

Jr. Lyons Lions Youth Football and Cheerleading Program
PO Box 312
Lyons, NY 14489
2009
By-Laws
Constitution

ARTICLE 1 (Name)

The organization shall be called Jr. Lyons Lions Youth Football and Cheerleading Program.

ARTICLE 2 (Purpose)

The purpose of this program is to implant firmly in the youth of the community the idea of good sportsmanship, honesty, loyalty, and integrity by providing supervised competitive sports. It shall be the basic policy of the program that the attainment of exceptional athletic skills or the winning of games is secondary. Of primary importance are the development of character and true sportsmanship in youth sports and the promotion of friendship and civic responsibility among children, youth and adults.

ARTICLE 3 (Guidelines)

The Jr. Lyons Lions will function under the guidelines of our By-Laws and abide by the rules set forth by the FLYFCL.

ARTICLE 4 (Meetings)

The meetings shall be a minimum of once a month or a minimum of 10 meetings per year. A quorum for a meeting will consist of 2/3 of the active Board Members. Board Members consist of the Officers and Directors.

ARTICLE 5 (Officers)

Shall be the President, Vice President, Secretary and Treasurer

ARTICLE 6 (Directors)

Shall consist of Officers, Football Director, Cheerleading Director and Medical Director

ARTICLE 6A (Organizational Members)

Shall consist of Head Coaches, Fundraiser Coordinator, Football Equipment Manager, Public Relations Coordinator, Volunteer Coordinator and Concession Manager

ARTICLE 7 (Amendments)

These By-Laws may be amended after one year by majority vote of the Board Members.

ARTICLE 8 (Dissolution)

In the event this organization should dissolve all the assets shall be distributed to the Lyons Community Center.

SECTION 1

Name:

1. The name of the organization shall be Jr. Lyons Lions Youth Football and Cheerleading Program
2. The Nom Deplume name shall be Jr. Lyons Lions

SECTION 2

Meetings:

1. The meetings shall be once a month, a minimum of 10 meetings per year.
2. Special meetings will be called by the President

SECTION 3

Operation of the Jr. Lyons Lions:

1. All decisions pertaining to finances, coaching staff, fundraising, league officers, recruiting, field maintenance, and all other facets of coordinating the program will be made by the Officers, Directors, and Organizational Members. Voting members for the daily Operations are the Officers and Directors.
2. Election of Officers, Directors and Organizational Members will be held each year at the final meeting. They will be elected by majority vote (ballot voting) by the active participants of Jr. Lyons Lions Organization. An active participant is defined as person(s) with a registered family member within the past year. Public notice will be 30 days prior.
 - a. Head Coaches and other coaches will be determined by the Cheer Director & Athletic Director and submitted to the Board for approval.
 - b. Player/Cheerleader placement will be determined by the Cheer Director & Athletic Director and submitted to the Board for approval.
3. The President at the time will announce names of all candidates nominated to run for each office: as selected by the nomination and Officers. Nominations will be accepted 30 days before the elections. Letters must be submitted to an Officer or mailed to Jr. Lyons Lions, PO Box 312, Lyons, NY 14489. Nominations will also be accepted from the floor by a 3rd party. Nominee must be present to accept the nomination.
4. At any point during an Elected Board Member's term, the Board may issue a majority "Vote of No Confidence" to remove them from his/her responsibilities. Another person will then be appointed to serve the remainder of the term.
5. The current board will decide at the January Board Meeting which Officers will have signing authority on legal documents and checks. The Board will approve at least three Officers with signing authority. Each document or check must have two signatures from those approved Officers. Documents or expenditures must have prior approval and be authorized by the board in a majority vote. However, when two Officers live in the same household, only one of the co-habiting Officers will hold signing authority. An updated Board roster, Meeting Minutes, bank resolution, and signature cards will be submitted to Lyons National Bank after approval in the month of January.

SECTION 4

The following describes the duties of each of the Officers, Directors and Organizational Members of the Jr. Lyons Lions Program. In the event an Officer, Director or Organizational Member resigns during His/her term; the President, with the approval of the majority of the Board Members may appoint a replacement to serve out the balance of the positions said term. Any records kept by the Officers, Directors, or Organizational Members must be turned in at the end of the year so we can file all our information for the year. Copies of information may be kept for reference to do your job the following year but originals must be turned in.

PRESIDENT:

1. Presides over meetings.
2. Be authorized to approve all expenditures.
3. Keep all organizational papers except those which are the obligation of the Officers, Directors and Organizational Members.
4. To call special meetings (emergency nature).
5. To attend the regular monthly League Meeting (FLYFCL).
6. To present to the League all items requiring their action as directed by the Board.
7. To report to the board all action decided by the League and share correspondence from the meeting with the Board.
8. Share all correspondence received pertaining to the Jr. Lyons Lions including E-mail with the Board members.
9. Will follow the guidelines for team Presidents as established by the FLYFCL rule book.

