

# CONSTITUTION & BY-LAWS

## STONEHAM YOUTH FOOTBALL AND CHEER, INC.

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# **SYFC BY-LAWS**

## **Article I – NAME**

The name of the organization shall be known as Stoneham Youth Football and Cheer, Inc. (SYFC), an affiliate of the American Youth Football, playing under the Constitution and By-Laws of the Northeast Conference Youth Football League.

## **Article II – OBJECTIVES**

The purposes of Stoneham Youth Football and Cheer, Inc. shall be:

- To foster and encourage youths to practice the ideals of sportsmanship, teamwork, ethics, scholarship and physical fitness through the means of athletic competition.
- To assure fair and equal consideration of all participants where playing ability is concerned without regard to race, creed or national origin, color or sex. To conduct programs that provide maximum participation by all youth involved.
- To solicit and encourage active participation of adults, as well as encouraging good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, practice and event.
- To promote safety and well being first with proper coaching and supervision in addition to having strict control of ages, weights, and equipment.
- To acquaint participants with the fundamentals of football and cheerleading.
- To operate on a non-profit basis, with all the income over and above necessary operating expenses returned to the benefit of the program and its participants.
- To do all and everything necessary, suitable and proper for the accomplishment of any of these purposes, or the attainment of any of the objects, or the furtherance of any of the powers herein before set forth, either alone or in association with other corporations, firms or individuals. To do every other act or acts, thing or things, incidental or appurtenant to or growing out of or connected with the aforesaid business or powers, or any part or parts thereof, provided the same not be inconsistent with the laws under which this corporation is organized.

## **ARTICLE III – MEMBERSHIP**

### **SECTION III.1 Membership Eligibility**

- A. Any person who is a parent or guardian of a child registered in this sports program, or who acts as a head coach or assistant coach, or who holds an elected or appointed position in the Program, shall be considered a member of the Program for a period of 12 months following registration.
- B. Any individual wanting to serve on the Board of Directors, as a coach, or as a team parent of the Stoneham Youth Football and Cheer must willfully submit to a CORI, criminal background check each year. The President of Stoneham Youth Football and Cheer, Inc. and at most, one other member of the Board will be designated as the authorized member(s) to review the reports. The designated member(s) must have signed an Agreement of Non-Disclosure and file with the Criminal History System Board of the Commonwealth of Massachusetts. Each year a letter stating that all current board members, coaches, and team parents have undergone a CORI background check, must be sent to the President of Northeast Conference Youth Football League. The President of the Stoneham Youth Football and Cheer must sign this letter.

### **SECTION III.2 Voting Membership**

- A. In the Annual Election of the Board of Directors the voting membership shall be comprised of elected officers. Board members, appointed committees, one head coach football per team, one head cheerleading coach per team and one team parent from each team.
- B. The voting membership only votes in the annual election.

### **SECTION III.3 Discipline/Suspension/Termination**

- A. Membership may be terminated by resignation or action by the Board of Directors.
- B. The Board of Directors, by a 2/3 vote of all Board of Directors shall have the authority to discipline, suspend or terminate a member when the conduct of the member is considered detrimental to the best interest of the Program. Misconduct includes, but is not limited to, non-compliance with the Rules/Guidelines.
- C. Discipline applied to a Member of the Program could include the loss of any or all of the following privileges plus any other restrictions deemed appropriate by the Board of Directors.

1. Holding any office or appointed position
  2. Participation as a coach.
  3. Representing the Association at any functions/activities.
  4. Attending any Monthly, Board or Special meetings of the Association.
  5. Attending any games or practices.
  6. Under certain circumstances – removal of child from league.
- D. The Board reserves the right to impose additional sanctions and/or penalties.
- E. The Board reserves the right to deny any coach/volunteer position and/or application.

