

# Lake Stevens Youth Cheer Bylaws

Adopted: 2024

Modified: June 2026

## **Name**

The name of this organization shall be Lake Stevens Youth Cheer  
Shall also be known as LSYC.

## **Purpose**

Empower and uplift youth by teaching them valuable cheerleading skills and sportsmanship. We strive to foster a strong sense of teamwork and dedication while providing opportunities for community involvement, encouragement, and motivation. Through our program, we aim to instill confidence and inspire success in the youth community.

## **Officers**

Officers of LSYC Board will consist of President, Vice President, Secretary, Treasurer, Equipment Manager, Team Administrator, and Administrator. If an officer of the board quits for any reason, they shall be unable to run for office for the following term.

## **President:**

- Preside over all regular and special board meetings.
- Supervise all board member duties and appoint individuals to fill officer vacancies until an election can be held.
- Mediate and resolve conflicts between players, coaches, and parents as necessary.
- Act as liaison with other organizations (such as: LSYF & North Sound Jr Football League)
- Update the LSYC Website and assist with all digital platforms.
- Obtain approval from the Lake Stevens School District for facility use of practice locations, camps, and training with Vice President.

- Assist in managing the organization's online registration system for events and activities.
- Oversee coach interviews.
- Task delegation.
- Maintain/manage policies with board communication.
- Assist treasurer in yearly filings to the state and IRS to maintain active status.
- The President will only vote to break a tie on any action.

### **Vice President:**

- Attend all regular and special meetings of LSYC. (Upon proper notification from LSYC Board)
- Assume the duties of the President in their absence.
- Supervise all board member duties.
- Manage any league wide fundraisers.
- Competition cheer manager
- Assist as needed in any duties.
- Serve as a voting member of the board.

### **Secretary:**

- Planning, scheduling, and communicating regular board meetings.
- Take accurate and comprehensive meeting minutes during board meetings. The meeting minutes should include a summary of the meeting discussions, decisions made, and action items assigned. The minutes will include records of any votes and their outcome. Using clear and concise language and avoiding any personal opinions or biases in any record-keeping. It's essential for the secretary to be familiar with the organization's bylaws and meeting rules to ensure that the minutes accurately reflect the proceedings.
- After the meeting, the secretary will review and edit the meeting minutes to ensure that they are accurate and complete. Once finalized, the secretary will ensure that meeting minutes are available to the board members to review one week following the prior board meeting, sending them to board members via email, and having them available for review at each LSYC board meeting for all attendees and approval.

- Managing all LSYC correspondence [except financial records]
- Collecting and retaining records
- Running WSP background checks on all coaches, assistant coaches, team moms, and LSYC personnel, with the assistance of the President or Vice President if needed
- Serve as a voting member of the board.

### **Treasurer:**

- Having charge of all financial records, books, documents, and paperwork related to LSYC finances.
- Maintain/manage league Insurance.
- Making timely and proper deposits, disbursements, and refunds in accordance with any established procedures and guidelines.
- Maintaining regular accountings of all financial transactions for monthly review and approval at the monthly board meetings.
- Assisting coaches in understanding fundraising rules and regulations and ensuring that teams collect money in a timely manner.
- Manage scholarships.
- Preparing and making available a year-end Treasurer's report for the yearly budget review at the end of each season.
- File the appropriate yearly documents to the state and IRS to maintain active 501(c)3 status.
- Serve as a voting member of the board.

### **Equipment Manager:**

- Distributing, collecting, and ordering all LSYC uniforms and equipment.
- Keeping records of all LSYC inventory and ensuring that all equipment is properly maintained and in good working condition.

- Overseeing the ordering and distribution of trophies for LSYC events.
- Order plaques for sponsors.
- Maintaining and organizing the team's binder inventory and preparing binders for the new season.
- Coordinating with the Treasurer to ensure that there are no outstanding balances owed by team members prior to uniform handouts.
- Ensuring that all appropriate equipment is turned in at the end of the season and that it is properly cleaned and stored.
- Maintaining and organizing a storage space for any equipment owned by the league.
- Serve as a voting member of the board.

