit**

LeRoy Youth Football & Cheer is organized exclusively for educational and charitable purposes under the laws of the State of New York, including the making of distributions to organizations that qualify as exempt under sec. 501(c)(3) of the Internal Revenue Code or any corresponding future federal tax code.

**Article III - Purpose**

The purpose of LYFC is to familiarize young participants with the fundamentals of football and cheerleading, providing them with the opportunity to play in an organized, safe and supervised environment. This should be accomplished through promoting the principles of teamwork, leadership, character, physical fitness, and academics.

All directors, officers, coaching staff and members shall bear in mind that the attainment of exceptional athletic skills and competitiveness is secondary to promoting sportsmanship, teamwork and knowledge.

**Article IV - Parliamentary Authority & Fiscal Year**

Robert's Rules of Order shall govern the proceedings of all meetings except as otherwise prescribed by these by-laws. A majority of occupied board positions shall constitute a quorum at any properly convened meeting of the Board of Directors or one of its committees. The fiscal year of the corporation shall be Jan 1 to Dec 31.

**Article V - Executive Board and Board of Directors**

The affairs of LYFC shall be managed by the Board of Directors. The Board will be constituted by a minimum of four positions that comprise the executive board and include the President, Vice President, Secretary and Treasurer. The President shall act as a non-voting member, except in the case of a tie. An additional ten board positions may be authorized by the board of directors and may include, but is not limited to the following;

- Director of Communications
- Director of Cheerleading
- Assistant Director of Cheerleading
- Director of Concessions
- CYFL Representative
- Insurance Coordinator

1. Board members shall serve one year terms. Nominations and elections shall be conducted in December, with new board members assuming their positions on or about January 1st.
2. Board members may not jointly hold the title of Head Coach in the organization.
3. Board members absent from three (3) consecutive board meetings may be removed from the board with a two-thirds ( $\frac{2}{3}$ ) vote of a quorum of the remaining board.
4. Board members may be disciplined, suspended, or removed for demonstrating conduct that is contrary to the principles and objectives of the organization, failure to execute their responsibilities, or engaging in any behavior or actions that are unfitting of a board member and reflect discredit upon the organization. Discipline, suspension, or removal of a board member requires a two-thirds quorum, exclusive of the board member in question.
5. Training positions may be authorized by the board of directors. These positions are considered non voting officers of the organization. Non voting officers of the organization will not attend executive sessions of the board unless so authorized by the board of directors. Training positions may assist in managing the operations of the organization if authorized by the board.
6. A board position that remains, or becomes vacant after annual elections in December may be filled by nomination and board approval of a qualified candidate at any monthly board meeting.
7. Board members may temporarily hold two board positions until the next scheduled board elections and subsequent filling of a vacant position, with the exception that the President and Treasurer titles may not be jointly held.
8. The board shall be the governing body to LeRoy Youth Football & Cheer League and may rule on all matters not specifically covered by these by-laws.
9. Policies shall be adopted by the board of directors as needed to aid in the enjoyment, learning, and encouragement of all players and cheerleaders to continue participation in organized tackle football and cheerleading.
10. The board of directors shall have the authority to designate and delegate necessary authority to the officers of the organization to accomplish the goals and purposes of the league.
11. Funds of the organization may be withdrawn from the bank or banks in which they are deposited by either the President or Treasurer. Any expenditures over two hundred and fifty dollars (\$250) require board approval. Responsibility for conducting the day-to-day financial affairs of LYFC shall be designated to the Treasurer subject to the advice and consent of the Board of Directors.
12. No board member shall vote upon a matter before the board in which they have a direct financial or personal interest. Immediately upon becoming aware that a conflict exists, the board member must disclose the existence of the potential conflict to the remaining board members. If the conflict is disclosed, and the associated board member is recused from voting on the matter, the organization may decide to conduct business with the associated entity.

## **Article VI - Duties of Officers**

The duties of the officers shall be such as their titles by general usage indicate, that may be required by law, or these by-laws, and as may be assigned by them respectively from time to time by the Board of Directors.

