

# **Columbiana Little Clipper Football Association Inc.**

## **Charter and Bylaws**

### **Article I. Name and Objectives**

#### **Section 1: Name and Objectives**

The Name of this non-profit organization shall be known as the Little Clipper Football Association Inc (LCFA). All business shall be conducted under this name. Upon dissolution, or by vote of The Board, all remaining assets shall be distributed to the Columbiana Exempted Village School District Athletic Department.

The Objectives of LCFA shall be to provide a program of athletic service and education to the current and future youth of Columbiana, and to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome community participation. It shall dedicate itself; To develop skills and proficiency in Football and Cheer activities. To teach concepts of teamwork, sportsmanship, loyalty, honesty, pride and integrity. Ensure fair and meaningful participation based on ability and safety.

### **Article II. Members**

- A.** There shall be Elected Members, Appointed Members, Assistant Members, and Legal Guardian Members of LCFA.
- B.** Elected Members and Appointed Members shall also be known as Board Members, Board, or The Board.
- C.** The seven Elected Members of LCFA shall consist of the President, Vice President, Secretary, Treasurer, Equipment Director, Fundraising Director, and Athletic Director. These positions shall be chosen by a majority vote of the current Members at the Annual Banquet.
- D.** The five Appointed Members of LCFA shall consist of Head Football Coach, Head Cheerleading Coach, Safety Director, Concession Stand Manager, and Spirit Coordinator. These positions shall be chosen by a majority vote of the newly elected Board Members.
- E.** Assistant Members of LCFA shall consist of assistant coaches, trainers, coordinators, advisors, and any other volunteer that was asked and agreed to the Objectives of the LCFA excluding junior coaches.
- F.** Legal Guardian Members of LCFA shall consist of the Legal Guardian(s) of the current Athletes.
- G.** Any Member that has been removed or resigned from their duties prior to the current term/season completion is ineligible to be considered for any future positions. Proper record of said person(s) must be kept.
- H.** All Members are required to be in Good Standing as spelled out in these Bylaws.

### **Article III. Good Standing**

- A.** Must be current on any money, fees, or dues owed to the LCFA.

- B. Must turn in any and all property and documents that belong to the LCFA at the end of the season and or term of office.
- C. Must abide by all Bylaws of the LCFA.
- A. Must abide by the rules of the League.

#### **Article IV. Annual Election**

The Board Members shall schedule and hold an annual election at the end of season banquet for the purpose of electing persons to serve as Elected Members of the LCFA for the next Term.

#### **Article V. Election and Appointment of Members**

##### **Section 1: Procedures for Elected Members**

- A. Anyone in Good Standing as spelled out in these Bylaws may run for any Elected Member position, provided a current Member properly nominates them.
- B. The Board will take nominations for eligible Elected Member positions beginning October 1<sup>st</sup> up to the October meeting. The Board will make every reasonable effort to hold the October meeting no sooner than the third week of the month.
- C. All nominations must be in writing (emails and text messages are considered in writing as long as they are time and date stamped and printed for record) and must be received no later than the October meeting. All nominations must include the nominee's name, phone number, and email address. It is the responsibility of The Board to present all of the nominations at that meeting. Nominees do not have to be present. All nominees will be notified within 48 hours after the October meeting via email of the outcome of their nomination.
- D. Any one person may be an Elected Member, but may not serve as both an Elected Member and an Appointed Member during the same term.
- E. Spouses, legal guardian or ward, son or daughter (adopted, foster, step or in-law), brother or sister (includes step or in-law), parent (includes step or in-law), grandparent (includes in-law), grandchild, aunt, uncle, niece or nephew, Domestic Partner, Caregiver, or Child Caregiver, may hold two Elected Member positions during the same term except for the President and Treasurer positions.
- F. Any Member who is in Good Standing as spelled out in these Bylaws, will be able to have one vote in the election for each of the above position nominees. Each family of an Athlete is eligible to have two voters regardless of the number of Athletes in our program.
- G. The Election will be held at the Annual Banquet.
  - 1. Each candidate will be given an opportunity to speak at the banquet and answer questions from eligible voters. The Board will determine the amount of time, but each candidate must be afforded equal opportunity. Questions will be taken after all nominees are finished speaking.
  - 2. Elected Members will be elected by a majority vote of eligible Members using a paper ballot.