## **ARTICIE IV – BY-LAWS**

Other lawful provisions for the conduct and regulation of the business and affairs of the corporation as well as limiting, defining and regulating the powers of the corporation or of its directors or members are as follows:

### **IV.1 BOARD OF DIRECTORS – Officers and their Duties**

A. Enumeration:

1. A Board of Directors shall administer the Stoneham Youth Football and Cheer, Inc. The Board of Directors shall have the entire charge, control and management of the corporation, its property and business and may exercise all or any of its powers.
2. The Executive Officers of the Corporation shall be a President, who shall also be known as the Franchise Director, a Vice-President, a Treasurer, a Secretary (clerk), a selected member as may from time to time be determined by the Board of Directors. These officers shall serve in dual capacity as Officers and Directors of the Corporation.
3. THE CORPORATION shall have all the powers granted to corporations by the laws of the Commonwealth of Massachusetts, provided that no such power shall include activity inconsistent with the Massachusetts General Laws, Chapter 180 regarding Non-Profit Organizations.

B. Indemnification of Directors

1. Directors, Officers and Employees –

Stoneham Youth Football and Cheer, Inc. from and after the date hereof, shall hold harmless any and all trustees, officers, directors and staff from any and all liability, claims, demands or expenses by reason of acting as a

trustee, officer, director or staff and volunteer or otherwise by reason of any and all actions performed or omissions to act by reason of being a trustee, officer, director and staff otherwise of the organization.

2. Former Officers and Directors –

The indemnification provided in this article continues for a person who has ceased to be a trustee, director, officer, staff or volunteer and shall inure to the benefit of the heirs, executors, and administrators of that person.

3. Insurance –

The organization may purchase and maintain insurance on behalf of any person who was or is a director, officer, employee or agent of the organization. Any person who was or is a volunteer who performed volunteer services at the request of the organization. Such insurance may protect against any liability asserted against the person and incurred by him or her in such a capacity or arising out of his or her status as such, whether or not the organization would have the power to indemnify against such liability under this article or the laws of the State of Massachusetts.

C. Membership of the Board of Directors.

1. The Board shall consist of not more than fifteen members.
2. Each Director shall be a member of the corporation, shall have been a member during all of the 365 days prior to nomination, and shall be of the age of at least 25.
3. Ten of the fifteen members must be Stoneham Town residents and elected through a general election process one time per year, unless a vacancy exists (See Section IV.1).
4. Any individual wanting to serve on the Board of Directors, as a coach, or as a team parent of the Stoneham Youth Football and Cheer must willfully submit to a CORI, criminal background check each year. The President of Stoneham Youth Football and Cheer, Inc. and at most, one other member of the board will be designated as the authorized member(s) to review the reports. The designated member(s) must have signed an Agreement of Non-Disclosure and file with the Criminal History System Board of the Commonwealth of Massachusetts. Each year a letter stating that all current board members, coaches, and team parents have undergone a CORI background check, must be sent to the President of

#### D. Duties of the Board of Directors (BOD)

1. The development and administration of the philosophy and policy of the Stoneham Youth Football and Cheer program.
2. Elect Members of the Board annually. The President shall appoint the nominating committee.
3. The Board shall hold Quarterly meetings of the Board, with all members notified in advance. The meeting time and date should be posted no later than 10 days prior to the meeting. All meetings shall be open to the public and held in a public facility.
4. Meetings of the Board shall be a quorum when at least 11 of the voting members of the Board are present. All decisions shall be determined by a majority vote of all those present and voting unless defined otherwise in these By-Laws. No individual, regardless of how many Board positions he/she holds, shall ever have more than one vote. The President may only vote in the event of a tie in order to resolve the issue at hand.
5. The BOD shall make recommendations and formulate such policies as to enhance the welfare of its members and the prestige of the organization.
6. The BOD may make amends or repeal the By-Laws of the Corporation, in whole or in part, by a two-thirds majority vote of the BOD.
7. To serve as liaison between parents and coaches.
8. The President will remind members who do not attend a meeting of their responsibilities to the Board. If a member misses two (2) consecutive meetings, the Board is obligated to determine the active status of the member.
9. To attend as many practice sessions and as many games as may be practical.
10. To develop an Annual budget for expenditures and maintain a minimum sum of \$1,000.00 in the club account for end of season closure. The BOD to facilities development of the budget may establish a Sub-Committee. The entire budget for the Football and Cheerleading programs shall be submitted to the Board of Directors for approval prior to May 1<sup>st</sup>.

