

**CODE OF REGULATIONS AND BY-LAWS
LAKE YOUTH FOOTBALL**

CODE OF REGULATIONS

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LAKE YOUTH FOOTBALL

CODE OF REGULATIONS

Rev 2/6/18

Rev 5/7/18

Rev 7/1/18

Rev 1/6/23

ARTICLE 1 – NAME

- 1.1 The name of this non-profit organization shall be known as “Lake Youth Football” and/or “LYF”.
- 1.2 The Internet Domain of LYF shall be “www.lakeyouthfootball.org”.

ARTICLE 2 – PURPOSE

The purpose of this association shall be:

- 2.1 To engage in organized football activities in and around Lake School District, Stark County, Ohio in order to promote healthy competition with proper physical training, adequate protective equipment and qualified adult guidance.
- 2.2 Provide and enforce suitable rules of play and conduct for players, coaches and parents while protecting proper moral, mental and physical values.
- 2.3 Teach and encourage teamwork, fair play and sportsmanship.
- 2.4 Generally, to have and exercise all rights and powers conferred upon nonprofit corporations under the laws of the State of Ohio or which may hereafter be conferred including the power to contract, lease, buy, or sell personal and real property, provided, however that this corporation shall not, except to any insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of the organization.
- 2.5 To do any and all things necessary and incidental to carry out the general purpose of the corporation.

ARTICLE 3 – MEMBERSHIP

Membership in this organization shall be from April 1st to March 31st of the following year and shall be open to any adult that qualifies under one of the following conditions:

- 3.1 Parent or legal guardian of a current registered and active participant with current fees paid who has opted in by providing a valid e-mail address and current and accurate contact information.
- 3.2 Recognized coach that has submitted an application and been approved by the Board of Trustees.
- 3.3 A current member of the Board of Trustees. (do not need a child in the program to be a Member].

ARTICLE 4 - BOARD OF TRUSTEES/ OFFICERS

- 4.1 The business of this organization shall be managed by a Board of Trustees consisting of following eleven (13) Trustees: President, Vice President, Secretary, Treasurer, Coach's Manager, Field Manager, Two (2) Business Managers, Two (3) Cheerleading Managers and (2) Flag Commissioner.
- 4.2 Eligibility to be on the Board of Trustees.
 - 4.2.1 The President, Vice President, Secretary, Treasurer, Coach's Manager, Field Manager, Business Manager, Flag Commissioner to be elected, shall be an adult who resides in the Lake Local School District and is in good standing.
 - 4.2.2 The Two Cheerleading Managers, to be elected, shall be adults who reside in the Lake Local School District and are in good standing.
- 4.3 The Board of Trustees to be chosen for the ensuing year shall be elected at the December Regular Meeting of this organization and take office effective at the next Annual Meeting. The Trustees shall serve for a term of one (1) year or until earlier resignation, removal from office (as provided herein), or until a successor is elected after the completion of the one (1) year term.
- 4.4 Nominations for the Board of Trustees for the following term shall be made by any Members in writing to the President at any time between October 1st and October 31st.
 - 4.4.1 Any Member nominated for the Board of Trustees shall accept the nomination via e-mail to be included on the ballot for Membership vote.