3. In the event of a tie, all ties will be broken by a vote of the current Elected Members. The President will abstain unless there is a tie between the Elected Members. Any current Elected Member will abstain from the tie breaking vote if they are running for that position. The Vice President will vote for the election of President in the event of a tie if the current President is running for re-election.
- H. Elections shall proceed in this order:
1. All positions with only one nominee will go first, followed by President, Vice President, Secretary, Treasurer, Equipment Director, Fundraising Director, and Athletic Director in that order.
  2. Voting shall be done by secret ballot.
  3. Current Board Members running for an office may vote for her/himself, provided they are an eligible voter.
  4. All votes will be counted and recorded by the current Secretary and one additional Board Member. Any nominee may request that a witness of their choice be present during the counting of the votes. The winner will be announced at the end of the count and the secretary will document acceptance of each position.
  5. In the event of a position not receiving a name, that position shall be tabled. The election shall proceed to the next position.
  6. The newly Elected Board Members will appoint any unfilled positions as soon as possible.

## **Section 2: Procedures for Appointed Members**

- A. Anyone in Good Standing as spelled out in these Bylaws may be nominated or apply for any Appointed Member position.
- B. The Board will take nominations or applications for all Appointed Member positions beginning October 1<sup>st</sup> up to October 20th.
- C. All nominations or applications must be in writing (emails and text messages are considered in writing as long as they are time and date stamped and printed for record) and must be received no later than October 20th. All nominations or applications must include the name, phone number, and email address of the individual. It is the responsibility of The Board to present all of the nominations or applications at that meeting. Nominees or applicants do not have to be present.
- D. Spouses, legal guardian or ward, son or daughter (adopted, foster, step or in-law), brother or sister (includes step or in-law), parent (includes step or in-law), grandparent (includes in-law), grandchild, aunt, uncle, niece or nephew, Domestic Partner, Caregiver, or Child Caregiver, may hold two Appointed Member positions, or one Appointed Member position and one Elected Member Position, during the same term.
- E. All nominees or applicants for one of the above mentioned positions, should be interviewed via closed meeting interviews, which will be conducted by the newly Elected Board Members at the December board meeting.
- F. In the event a nominee or applicant is unable to make an interview due to extenuating circumstances, The Board if they so choose, may accept in place of the interview, a resume and/or a letter explaining why the nominee or applicant is seeking the position.

- G. Appointed Members shall be elected by a majority vote of the newly Elected Board Members excluding the President as the President does not vote unless there is a tie.

### **Section 3: Procedures for Assistant Members and Legal Guardian Members**

Article V does not apply to Assistant Members or Legal Guardian Members.

### **Section 4: Terms of Members**

- A. Elected Members shall serve a 24 month term beginning immediately at the conclusion of the Annual Meeting in which they were elected.
- B. Elected Members will be on a rotation for nominations
  - 1. Even years: Vice President, Treasurer, Athletic Director
  - 2. Odd years: President, Secretary, Equipment Manager
- C. Appointed Members shall serve an 11 month term beginning immediately at the conclusion of the December meeting in which they were appointed.
- D. If either an Elected Member or an Appointed Member begins a term after the meetings listed under Article V, Section 4A, Section 4B or Section 4C, their term shall end on the scheduled rotation regardless of the number of months they served.
- E. Any Member may run for as many terms as they wish, but must be re-elected at the Annual Banquet or re-appointed at the December meeting.
- F. If any Member vacancy should occur midterm, The Board shall appoint a replacement as soon as possible by a majority vote.

### **Article VI. Duties of Elected Members**

- A. **President:**
  - 1. Preside over Board meetings, organize, and delegate responsibilities.
  - 2. Shall call any special meetings deemed necessary.
  - 3. Create monthly meeting agendas.
  - 4. Provide all Board Members with their position responsibilities at the beginning of their terms.
  - 5. Oversee the website, all social media pages and any communication outlets being used (i.e. Band App, Remind, Facebook, Sign-Up Genius etc).
  - 6. Check PO Box regularly and distribute the mail to the respective board members as necessary.
  - 7. Arrange the end of year banquet with assistance from additional board members as delegated.
  - 8. Arrange annual picture day.
  - 9. Arrange signup dates and locations with assistance from additional board members as delegated.