#### E. Membership of the Executive Board

1. The Board of Directors shall establish an Executive Board, which consists of five members who are responsible for the overall governance of the program. The Executive Board shall be composed of the following positions:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Secretary
  - e. Selected Member of the Board per annual vote of the Board
2. Four of the five members must be Stoneham Town residents and elected through a general election process one time per year, unless a vacancy exists (see Section IV.1). The Executive Board shall have no more than one family member elected to the Executive Board.
3. The Executive Board cannot have a member who is also fulfilling a role as a coach or acting coach.

#### F. Duties of the Executive Board

1. The Executive Board shall have the responsibility of conducting business of the Program during the time between Quarterly Program meetings.
2. The Executive Board shall hold regular meetings of the Executive Board, with all members notified in advance. The meeting time and date should be posted no later than 10 days prior to the meeting. All meetings shall be open to the public and held in a public facility, unless declared closed session by the President of the Board.
3. Meetings of the Executive Board shall be a quorum when at least 4 of the voting members of the Executive Board are present. All decisions shall be determined by a majority vote of all those present and voting unless directed otherwise in these By-Laws. No individual, regardless of how many Executive Board positions he/she holds, shall ever have more than one vote. The President may only vote in the event of a tie in order to resolve the issue at hand.
4. The Executive Board shall report on activities at Quarterly meetings of the Board of Directors. The Executive Board shall also present minutes from the previous meetings held.

5. The Executive Board shall review and render a decision to decide any conflict of interests. Such decisions will be considered final.
6. The Executive Board may appoint any special committees deemed necessary to ensure the success of the program.
7. The review all complaints by parents and take action as necessary.
8. The Executive Board shall have the right to hold an online meeting for urgent matters if necessary, as long as all members are available.

#### G. Election of the Executive Board

1. Executive Board members shall be elected once a year in a general Board election.
2. The Executive Board in office shall remain in office until resignation, removal, or voted out because of an opposing nomination.
3. As Executive Board member or an appointed nominating committee may only make nominations. A nominee must be willing to commit himself by assisting at all league functions and attending all Board meetings.
4. All votes concerning elections shall be by secret ballot.
5. All elected officers shall assume office effective at the time in the meeting at which they are elected.

#### H. Removal of an individual from the Executive Board.

1. Any member of the Executive Board of Directors may be removed from office by a 2/3 vote of all of the Board of Directors members, present and voting, at either a quarterly meeting or a special meeting called for the stated purpose in accordance with these By-Laws.
2. The voting on removal shall be by secret ballot.
3. Removal of a member from the Executive Board does not affect the status of rights of the individual, or of any relatives, except the loss of Office.
4. If a Member of the Executive Board shall be removed in accordance with this section, that Office shall immediately be declared vacant. Such a vacancy shall be filled immediately (see Section IV.1).
5. Any volunteer may be removed for failing to complete all requirements including background checks and coaching certification.

6. An Executive Board member may not have more than two unexcused absences at board meetings per calendar year. An absence may be excused if timely notification is given to the secretary.

I. Filling Vacancies between annual election.

1. All vacancies shall be filled by special election convened by the BOD.
2. Nominees must meet the requirements established for membership of said Board
  - a. Executive Board is responsible for ensuring membership.
  - b. Any BOD member may nominate an individual for election.
  - c. Nominee will fill position with 2/3 votes of entire BOD.

J. Duties of the Officers

1. **President:** The President shall supervise all activities of the Program and the work of the Board of Directors. The President will assure our mission statement and objectives are being upheld. The President will make sure By-Laws are followed. He/she shall preside at all meetings of the Board and the Program. The President is the general representative of the Program in all legal and other matters. The President shall be the only spokesman for SYFC, in interactions with outside agencies except as designated by the Board. The President is an "ad hoc" member of all committees. The President handles all communications with Officials from the town of Stoneham. President assures that By-Laws are made available to any member of the league when requested. **Will break all ties on any issue called to a vote.**
2. **Vice-President.** In the event of the absence or resignation of the President, the Vice-President shall succeed to the powers of the President. **Will vote on all issues called to a vote.**
3. **Secretary.** The Secretary shall attend to all correspondence. The Secretary shall record the minutes of all regular monthly Program meetings and all Board meetings. In his/her absence, the Presiding Officer shall appoint a replacement. Copies of minutes for monthly Program meetings and Board meetings shall be distributed prior to the next monthly Program meeting. The Secretary shall maintain other records as set forth in these By-Laws such as Signed Official By-Laws and Official amendments to the By-Laws. This position will make sure all volunteers are