- 4.4.2 The President and Secretary shall include the accepted nominations in the Agenda for the Annual Meeting and submitted to the Membership at least fourteen (14) days prior to the Annual Meeting.
- 4.5 In the event of a vacancy, the remaining Trustees, by a majority vote, shall fill said vacancy in the Board for the unexpired term. In the case of a tie, the matter will be taken to the Membership.
- 4.6 The Trustees shall be “volunteers” as defined in Section 1702.01(M)(1) of the Ohio Revised Code, and shall not receive compensation, either directly or indirectly, for performing any services.
- 4.7 The following Trustees (Officers) shall have the following responsibilities:
- 4.7.1 President. The President shall present at each annual meeting of the organization, an annual report of the work of the organization. He shall appoint all committees, temporary or permanent with the advice and consent of a majority of the Trustees. He shall see that all books, reports, and certificates, as required by law, are properly kept or filed. He shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. He shall exercise a general supervision over the affairs and management of the organization and carry out and execute the policy of the organization.
- 4.7.2 Vice President. The Vice President serves as President when the President is unable to do so. He shall oversee the purchase and upkeep of all equipment and keep an inventory thereof. He shall exercise such other duties and responsibilities as may be delegated to him by the Board of Trustees.
- 4.7.3 Secretary. The Secretary shall be required to keep minutes and records of the organization in appropriate books. It shall be his duty to file any certificates required by any statute, federal or state law. He shall exercise all duties incident to the office of Recording Secretary. He shall be the official custodian of the records of the organization.
- 4.7.4 Treasurer. The Treasurer shall have care, custody, and control of all monies belonging to this organization and shall be solely responsible for such monies or securities of this organization. He shall cause to be deposited in a regular business bank, financial institution, trust company, or savings bank approved by the Board of Trustees, the funds of this organization. He shall render at all regular meetings and further as the Board of Trustees shall determine, a written account of the finances of the corporation and such report shall be physically affixed to the minutes of the Board of Trustees of such meeting. He shall exercise all duties incident to the office of Treasurer. He shall receive and safely keep all money and finances belonging to the corporation, and disperse the same under the direction of the Board of Trustees. He shall keep

an accurate account of the finances of the corporation and books specially to be provided to him for that purpose and shall hold the books open for inspection and examination by the Board of Trustees or any committees or any of the organization appointed for such inspection. He shall be required to give bond in such sums with sufficient securities as the board of Trustees may require from time to time for the faithful performance of his duties.

- 4.7.5 Coaches Manager. The Coaches' Manager shall be responsible for ensuring that all coaches are aware of all rules. He shall schedule qualified officials for all games. Generally handle all problems of the coaches and assist them in anyway possible. He shall oversee the recognition of coaches at the end of the season. He shall be responsible for obtaining Board of Trustees approval of all information before distribution. He shall exercise such duties as may be delegated to him from time to time by the Board of Trustees or the President of the organization. He shall purchase awards and distribution of same as directed by and determined by the Board of Trustees of Lake Youth Football.
- 4.7.6 Field Manager. The Field Manager shall determine the playing and practice sites and obtain same on behalf of the organization. He shall arrange all schedules for practice and games. He shall be in charge of any/all maintenance needed at the field including vendors used for such purposes. He shall secure operating personnel for the games so that the chains, markers, press box personnel, etc. may be present for such purposes. He shall exercise such duties as may be delegated to him from time to time by the Board of Trustees or the President of the organization. The Field Manager shall schedule the presence of Emergency Medical Technicians (EMT) for all sanctioned LYF games.
- 4.7.7 Business Manager. **(2 positions starting 2020)** The Business Manager shall be responsible for organizing and creating the LYF annual program. He shall prepare all mailings of the organization. He shall schedule the location and time for meetings and registration. He shall coordinate and execute the fundraising activity for which the chair-person of specific activity shall report. He shall work with the treasurer to ensure that all funds from the fundraiser are given to the treasurer as they transpire. He shall coordinate and execute all photography for the organization, including the scheduling of times with the photographer for picture day events and any other picture events that may be deemed necessary by the Board of Trustees. He shall coordinate all special events that are to be held by or for the LYF organization. He shall exercise such duties as may be delegated to him from time to time by the Board of Trustees or the President of the organization. He shall monitor all insurance coverage and necessary bonding.
- 4.7.8 Cheerleading Managers. **(3 positions starting 2023)** The Cheerleading Managers shall have the responsibility of coordinating and developing the cheerleaders for the organization. It shall be his duty to coordinate all

cheerleading activities which shall include registration and enrollments, programs, fitting and ordering uniforms, and all communication to the cheerleading parents and the participants, practices, events, choreography, and competitions. He shall be further completely responsible for all league information regarding promotional sales, events, and fundraisers.