10. Shall not have a vote on Board decisions and/or appointments, unless needed to break a tie.

**A. Vice President:**

1. Assist the President.
2. Shall call any special meetings deemed necessary.
3. Assume the duties of the President in the event of his/her absence.
4. Along with the President, oversee the website, all social media pages and any communication outlets being used (i.e. Band App, Remind, Facebook, Sign-Up Genius etc).
5. Arrange bathrooms for all home games as well as the port-a-johns for the practice field.
6. Arrange LCFA registration and sign-up locations annually.
7. Organize the annual elections by making ballots and any other arrangements deemed necessary.
8. Assist the concession manager with work bond signups.
9. Shall have one vote on Board decisions and/or appointments.

**B. Secretary:**

1. Record and organize minutes of all meetings.
2. Record all text thread minutes.
3. Keep registration records for everyone that has signed up for the season and keep track of any missing documents.
4. Make the weigh-in roster and attend weigh-ins with all of the appropriate paperwork for the athletes.
5. Make a binder with emergency contacts as well as the emergency medical forms for the safety director - one for the shed and one to travel for games.
6. Update registration forms annually.
7. Shall have one vote on Board decisions and/or appointments.

**C. Treasurer:**

1. Keep and maintain accurate documentation of all financial records.
2. Submit IRS Tax Form 990-N and Ohio Attorney General Charitable Contribution Form prior May 15<sup>th</sup> for the previous calendar year to be done on a yearly basis.
3. Submit a "Continued Existence" with the Ohio Secretary of State once every 5 years.
4. Obtain starter cash for any events that require money.
5. Make bank deposits following fundraising events, home games etc in a timely manner.
6. Provide a financial breakdown to the board following each fundraising event.
7. Shall have one vote on Board decisions and/or appointments.

**D. Equipment Director:**

1. Purchase, deliver, store and keep records of all equipment.
2. Keep all equipment in good repair and check for defects.
3. Send helmets and shoulder pads for reconditioning every 2 years when they are due.
4. Be present on the sidelines for every game to assist with any equipment needs.

5. Attend practices/scrimmages and have water ready in the bottles and 5-gallon containers as well as assist with any equipment needs.
6. Submit an inventory list to The Board in November, which reflects all equipment, condition and needs.
7. Shall have one vote on Board decisions and/or appointments.

**E. Fundraising Director:**

1. Responsible for researching, recommending, and organizing fundraisers.
2. Organize a 50/50 raffle at all home games.
3. File for renewal of the Bingo license annually.
4. Work with the treasurer after each fundraising event to provide a financial breakdown.
5. Arrange the annual pool party for the athletes and families – this includes being at the pool opening day to make sure the date is reserved.
6. All fundraisers are to be overseen by the Fundraising Director.
7. Shall have one vote on Board decisions and/or appointments.

**F. Athletic Director:**

1. To attend all League Meetings and report back to The Board.
2. Provide the secretary with the weigh-in roster template required by the league.
3. Arrange for players arrivals and any facilitation of weigh-ins either home or away.
4. Assist in scheduling any unfilled, makeup or rescheduled games.
5. Provide the League with appropriate rosters.
6. Provide a coaches list to the League for game entry.
7. Shall have one vote on Board decisions and/or appointments.

**Article VII. Duties of Appointed Members**

**A. Head Football Coach:**

1. Responsible for the organization and conduct of their assistants and athletes.
2. Responsible for communication between the teams and the rest of The Board.
3. Must regularly attend all LCFA practices.
4. Must attend League Team Meetings
5. Responsible for arranging the visits to elementary and middle schools for recruitment as well as any other recruitment events.
6. Responsible for the arrangement of and structure of practices and/or scrimmages.
7. Maintain and build relationships with the scholastic programs both at middle and high school levels.
8. Shall have one vote on Board decisions and/or appointments.

**B. Head Cheerleading Coach:**

1. Responsible for the organization and conduct of their assistants and athletes.
2. Responsible for communication between the squads and the rest of The Board.
3. Must regularly attend all LCFA practices.
4. Must attend League Cheer Meetings.