**The President shall:**

1. Administer the board and executive board
2. Conduct all meetings according to the by laws of LYFC
3. Act as league representative to the appropriate governing league in the absence of the CYFL Representative.
4. Oversee and direct operations of LYFC and its staff.
5. Coordinate with CYFL in completing background checks on all board members and coaches.
6. Review treasurer reports and ensure LYFC funds are being appropriately received, expended and accounted for.
7. Conduct investigations with the Vice President regarding violations of LYFC or CYFL rules, regulations and codes of conduct and report findings to the board.
8. Investigate and resolve complaints lodged against the organization that can not be handled at the coaching level.
9. Act as the spokesperson for LYFC in response to any media inquiries.
10. Institute and enforce any disciplinary action imposed by the board against any coach, participant, family member, or individual.

**The Vice President shall:**

1. Administer the board and executive board in the absence of the President.
2. Assist the President in overseeing and directing the operations of LYFC and its staff.
3. Conduct investigations with the President regarding violations of LYFC rules, regulations and codes of conduct and report findings to the board.
4. Receive and resolve complaints lodged against the organization that can not be handled at the coaching level.
5. Assist and support other Directors and Coaches in fulfilment of LYFC mission and objectives.
6. Assume all responsibilities and authority of the President in his/her absence.

**The Secretary shall:**

1. Record, maintain, and email/make available copies of meeting minutes to the board of directors.
2. Make all board members aware of monthly or special meetings as directed by the President or Vice President.
3. Collect and maintain contact information for all board members, coaches, participants and emergency contacts and make available to authorized individuals upon request.
4. Act as custodian of all organizational records and documents and maintain them in an organized physical or electronic form.
5. Schedule and invite members of the public who wish to address the board.
6. Record and disseminate official correspondence of the board of directors.

**The Treasurer shall:**

1. Be responsible for all financial records of the organization, while maintaining prudent custody of all funds of the organization.
2. Promptly and securely take custody of receipts/funds of the organization and deposit them into a bank or financial institution as authorized by the board.
3. Withdraw and disburse the funds as authorized by the Board of Directors.
4. Distribute organization credit cards to individuals authorized by the board and frequently monitor transactions and activity.
5. Pay all appropriate taxes of the organization and make provisions for an annual audit of the organization's finances

audit of the organization's finances.

6. At each meeting of the board of directors, inform board members of the financial condition of the organization.
7. Maintain accurate records of all receipts and expenditures of the organization.
8. Immediately report to the President and Vice President any inaccuracies or discrepancies that may be indicative of fraudulent or fiscally irresponsible activity.

**The Director of Communications shall:**

1. Be responsible for the administration and maintenance of all social media sites associated with LYFC.
2. Post notices, communications, schedules, and other information to social media sites at the direction of the board of directors.
3. Issue press releases at the direction of the board of directors.
4. Monitor social media sites for violations of social media codes of conduct and report violations to the President and Vice President for investigation and referral to the board.
5. Maintain LYFC website, ensuring all information is up to date and accurate.
6. Respond to social media postings, emails, and inquiries when appropriate and report any negative comments or criticism to the President and Vice President.
7. Immediately notify the President and Vice President of any suspicious or threatening activity, posts, or communications observed or received on LYFC social media or otherwise.
8. Acts as a liaison to any media or journalistic outlet when necessary.

**The Director of Cheerleading shall:**

1. Oversee, direct and manage the cheerleading program and supervise cheerleading Coaches.
2. Resolve any problems between coaches, coaches/participants, and coaches/parents that can not be resolved by coaching staff.
3. Institute and enforce any disciplinary action the board has approved against coaches or participants.
4. Monitor the program for safety and adherence to LYFC and CYFL rules, regulations, and codes of conduct. Take appropriate actions and report violations to the board of directors.
5. Take immediate and decisive action to remedy any observed or reported safety issues and notify the President and Vice President.
6. Ensure all coaches have updated and accurate contact information for parents and emergency contacts.
7. Recruit, screen, and compile prospective candidates for cheer coach positions and present to the board of directors.
8. Assign and delegate necessary functions and responsibilities to the Assistant Director of Cheerleading as needed.
9. Complete and submit necessary documentation and reports as required.

**The Assistant Director of Cheerleading shall:**

1. Assist and support the Director of Cheerleading in administering, directing and overseeing the cheerleading program.
2. Resolve any problems between coaches, coaches/participants and coaches/parents that can not be resolved at the coaching level. Elevate issues and problems to the Director of Cheerleading as required.
3. Monitor the program for safety and adherence to LYFC and CYFL rules, regulations, and codes of conduct. Take appropriate actions and report violations to the board of directors.
4. Take immediate and decisive action to remedy any observed or reported safety

- issues and notify the Director of Cheerleading.
5. Complete and submit necessary reports and documents as required.
6. Assume the responsibility and authority of the Director of Cheerleading in their absence.