4. **Treasurer.** The Treasurer shall have charge of the finances of the Program. The Treasurer shall be responsible for keeping accurate financial records and shall present a detailed report of the financial position at each Board meeting and a summary report at each monthly meeting of the Program. All disbursements from the funds of the Program shall be approved and signed by two of the members of the Executive Board. The Board of Directors must approve any disbursements in excess of \$1,000.00 in advance. All payments without an invoice must have a check request form filled out and approved by an executive board member if over \$500. The Treasurer shall prepare the annual budget for the Program. This budget shall be presented for approval at the Annual meeting of the Program. The Treasurer shall prepare and submit all information required by Local, State and Federal tax laws to enable continuation of the Program as a non-profit organization. **Will vote on all issues called for a vote.**
  
5. **Duties of the Football Director of Coaches.** This position is responsible to communicate all league/board information to all Football Teams/coaches. This position must communicate with the Cheerleading DOC and the Team Parent Coordinator. This position will recommend all Coaches to the SYFC Board for approval. This position will assist and arrange/organize any necessary coaching clinics. This position will coordinate all required info from players and coaches. Will make sure all coaches have completed their registration card, photo, league-required info, etc. Will make sure all completed info is handed in to Secretary. This position will make sure all volunteers are current with background check info, etc. This position will work closely with Fundraising Coordinator for all fundraising activities and also will work close with Team Parent Coordinator on all league activities. This position will coordinate with Public relations coordinator about game summaries to newspapers, etc. This Board position is required to attend quarterly board meetings and assist at all league events. **Will vote on all issues called for a vote at BOD quarterly meetings.**
  
6. **Duties of the Cheerleader Director of Coaches.** This position is responsible to communicate all league/board information to all cheerleading teams/coaches. This position must communicate with the Football DOC and the Team Parent Coordinator. This position will recommend all Coaches to the SYFC Board for approval. This position will be contact for

- 7. Team Parent Coordinator.** The Secretary will oversee this position. This position is responsible to communicate all league/board information to all teams/team Parents. This position will arrange with commissioners and organize original team Parent list to assure that each team has a team Parent. This position will arrange and organize team Parent meetings. This position will make sure all volunteers are current with background check info, etc. This position will work with the Fundraising coordinator and arrange for volunteers to work all events and home games. This position must communicate with the Directors of Coaches. This position will organize the Volunteer requirements of league members. This position will distribute all picture packets, schedules, and pictures when completed to respective team moms. Will get picture daytime and schedule from Secretary. This Board position is required to attend board meetings and assist at all league events. **Will vote on all issues called for a vote at BOD quarterly meetings.**
- 8. Fundraiser Coordinator.** The Treasurer will oversee this position. This position will organize fundraising activities and ideas. This position will be responsible for all fundraising. Any and all fundraising must go through the fundraiser coordinator. This position will track all fundraising monies below and hand in to Treasurer. This position will handle all sponsor info. Sponsors packets to distribute – Sponsor shirts (coordinate with uniform person). This position will keep inventory on all league store supplies. This person will work with Uniform Person on any supplies that are needed for order. Work with Team Parent Coordinator to arrange league store open and worked all events and home games. This position will work with Team Parent Coordinator and with volunteer list and arrange 50/50 for all home games. This Board position is required to attend board meetings and assist at all league events. **Will vote on all issues called for a vote at BOD quarterly meetings.**
- 9. Equipment Coordinator.** The Vice-President will oversee this position. This position will handle all aspects of player, Cheerleader and field equipment, uniforms, etc. This position is responsible for ensuring First Aid