5. Responsible for arranging the visits to the elementary and middle schools for recruitment as well as any other recruitment events.
6. Responsible for the arrangement of and structure of practices.
7. Maintain and build relationships with the scholastic programs both at the middle and high school levels.
8. Shall have one vote on Board decisions and/or appointments.

**C. Safety Director:**

1. Take reasonable measures to provide a safe experience for all athletes.
2. Ensure that no practices are held until the insurance has gone into effect.
3. Must regularly attend all LCFA practices and be present for all games.
4. Develop an emergency action plan and update it annually.
5. Monitor for any severe weather and work in conjunction with coaches if practices need to be delayed, canceled or end early.
6. Arrange EMS for all home games.
7. Responsible for the medical bag(s) and all contents.
8. Shall have one vote on Board decisions and/or appointments.

**D. Spirit Coordinator:**

1. Update and keep the website current with all LCFA events, photos, fundraisers, game/practice schedules, game locations and addresses, and any other Board approved information.
2. Oversee all special events to maximize member spirit participation.
3. Manage a spirit table at all home games.
4. Assist the President and Vice President in overseeing the website, all social media pages and any communication outlets being used (i.e. Band App, Remind, Facebook, Sign-Up Genius etc).
5. Responsible for recommending and organizing weekly game themes.
6. Shall have one vote on Board decisions and/or appointments.

**E. Concession Stand Manager:**

1. Manage the concession stand at all home games and fundraising events.
2. Purchase and prepare any and all items needed for concessions.
3. Schedule and oversee work bond assignments.
4. Make regular posts on any communication outlets being used regarding vacant work bond spots and send reminders for upcoming work bond shifts in conjunction with the Vice President.
5. Work with the treasurer to provide a financial breakdown after each event.
6. May appoint a concession stand assistant with board approval. The assistant will function like assistant coaches and will not be entitled to a board vote.
7. Shall have one vote on Board decisions and/or appointments.

## **Article VIII. Board Members**

- A.** Any LCFA purchase above \$100 must be voted on by The Board. All receipts must be given to the Treasurer in a timely manner.
- B.** All Board Members must follow and abide by the additional responsibilities not listed in this document that will be provided to them at the beginning of each term. These responsibilities may vary between positions from term to term.
- C.** All Board Members are required to use the provided LCFA emails for all LCFA business. No LCFA business should be conducted or stored on a personal email account. All documents must be shared electronically to the entire board and be available at all times. They may decide on who has access to edit each document when applicable.
- D.** All Board Members shall give a report pertaining to his/her duty at each meeting in which they are participating when asked.
- E.** All Board Members need to be proficient in the use of Google Docs, Google Sheets, email, and group text messages.
- F.** All Board Members are expected to help to the best of their ability at all home games regardless of other positions held. Board members who are also coaches should be available before and after their team/squad play time as well as before home games begin and stay after the final game in order to help set up and clean up respectively.
- G.** All Board Members are expected to participate and assist with fundraising activities throughout their term in office.
- H.** If Board Members are not participating in fundraising activities, off season events or available to help with home games they will be addressed as follows:
  - 1. Two missed events or one missed home game will result in a verbal warning, to be given by the President.
  - 2. Three missed events or two missed home games will result in a written warning from the Secretary.
  - 3. Four missed events or three missed home games will result in the dismissal of that Member by The Board.
- I.** Each Board Member should attend all LCFA meetings. Unexcused absences shall be addressed as follows:
  - 1. First meeting missed will result in a verbal warning, to be given by the President.
  - 2. Second meeting missed will result in a written warning from the Secretary.
  - 3. Third meeting missed will result in the dismissal of that Member by The Board.
- J.** All Board Members are expected to complete any open business, including but not limited to any unfinished duties, collections, and payouts of all monies, equipment, and any other property or responsibilities of the LCFA before they leave office. All current term Board Members are expected to attend the November and/or December meetings after their term expires to pass on information and assist with the transition of LCFA business to the new Board Members.
  - 1. If a Board Member does not complete any open business or give an appropriate handoff to oncoming Board Members they will no longer be considered in good standing and will be unable to hold a coaching or board position in the future.