**The Director of Concessions shall:**

1. Administer, direct and manage concession sales and operations for LYFC.
2. Properly manage inventory to minimize food waste and shrinkage.
3. Train and supervise volunteer staff.
4. Properly and accurately account for all sales and expenditures and report such to the Treasurer.
5. Actively monitor and control access to all cash receipts and ensure the security of such receipts. All cash receipts will be promptly delivered to the Treasurer as directed.
6. Maintain a safe and clean working environment.
7. Act as a liaison to Leroy Central Schools and the Genesee County Health Department as it relates to concession operations.
8. Complete and submit necessary reports and documents as required.

**The CYFL Representative shall:**

1. Act as the representative of LYFC to the CYFL board and league.
2. Attend all meetings as required and report back to the board of directors.
3. Make known the position and intentions of LYFC to the CYFL as directed by the board.
4. Compose and receive documents and communications between LYFC and CYFL as may be required
5. Maintain the highest standards of professionalism and sportsmanship while representing LYFC to CYFL and other member leagues.
6. Report to the board of directors necessary information presented and discussed at CYFL meetings.
7. Complete and submit necessary reports and documents as required.

**The Insurance Coordinator shall:**

1. Ensure all indemnity policies of LYFC and those in conjunction with CYFL are up to date and properly mitigate financial exposure of the organization.
2. Evaluate risk management strategies of LYFC.
3. Train coaching staff on proper documentation of incidents/injuries.
4. Review and submit reports of incidents/injuries back to CYFL insurance representative.
5. Track and evaluate incidents/injuries to identify trends, patterns or safety issues.
6. Comply with CYFL reporting guidelines with regard to participant injuries.

**Article VII - Rules, Regulations and Codes of Conduct**

1. The board may establish and maintain a set of rules, regulations, and codes of conduct that set standards of participation, behavior, communication, sportsmanship, and professionalism. These rules, regulations and codes of conduct will be provided to all LYFC staff, participants, and families who will be required to acknowledge receipt and understanding of the same. All individuals present at any LYFC practice, game, event, program, or meeting will be held accountable to LYFC rules, regulations, and codes of conduct, notwithstanding the fact that they may not have received or reviewed such rules, regulations, or codes of conduct.
2. It is the expectation that all board members. coaches. participants. volunteers.

2. It is the expectation that all board members, coaches, participants, volunteers, family members, spectators or any other individuals present at any LYFC practice, game, meeting, program, or event conduct themselves in a pleasant and respectful manner, in accordance with all LYFC and CYFL board approved rules, regulations, and codes of conduct. Individuals found to be in violation may face disciplinary action, including suspension or dismissal from LYFC programs. The CYFL league may also impose their own disciplinary sanctions.
3. It is the responsibility of all LYFC staff to ensure and enforce compliance with rules, regulations, and codes of conduct enacted by the LYFC and CYFL boards. Any board member, head coach, or first assistant coach has the authority to temporarily restrict, remove, or cause to be removed any individual who they determine to be a threat to the safety, security or good order of any LYFC practice, game, program, meeting or event. Such actions will be immediately reported to the President and Vice President who will notify the board for further investigation and resolution. Lesser violations will be reported to the LYFC board for review and adjudication, and/or to the CYFL league.
4. It is the intention and responsibility of LYFC and its staff to fully comply with all CYFL rules and regulations regarding but not limited to league membership, eligibility of players, practices, games, and competitions as documented in the CYFL rule book. It is incumbent upon all LYFC board members and coaching staff to become familiar with these rules and regulations. CYFL rules and regulations will be enforced by all LYFC staff and violations reported to the President and Vice President for investigation, follow up and reporting to the boards of LYFC and CYFL.