4.7.9 Concession Manager. (Not active starting 2020) The Concession Manager will be responsible for the management and operation of the concession stands at the Lake High School football stadium, and at the LYF practice fields. He shall plan, purchase and stock all necessary items for sale at both locations. He shall be responsible for the opening and closing of both concession stands on home game days and practice days. He shall manage the scheduling of volunteers to help operate said concession stands. He shall be responsible for the cleaning and maintenance of all concession equipment. He shall coordinate all purchases, turn in of receipts, and proceeds with the LYF treasurer.

4.7.10 Flag Commissioner. (2 positions starting 2022) The Flag commissioner shall have the responsibility of coordinating and developing the flag football program to ensure its success and continued growth. The Flag commissioner shall be responsible for making sure game day operations are ran properly, this includes but not limited to having the fields set up for flag, making sure teams know when they are playing, ensuring the refs know the rules for flag football. The Flag Commissioner will also be responsible for assisting with updating rules and procedures for flag football. Responsibilities will also include assisting with picking coaches, the flag football draft, coordinating practices, monitoring of practices and monitoring of games to ensure all rules are being followed.

4.8 Removal of Trustee(s). Any Trustee shall be removed from office for gross neglect of duty, malfeasance, acting in a manner materially contrary to the Purpose of LYF, the Code of Regulations or the Bylaws, or other sufficient cause shown and demonstrated to a majority of the Membership at a Special Meeting called specifically for that purpose.

ARTICLE 5 – GOVERNMENT

Government of this Association shall be vested in the Membership and/or Board of Trustees as follows:

5.1 Membership. Membership shall be vested with the exclusive right to decide by majority vote any and all core decisions that involve fundamental issues or changes relating to the Purpose of LYF, as stated in Article 2 herein.

- 5.2 Board of Trustees. The Board of Trustees shall be vested with the authority to conduct the affairs of the corporation, and with all direct and implied authority to implement the Purpose of LYF as stated in Article 2 herein, including, but not limited to, the authority and powers identified in Article 4 herein.
- 5.3 Meetings. "Meeting" shall refer to the Annual Meeting, Regular Meetings, and Special Meeting. All Members shall be permitted to attend all Meetings. Prior to the conclusion of all Meetings, the President shall open the floor to public comments from the Membership, and identify any issues that should be addressed by the Trustees at the next Meeting.
- 5.3.1 Agenda. Any Trustee shall be permitted to place any item of the Agenda for discussion at the next Meeting. Failure to include a specific item on the Agenda submitted to the Membership or Trustees shall not preclude discussion and vote on said item at a Board Meeting.
- 5.3.2 Annual Meeting. The Annual Meeting shall be held on the first Tuesday of January of each year unless otherwise noted by the board.
- 5.3.3 Regular Meetings. Regular Meetings of the Board of Trustees shall be held at 7:00 pm on a weeknight the board elects to hold its Regular Meeting. The Board of Trustees, the Members, our players and LYF benefits by regular updates and collaborative communications and therefore it is the intent of the Board of Trustees to convene a Regular Meeting approximately monthly in February, March, April, May, June, July, August, September, October, November and December of each year. Although a specific date and time each month shall not be established, for planning purposes, Regular Meetings shall be scheduled as soon as reasonably practicable subject to the notice provisions in Section 5.5.2. Once a Regular Meeting is scheduled the meeting shall be held unless cancelled by a majority vote of the board.
- 5.4 Voting. Each Member shall be entitled to cast one (1) vote, regardless of how many children each Member has in the program, on all matters properly submitted to the Membership for vote.
- 5.4.1 Quorum. To constitute a quorum at any Meeting, at least five (5) Trustees, and any number of Members, shall be present.
- 5.4.2 All matters submitted to Membership for vote shall be decided by majority vote of the Members present at the Meeting for the vote.
- 5.4.3 Voting shall be by show of hands, secret ballot, or any other manner determined by the President.