## **Article IX. Assistant Member**

- A. The Head Coach of the respective sport shall appoint all Assistant Members.
- B. The Board must approve all Assistant Members. No Assistant Members will be approved if they are not in good standing as spelled out in these Bylaws.
- C. Any Assistant Member not approved by The Board may be replaced by another appointment by the Head Coach, but is still subject to Board approval.
- D. Assistant Members will need to pass a background check bianually and become USAF Certified anually.
- E. It is the duty of each Assistant Member to teach all Athletes the fundamentals of their sport, to convey the essence of winning and losing, to instill the power of teamwork, and above all to uphold sportsmanship at all times.
- F. Must regularly attend all LCFA practices.
- G. Must regularly attend and help at all LCFA games during the season.
- H. Notify the Head Coach and Safety Director of any Athlete injury that requires medical treatment.
- I. To remain in good standing as spelled out in these Bylaws.
- J. To enforce League and LCFA rules at all times.
- K. Any Assistant Member that does not comply with the above requirements or is found guilty of conduct unbecoming, said Assistant Member shall be subject to disciplinary action by The Board.
- L. The Head Coach may suspend any Assistant Member for 1 game. In cases of suspension, the Assistant Member shall not participate in practices until any suspension is completed. Suspensions of more than one game, or dismissals, shall be approved only by a majority vote of The Board.

## **Article X. Athletes**

### **Section 1: Requirements**

- A. All Athletes must have consent of a Legal Guardian to participate.
- B. Sign-ups will end the day before the first day of practice.
  - 1. Special circumstances may be reviewed and approved by The Board.
  - 2. Participants recently moving into the area will be permitted to sign up late providing it is prior to weigh-ins, but must be approved by the league.
- C. All Athletes must be in kindergarten through 6th grade - or its equivalent, and must not reach the age of 13 before September 1st of the given year.
- D. All Athletes must supply a copy of their birth certificate and proof of residency at signup. Athletes will be ineligible to participate in league events until all necessary documentation and paperwork is provided.
- E. The coaches may reorganize or reassign Athletes according to league rules per discretion for reasons including but not limited to safety, athletic abilities, roster numbers, etc.
- F. It is the duty of all Athletes to try and attend all practices and games.
- G. Disciplinary actions for missed practices and/or misconduct during LCFA events are at the discretion of the Head Football Coach and/or the Head Cheerleading Coach.

- H. It is the duty of both Athletes and guardians to inform coaches of any absences from practice or games.
- I. The Athlete must supply any equipment and/or uniforms not supplied by LCFA.
- J. All Athletes are required to wear the equipment and uniforms as designated by LCFA.
- K. In the event LCFA has difficulty with the return of equipment, uniforms, etc., The Board has the option of requiring a deposit to insure the return before allowing an Athlete to sign up the following year. Failure to do so may result in Board action.
- L. Any sports injuries that require a doctor and/or emergency room visit will require a release from a doctor before the Athlete will be allowed to participate again.
- M. No refunds on registration fees and/or work bond will be issued. Requests for refund under special circumstances may be reviewed and voted on by The Board on a case-by-case basis.

### **Article XI. Conduct**

- A. The League Rules has precedence over all LCFA activities.
- B. All Members and spectators must remain in designated areas during practice and games. Failure to do so may result in their removal from the premises as well as additional Board action, including suspension from future LCFA activities.
- C. Any Member or spectator who verbally or physically attacks or harasses any LCFA Member, or other spectator, will be subject to removal from the premises as well as additional Board action, including suspension from future LCFA activities.
- D. The Head Coaches may suspend an Athlete for 1 game. It is recommended that said coach consult the coaching staff before doing so. Suspension of an Athlete greater than 1 consecutive game must be Board approved.
- E. There shall be no smoking on or near the practice nor game fields.
- F. Any person or persons who may have complaints or disputes with LCFA, need to present such issues to The Board in writing and/or in person, at the appropriate time and place. Any complaints or disputes put into writing; must be signed by the person or persons alleging such issues, or they will be considered to have no merit.