### **Team Administrator:**

- Recruitment of cheerleaders and coaches.
- Placing cheerleaders on teams in accordance with the guidelines outlined in the policies.
- Coordinating with other members of the board to schedule practice times and locations that are convenient and accessible for team members and coaches, and that coincide with the assigned football team, if possible.
- Assist with coaches' interviews.
- Set up coaches' requirement and document accountability, such as stunt clinics and CPR training classes.
- Receiving music from LSYC coaches for review and approval by the board, to ensure that all music used by the teams is appropriate and in line with LSYC guidelines.
- Coordinating and organizing team pictures (if necessary) and scheduling team picture events
- Manage the organization's online registration system for events and activities.
- Serve as a voting member of the board.

### **Administrator:**

- Exempt from attending all regular and special meetings of LSYC.
- Assist as needed in any duties on request by other board members.
- Serve as a nonvoting member of the board.

## **Article I – Meetings**

LSYC Board meetings will be run by parliamentary procedure (reading of the minutes, old/new business, Treasurer report) attendance will be recorded. There will be an agenda present for each regular and special meeting. All Board members must attend all meetings. If 3 or more unexcused absences occur in one calendar year, the result will be removal of the member from the board. Bylaw changes/amendments must be accomplished during a meeting with all board members present. LSYC business will only be done by person or group unless prior approval by the LSYC Board. Board meetings will not be conducted via video or phone conferencing. On occasion an email vote may be required if there is not enough time to schedule a special meeting. Any parent, volunteer or members of the board can call special meetings at any time after giving 1-week notice. Only special LSYC business may be conducted at the special meeting. A quorum of 2/3 majority must be present for any discussion or vote related to LSYC business. Proxies are accepted and each board member may vote in person or by proxy. Proxy must be in written form and may be withdrawn at any time before the vote.

## **Article II – General Business**

The term for the LSYC Board members runs for a period of two years starting in February. President, Secretary, Equipment manager, Administrator will be open in odd years. Vice President, Treasurer, and Team Administrator will be open in even years. The next season's LSYC board officers will be voted in at the annual elections at the end of the Competition or Recreational season, whichever comes later. Exchange and control of the newly elected officers will commence immediately following the end of the meeting. A budget shall be prepared prior to any LSYC league purchase over \$200 and submitted to all acting board

members for approval and acceptance. The budget shall include all forecasted income and expenses. It is the responsibility of the board member to balance said budget and not overspend. All records and transactions shall be turned over to the newly elected successor.

### **Article III - General Elections Voting Members:**

Eligible voting members of the LSYC elections shall vote officers in. Eligible voting members at the LSYC office elections consist of all current LSYC officers, Head Coach from each team from the current or most recent season, assistant coach, OR team parent (not to exceed 2 votes per team). Regular board meetings will take place every 3rd Sunday of the month. Eligibility for Board Officers: To be eligible to run for office on the LSYC Board, one must have participated as a coach or parent in the full previous season or adequate experience in cheerleading. LSYC officers must submit to a Washington State Patrol background check on an annual basis. The officers have the authority to settle disputes, interpret rules, enforce bylaws & policies, cheerleader and coach discipline, and all other issues to ensure control of the organization. If an officer is deemed to have acted in violation of the law, an accusation of unprofessional actions or is not fulfilling their respected duties, the removal of that officer from the organization will be reviewed, and a decision will be made by vote of the voting members. The individual under review will have the right to address the officers with any character witness that person chooses to explain their circumstances. After the review, the subject must leave the meeting, and a vote with 2/3 of the remaining present body will commence. If a vote to remove said individual is rendered, then the subject will not participate in the organization for a period not to exceed one year. If a vote to remove is not rendered, then no further action will be taken. Any violation after a one-year suspension will result in being banned for life from the LSYC board duties. If an officer quits their position, they cannot run for office in the following term. If an officer position is vacant, there must be a public announcement one week prior to the next LSYC board regularly scheduled meeting. Normal voting procedures apply. All LSYC board members will receive one full Recreation Cheer Season registration fee waived per season. If a

board member is removed or steps down prior to the end of the season, the full registration fee will be due.

#### **Article IV- Tax Year**

The tax year of this organization shall begin on March 1<sup>st</sup>. It shall end on February 28<sup>th</sup> or 29<sup>th</sup>, whichever is later.

#### **Article V -Dissolution**

In the event of Lake Stevens Youth Cheer dissolution, funds and any assets shall be equally allocated to the following youth programs in Lake Stevens Washington or any active 501(c)3 active status youth organization in Lake Stevens, Washington: a new cheerleading organization with active 501(c)3 status or Lake Stevens Valkyries.