- 5.5 Notice of Meetings. All Members must provide a valid e-mail address at Registration, and shall maintain sole responsibility to keep the Board updated in writing on any changes in the Members e-mail address.
- 5.5.1 Annual Meetings – Notice shall be by e-mail, posted on the LYF website, and posted at the Lake Township Office, at least seven (7) days in advance of the Annual Meeting.
- 5.5.2 Regular Meetings – Notice shall be by e-mail, posted on the LYF website, and posted at the Lake Township Office, at least seven (7) days in advance of the Regular Meeting.
- 5.5.3 Special Meetings – Notice shall be by e-mail, posted on the LYF website, and posted at the Lake Township Office, at least seven (7) days in advance of the Special Meeting.

ARTICLE 6 – ELIGIBILITY FOR YOUTH PARTICIPATION

Any youth residing in the Lake School District shall be eligible for participation in the program and activities of Lake Youth Football, Inc. provided that:

- 6.1 An appropriate fee is paid for their participation as determined by the Board of Trustees of the Lake Youth Football.
- 6.2 That the youth can be out-fitted with an available football helmet and other football gear upon a first-come-first-serve basis.
- 6.3 That eligibility for participation in the activities themselves shall be limited to students enrolled in Lake Local School District, Lake Center Christian School, or permanently residing within Lake Local School District, and in the 2nd through 7th grade, subject to the following age limitations:
- 6.3.1 Instructional League – the child must be in or entering 2nd grade or 3rd grade and have not reached their 10th birthday by August 1st of that football season.
- 6.3.2 B Division – The child must be in or entering 4th grade or 5th grade and have not reached their 12th birthday by August 1st of that football season.
- 6.3.3 A Division – The child must be in or entering 6th grade or 7th grade and have not reached their 14th birthday by August 1st of that football season.
- 6.4 Both the football program and the cheer program shall be open to both genders.
- 6.5 The participant in the youth football program has completed to the satisfaction of a licensed medical physician a complete physical whereby the licensed medical

physician has signed off that the youth possesses no health limitations whereby participation would pose a health risk or danger to themselves or others.

- 6.6 The parents or legal guardian of the participant has executed a legally binding Waiver and Release on behalf of the participant.

ARTICLE 7 – AMENDMENTS TO THE CODE OF REGULATIONS AND/OR BYLAWS

7.1 Amending the Code of Regulations.

7.1.1 The Code of Regulations shall be amended by the Membership at the Annual Meeting, Regular Meeting, or Special Meeting called for the purpose of amending the Code of Regulations, among other purposes.

7.1.2 Notice of the proposed amendment, including a complete copy of the proposed amendment, shall be electronically e-mailed to the Membership at least seven (7) days before the Meeting where the vote on said Amendment will be held.

7.1.3 Any Amendment to the Code of Regulations shall only be brought by the following people:

7.1.3.1 Any Trustee.

7.1.3.2 Ten (10) Members and submitted in a writing signed by said Members to the Board of Trustees at the Annual Meeting, Regular Meeting, or at a Special Meeting. All Notice provisions shall apply to this section.

7.2 Amending the Bylaws.

7.2.1 The Bylaws shall be amended by a two-thirds (2/3) vote of the Board of Trustees at the Annual Meeting, Regular Meeting, or a Special Meeting called for the purpose of amending the Bylaws, among other purposes.

7.2.2 All Trustees shall be entitled to vote as said Meeting, whether in person or by written proxy. A Trustee may abstain from said vote either by abstaining from the vote, or failing to authorize another Trustee to vote by written proxy.

7.2.3. Any Trustee may propose an amendment to the Bylaws by submitting the proposed amendment, in writing, to the other Trustees via electronic mail in time for the proposal to be placed on the Agenda included with the Notice of the next Meeting.