**10. Public Relations Coordinator.** The President will oversee this position. This position is responsible to communicate all league/board info to all members. Registration: Coordinate the following: all flyers, registration publications, etc. Postcards – made and mailed out. Flyers made and delivered to schools, parks, etc. Registration Forms, Coaches Applications, Volunteer Applications are available. This position will work with Team Parent Coordinator and assign the volunteer list with all home game preparations and clean up, including, but not limited to, (PA System, Scoreboard operation, etc.) Coordinate with respective coaches about game summaries and competitions, to newspapers, etc. Will distribute the word about elections. This Board position is required to attend board meetings and assist at all league events. **Will vote on all issues called for a vote at BOD quarterly meetings.**

## Section IV.2 MEETINGS

### A. Monthly Meetings

1. Meetings of the general membership of the Program shall be held monthly during the season. The purpose of such meetings is for the Executive Board of Directors to report on significant actions taken or business transacted and for members to provide input to the Executive Board on any issues they feel should be considered for Executive Board action and to educate participants in all phases of our organization and handle any problematic items.
2. The Presiding Officer shall define the time, date and location of the next Monthly Meeting before adjournment. This information shall be posted in a city park/facility within ten days of meeting.

### B. Special Meetings

1. Special Meetings of the general membership may be called by the President, or by a majority vote of all Members of the Executive Board of Directors, at their discretion.
2. The Executive Board has the right to conduct online Executive Board meetings for pressing issues if necessary as long as a majority of the Executive Board members are available.

### C. Board of Directors Meetings

1. Any Member of the Program may attend these meetings.

2. All meeting dates and times shall be posted at a city park/facility within ten days of meeting.
3. All meetings shall be held in a public facility within the city.
4. The secretary shall record all meetings and minutes shall be made available upon request.

#### D. Voting

1. All Board members of the Program shall have the right to vote at any meeting.
2. No individual shall ever have the right to cast more than one vote.
3. No individual shall ever have the right to vote unless that individual is present when the vote is taken (no proxies).
4. A Quorum shall be established as stated in Section IV.1-D-4 or Section IV.1-F-3.

### **SECTION IV.3 COACHES' RESPONSIBILITY/AUTHORITY**

#### A. Administrative

1. Each coach is responsible for attending every coaches meeting or function called by the program during their sport's active season. A representative from the team can be sent in place of the coach in some circumstances.
2. Each coach is responsible for his/her team's full participation in the taking of team pictures including the distribution of information, forms and the pictures themselves.
3. Every coach must submit to background checks, certification, CPR Safety and any other items required by the Executive board.
4. Each Coach is obliged to adhere to all rules published in the National Federation of State High School Associations rule book and the NECYFL directives.

#### B. Fundraising

1. Each coach and team parent is responsible for his/her team's active participation in all fundraising activities sponsored by the Program.
2. No fundraising activities shall be conducted without the advance notice and approval of the Executive Board.
3. Players and Cheerleaders may have to participate in a mandatory fundraiser.

#### C. Coaching

1. All Coaches shall serve without monetary compensation.
2. Each coach shall strive to promote the ideals of good sportsmanship, fair play, teamwork and "healthy" competition. He/she shall provide the

3. It shall be the responsibility of all Coaches that each Player on their respective team is suitably equipped in accordance with official rules of American youth Football organization.
  4. All Coaches shall be responsible to the Directors of Coaches for their actions on the playing field, whether during practice or during the game. The Director of Coaches shall have the right to take such disciplinary action as deemed necessary with the approval of the BOD.
  5. Coaches shall have the responsibility to maintain discipline and player respect for all participants in Stoneham Youth Football and Cheer. Coaches can suspend a player for a period of up to 3 practices with the approval of the Director of Coaches. Coaches do not have the authority to relieve or cut a participant without prior consent from the Executive Board of Directors. Disciplinary actions may be appealed to BOD.
  6. Each coach is responsible for the conduct of his/her player's assistant coaches, fans and parents at practices and games.
    - a. All necessary precautions shall be taken to prevent the parties listed from threatening or assaulting referees before, during or after a game.
    - b. All parties shall conduct themselves consistent with the objectives established in the rules and parent code of conduct.
    - c. The coach has the right to send a player away from the playing site in order to meet the objectives of this section of the By-Laws.
    - d. The coach has the right to send a parent, assistant coach or other spectator away from the playing site in order to meet the objectives of this section of the By-Laws.
    - e. Failure of an individual to leave the playing site per items (c) and (d) above is just cause for disciplinary action as provided in Section III.3 of the By-Laws.
    - f. Failure to control any of the parties listed above can result in disciplinary action(s) as determined by the Executive Board, in accordance with these By-Laws and guidelines which are in effect at the time of the incidents in question.
    - g. Each coach shall ensure the full, active participation of players and coaches in all special events sponsored by the Program.
- D. The Executive Board reserves the right to deny any coaching/volunteer position or application or may be relieved, disciplined or suspended at anytime at the discretion of the Executive Board.