### **Article VIII - Coaching Staff**

1. Coaching privileges will be extended by invitation and require the completion of an application, background investigation and interview if requested by the board. Coaching positions will include;
  - Head Football Coach
  - First Assistant Football Coach
  - Assistant Football Coach
  - Head Cheerleading Coach
  - Assistant Cheerleading Coach
2. Head coaches will be responsible for submitting candidates for First Assistant and Assistant Coaches for their respective teams to the board for approval each season. Individual teams/squads will be limited to one Head Coach and one First Assistant Coach. The number of additional assistant coaching positions for a given team/squad will be governed by CYFL and LYFC rules and regulations.
3. The Head Coach maintains overall responsibility for the management of the team/squad to which they are assigned, and for ensuring the safety of all participants. The Head Coach is responsible for upholding and enforcing all LYFC and CYFL rules, regulations, and codes of conduct. The Head Coach directs and supervises the activities and responsibilities of all Assistant Coaches. The Head Coach will elevate all issues or concerns to the President or Vice President (football) or Director of Cheerleading that can not be properly managed or resolved at the coaching level.
4. The First Assistant Coach will support and assist the Head Coach in managing the team/squad to which they are assigned. The First Assistant Coach will assume the responsibilities and authority of the Head Coach in his or her absence.

5. Assistant Coaches will support and assist in the management of the team under the direction of the Head Coach, or the First Assistant Coach in the absence of the Head Coach.
6. Head Coaches and Assistant Coaches may be required to obtain or maintain certain certifications as required by LYFC or CYFL (American Red Cross, USA Football, Etc.). Failure to obtain or maintain the required certifications may result in dismissal from the LYFC program.
7. Coaching staff is required to be in attendance at all LYFC practices and games for their respective squads. Attendance at meetings, training, or other events may also be required. Staff may be excused due to illness, injury, or personal and work emergencies on a case by case basis. Repeated unexcused absences or tardiness may result in disciplinary action or dismissal from the LYFC program.
8. Coaches may be temporarily suspended from their duties and/or be restricted from LYFC practices, games and events at the discretion of the President or Vice-President until such a time that the facts and circumstances of such suspension can be reviewed by the board of directors. Any formal disciplinary action, up to and including dismissal from the LYFC program will require a majority vote of a quorum of the board of directors.

### **Article IX - Meetings**

1. Board meetings shall be held monthly or when deemed necessary by the acting Board, but at no time will more than ninety (90) days elapse between meetings.
2. Board meetings will be presided over by the President or Vice President. In their absence, the Secretary shall preside over board meetings.
3. A minimum of ten (10) meetings will be held annually with a quorum present.
4. Voting will be reserved for duly elected and appointed members of the board of directors. Each eligible member has one (1) vote. Absentee voting is prohibited for all business conducted at a regularly scheduled board meeting.
5. Unless specified otherwise in these by-laws, board motions shall be approved by a majority vote where a quorum of board members are present.
6. Special meetings may be held to meet the requirements of the organizations business at the convenience of the Directors. Special meetings of the Board may be called by, and are presided over by the President or Vice-President.
7. Board meetings are open to the public to observe. If an individual wishes to address the board, they must notify the Secretary seven days prior to the meeting. Requests to address the board received less than seven days prior to a board meeting may be considered on a case by case basis at the board's discretion. The individual must specify the topic of discussion at that time. The board reserves the right to deny these requests on a case by case basis.
8. Urgent and/or emergent matters that require immediate attention may be voted upon by the board through electronic mail or telephonic means if requested by the President or Vice President. Such voting excludes matters relating to governance, personnel, or participant issues.
9. Sensitive matters relating to individual board members, coaches, participants, or their families will be conducted in an executive session that is closed to the public. Discussions, deliberations and minutes from executive session are

public. Discussions, deliberations and minutes from executive session are confidential and may only be disseminated with board approval.

### **Article X - Amendments**

These by-laws may be amended at any meeting of the board of directors with a quorum present by a two-thirds ( $\frac{2}{3}$ ) vote. Notice of proposed changes should be presented and distributed at the board meeting prior to the meeting that the changes will be voted on.

At a minimum, by-laws will be reviewed annually by the board at the February meeting.

### **Article XI - Dissolution**

In the event of dissolution the assets of the organization, except as provided otherwise by law, shall be distributed with the following priorities:

1. First, to any successor non-profit organization sponsoring youth football in LeRoy, New York.
2. Second, if there is no existing organization as described in the first priority, among non-profit organizations sponsoring youth recreational athletics of other types.
3. Third, if there are no existing organizations as described in the second priority, to any deserving non-profit organizations sponsoring youth activities in LeRoy or surrounding area.