BYLAWS LAKE YOUTH FOOTBALL

BY-LAWS

ARTICLE 8 – MEETINGS

- 8.1 Five (5) members of the Board of Trustees shall constitute a quorum. In the absence of the President, the Vice President shall assume Chairmanship of the meeting. In the absence of the President and Vice President, a temporary Chairman shall be appointed by the President prior to the meeting.
- 8.2 Each Trustee shall have one (1) vote on all proper matters brought to a vote at any Meeting.
- 8.3 The books of this organization shall close December 31st and be audited (internally or by a CPA, whichever the Board of Trustees deems) before the books are turned over to the new officers.
- 8.4 Order of Business at Meetings
- 8.4.1 The following shall be the Order of Business for membership meeting, except that the Order of Business may be set aside by a two-thirds (2/3) vote of the members present:
- A. Meeting called to order
 - B. Reading of the minutes of the previous meeting and acting thereon
 - C. Treasurer's Report
 - D. Reports of Trustees and Committees
 - E. Unfinished Business
 - F. New Business
 - G. Adjournment
- 8.5 The Board of Trustees may make such other rules and regulations covering its meetings as it may in its discretion determined necessary. However, all rules and regulations must be made in good faith and in the furtherance of the LYF Purpose.

ARTICLE 9 – FINANCIAL

- 9.1 Budget. Treasurer shall propose a Budget and present the proposal to the Board of Trustees for vote or modification at the Regular Meeting in March of each year, and thereafter until approved by the Board of Trustees.
- 9.2 All members of the Board of Trustees, as well as the President, shall have authority to counter-sign all instruments in writing, including checks. It shall be necessary for all checks issued by the Lake Youth Football, Inc. to have two (2) signatures for valid payment of any amount over \$500.00. Only one (1) signature for any amount up to and including \$500.00.

- 9.3 All expenditures must be supported by a receipt.
- 9.4 The majority approval of the Board of Trustees shall be necessary for expenditures which are in excess of budgeted amounts. Said majority approval may be obtained by electronic mail outside of Annual Meeting, Regular Meeting, and Special Meeting.
- 9.5 Any and all officers signing checks and drafts of the organization may be required to give bond in such amounts as the Board of Trustees may require. The fee(s) for such bond may be paid by the Lake Youth Football, Inc.
- 9.6 A minimum of two (2) members of the Board of Trustees must be present for the counting of all monies. The two (2) must not be related...husband, wife, or in-laws.
- 9.7 Each officer, upon conclusion of his term, shall deliver all books, records, and related items, including all monies and other property of the corporation in his hands to his successor or to the President of the organization.
- 9.8 The Board of Trustees, by a majority vote, shall hire and fix compensation of any employees which they, in their discretion, may determine to be necessary to the conduct of the business of this organization.

ARTICLE 10 - EQUIPMENT

[RESERVED]

ARTICLE 11 - COMMITTEES

- 11.1 All committees of this organization shall be appointed by the President with the advice and consent of a majority of the Trustees and the committee member's term in office shall be for a period of one (1) year or less, unless sooner terminated by the President with the advice and consent of a majority of the Board of Trustees.
- 11.2 Permanent or temporary committees may be appointed from time to time by the President with the advice and consent of a majority of the Board of Trustees.

ARTICLE 12 - FUNDRAISERS

[RESERVED]

ARTICLE 13 - BANQUET - AWARDS

[RESERVED]

ARTICLE 14 - CONCESSIONS

[RESERVED]

ARTICLE 15 – TEAMS

[RESERVED]

ARTICLE 16 – GAMES

16.1 At least one (1) Board Member, or its designee, shall attend all football functions according to a schedule adopted by the Board of Trustees.

ARTICLE 17 – PRACTICES

17.1 A minimum of one (1) member of the Board of Trustees must be present for all practices of Lake Youth Football, Inc.

ARTICLE 18 – FIELDS

[RESERVED]

ARTICLE 19 – COACHES

19.1 Members of the Board of Trustees shall be allowed to coach LYF Football teams in any capacity.

ARTICLE 20 – OFFICIALS

20.1 Prior to the May Regular Meeting, the President shall appoint which Board Member will have the responsibility to hire and supervise the LYF officials for the upcoming football season.

ARTICLE 21 – CHEERLEADING PROTOCOL

[RESERVED]