## SECTION IV.4 AMENDMENTS TO THE BY-LAWS

### A. Method of Amending

1. The Secretary shall announce, at a Monthly Meeting of the Program, the time, place and date at which amendments are to be read and adopted.
  - a. Typed copies of the amendments shall be presented to each Member of the Program present at the meeting at which the amendments are to be read and adopted.
  - b. As each proposed amendment to the By-Laws is read, it will be discussed and revised as deemed necessary.
  - c. At the conclusion of the reading, it shall take the affirmative vote of at least two-thirds (2/3) of the Members of the Executive Board present and voting, to approve these amendments for presentation at the next meeting.
  - d. It shall take the affirmative vote of at least two-thirds (2/3) of the members of the Board of Directors to amend these By-Laws.
2. Filing of Amendments
  - a. The Executive Board must sign the Official Copy of all amendments to these By-Laws.
  - b. The Secretary shall keep in his/her possession the Official Copy of all amendments to the Official Copy of the By-Laws.
  - c. The By-Laws shall be revised to incorporate all adopted amendments and the Executive Board shall sign a new Official Copy.
  - d. The Secretary shall distribute copies of the updated By-Laws at the next Monthly meeting after adoption of the amendments.

**OFFICIAL COPY OF BY-LAWS**

Title/Name	Signature	Date Signed
President (Jace Arrington)		/ /20
Vice-President (Michelle Byrne)		/ /20
Secretary (Kristina Yancey)		/ /20

The effective date of the organization of the Corporation shall be the date of the filing.

**ARTICLE V – ADDRESS**

Note: Not permanent part of the Article of Organization. May be changed by filing the appropriate form.

**SECTION V.1 PRINCIPAL OFFICE**

A. The address of the initial principal office of the corporation:

Stoneham Youth Football and Cheer, Inc.

PO Box 80363

Stoneham, MA 02180

**SECTION V.2 CURRENT DIRECTORS**

Names, Residence and Address of the Current Directors for the current season on a separate sheet will be submitted after the election of said members.

## STONEHAM FOOTBALL 2009 BOD

### OFFICERS HAVING THE POWER OF EXECUTIVE DIRECTORS

President:	Jace Arrington
Vice-President	Michelle Byrne
Secretary	Kristina Yancey
Treasurer	Kathy Tulipano
Selected Member	Rachel Goulding

### BOARD OF DIRECTORS – STONEHAM YOUTH FOOTBALL AND CHEER

President:	Jace Arrington
	12 South Hillside Street
	Stoneham, MA 02180
	(781) 438-9317
Vice-President	Michelle Byrne
	16 Margaret Road
	Stoneham, MA 02180
Secretary	Kristina Yancey
	12 Lindenwood
	Stoneham, MA 02180
Treasurer	Kathy Tulipano
	15 Barbara Road
	Stoneham, MA 02180
Fundraiser Coordinator	Rachel Goulding
	48 Pleasant Street
	Stoneham, MA 02180
Football Director	Christopher Yancey
Cheerleading Director	Raymie Parker
Public Relations	Laura Gilson
Equipment Coordinator	Mike Wentzel
Team Parent Coordinator	Andrea Hanley
Webmaster	Chris Messina
Members	▪ Mavis Epstein
	▪ Dave Pignone
	▪ Robert Bardell
	▪ Kathleen Bardell