### **Article XII. Quorum and Voting**

A majority of the Members entitled to a Vote at a meeting shall constitute a Quorum for the purpose of completing LCFA business. A majority Vote by those Members will be recognized as the decision for any LCFA business matter.

### **Article XIII. Amendments**

All amendments, additions, or changes to these Bylaws must be made in the following manner:

- A. The proposed amendment, addition, or change must be available for reading 24hrs before being voted on.

- B. Before voting, Members may discuss revisions to the proposed amendment, addition, or change, and if all Members present are in agreement with any revisions made, a vote shall take place immediately upon completion of the discussion.
- C. For the amendment, addition, or change to pass, it must receive a majority of the votes of all Members present.
- D. All Board Members must sign the updated version of the Bylaws that were voted on before going into effect.
- E. Any bylaw changes will not go into effect until the Annual Election when the new board takes over.

#### **Article XIV. Reimbursement Policy**

LCFA will reimburse reasonable and necessary costs incurred by Members for authorized purchases, fees, and expenses when on behalf of LCFA business.

- A. This policy does not include travel expenses unless voted on and approved by The Board.
- B. Original receipts or invoices will be required to be considered for reimbursement, unless voted on and approved by The Board.
- C. Background checks and training costs will only be reimbursed for Members who pass the requirements.
- D. Disputes regarding any reasonable and necessary costs for reimbursement must be provided to a Board Member in writing.
- E. The Board will make any final decision regarding reimbursement disputes.

#### **Article XV. Nepotism Policy**

Any contract or other transaction between LCFA and one of its Members, or Member's spouses or family members, legal guardian or ward, son or daughter (adopted, foster, step or in-law), brother or sister (includes step or in-law), parent (includes step or in-law), grandparent (includes in-law), grandchild, aunt, uncle, niece or nephew, domestic partner, caregiver, or child caregiver is strictly prohibited. In the event that this contract or other transaction cannot be avoided, and if it is in the best interest of LCFA to enter into the relationship, The Board may vote to vacate Article XV.

#### **Article XVI. Action Without a Meeting**

From time-to-time situations may arise which are not covered in these Bylaws and/or situations may arise where decisions need to be made immediately. In the very unlikely event that it is not possible to get all Board Members together quickly enough to hold a meeting, then this article requires that; whenever a Board Member of this organization finds him or herself in such a position, they make decisions in the best interest of the organization, is permissible by law, and that common sense prevails in doing so.

**Article XVII. Social Media Policy**

The LCFA’s social media policy encourages all members to use social media to further the organization’s mission, vision and values while adhering to the code of conduct and ethics. While all members are encouraged to participate in their own private social media accounts it is expected that they do so with the organization’s code of conduct/ethics in mind as members are a direct reflection of the organization.

**Article XVIII. Code of Conduct/Ethics**

LCFA believes good Board service should be conducted in an ethical manner with traditional principles such as honesty, trust, fairness, and integrity. Each Board member should conform his/her conduct to Ohio law and the code of ethics recommended.

- A. remember that my first and greatest concern must be the welfare of all children and athletes participating in the organization.
- B. obey the laws of Ohio and the United States.
- C. respect the confidentiality of privileged information.
- D. recognize that as an individual Board member I have no authority to speak or act for the Board.
- E. render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups.
- F. avoid conflicts of interest or the appearance thereof;
- G. refrain from using my Board position for benefit of myself, family members, or business associates;
- H. express my personal opinions but, once the Board has acted, accept the will of the majority.

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**Jason O’Neill**

Date Signed

*President*

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**Josh Scheks**

Date Signed

*Vice President*

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**Amanda Davis**

*Secretary*

Date Signed

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**Amy Purcell**

*Treasurer*

Date Signed

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**Abby Scheks**

*Equipment Director*

Date Signed

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**Nicole Pyles**

*Fundraising Director*

Date Signed

---

**Nick Clemmer**

*Athletic Director*

Date Signed

---

**Zack Davis**

*Head Football Coach*

Date Signed

---

**MaryAnn Tofil**

*Head Cheer Coach*

Date Signed

---

**Rick Mercer**

*Safety Director*

Date Signed

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**Ashley O'Neill**

*Spirit Coordinator*

Date Signed

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**Sarah Chuck**

*Concession Stand Manager*

Date Signed