10. All original records/documents kept by the President will be turned in to the Secretary at the end of the year to be properly filed.
11. This position is a two-year term to be voted on during even numbered years.
12. In order to be eligible for the President position, an individual must have been an active participant (as defined in Section 3 – Item 2) in the Jr. Lyons organization for a full year prior to elections.

VICE PRESIDENT:

1. Shall assume all duties of the president in his/her absence or in the event of the President's resignation.
2. Assist the president with his/her duties.
3. Shall assist the president by assisting/assuming other duties as described with in the FLYFCL rule book.
4. Attend all meetings.
5. Preside over training sessions for coaches.
6. All original records/documents kept by the vice president need to be turned in at the end of the year to be properly filed.
7. This position is a two-year term to be voted on during odd numbered years.

SECRETARY:

1. Shall perform the duties of the President, Vice President and Treasurer in their absence.
2. Take minutes of all meetings and submit copies to the Board..
3. Minutes from previous meeting submitted for approval at meeting.
4. Handle all correspondence, maintain records, and file copies of such correspondence.
5. Submit correspondence to the Board for approval prior to mailing.
6. Will be responsible for game monitor sheets, medical forms and other organizational correspondences.
7. Attend all meetings.
8. All original records/documents kept by the secretary need to be turned in at the end of the year to be properly filed.
9. Pick up mail.
10. This position is a two-year term to be voted on during odd numbered years.

TREASURER:

1. Shall receive and deposit all monies for this organization in an approved depository.
2. Audit receipts for all monies received.
3. Keep clear and comprehensive records of all receipts.
4. Will make out checks for the bills approved by the Board and give the checks to the approved Officers with signing authority for signatures.
5. Prepare annual report of year's activities before the start up of the following year to be presented at the January meeting.
6. Prepare and furnish all financial records pertaining to the organization to any governmental body or agency as required by law.
7. Deliver to his/her successor all monies, records, papers, forms, and other property in his/her possession; that material to be subject to an annual audit by the Lyons Community Center.
8. All original records/documents kept by the treasurer need to be turned in at the end of the year so they may be properly filed.
9. Shall assume the duties of the secretary in his/her absence.
10. Attend all meetings
11. This position is a two-year term to be voted on during even numbered years.
12. Report current financial records at each meeting.
13. All financial records kept by the treasurer will be subject to an audit one time a year.
14. A request for an audit may be made at any time by a board member with a two week written notice.
15. Prepare annual budget to be submitted for approval in March.

MEDICAL DIRECTOR:

1. To staff and oversee a qualified medical crew (including the Lyons Ambulance for home games & scrimmages) to provide emergency first aid to ill and/or injured players, cheerleaders, staff, and spectators as necessary.
2. To keep accurate and comprehensive records of all injuries and illnesses treated on forms provided by the League.
3. To provide monthly accident report updates to the board for review.
4. To provide monthly; a copy of all injury reports that are submitted to the league to our Secretary to keep on file.
5. Keep inventory of medical supplies, order medical supplies when needed with board approval.
6. To set up first aid instruction and certification for coaching staff.
7. Attend all meetings.
8. Provide to all Head Coaches; any special needs or conditions and intervention for their players and cheerleaders.
9. This position is a two-year term to be voted on during odd numbered years.

FUND-RAISING COORDINATOR:

1. Research and organize all fund raisers.
2. Present idea to board and set a date with board approval. Distribute and record distribution of said fundraiser. Will be responsible for collecting all monies to submit to the Treasurer.
3. Secure volunteers to assist in all fundraising events.
4. Keep records of all monies collected for all fundraising events and will give the board a copy of the collections. Will prepare a report of the fundraising event profitability and success to be submitted to the Board.
5. Turn all the money over for deposit to the Treasurer and secure a receipt from the Treasurer for funds turned over.
6. Attend all meetings.
7. Relinquish all yearly records to the Secretary to be filed.

CHEERLEADING DIRECTOR:

1. To interface with cheerleading directors from other organizations at all home games.
2. To maintain an inventory of the cheerleading equipment.
3. To select new equipment as necessary for cheerleading activity, submit request for purchase of the equipment for board approval and order equipment.
4. To oversee all cheerleading activities.
5. Attend all organization and League meetings.
6. Follow all rules established by the FLYFCL rule book.
7. Set up and oversee all training for Head Coaches, Assistant Coaches and Helpers.
8. Submit budget recommendations to the Treasurer by the February Board meeting.
9. This position is a two-year term to be voted on during odd numbered years.

FOOTBALL DIRECTOR:

1. To interface with athletic directors from other organizations at all games.
2. To certify weight scales annually in June/July.
3. To submit all scrimmage requests to the Board for approval and submission to the FLYFCL Board for approval.
4. Ensure that the field surface for all games and practices are safe. To over see the placement and removal of field markers.
5. To follow the FLYFCL and National Federation of State High School Associations, so that if a rule dispute arises, he/she would be able to interface with officials.
6. Pay officials as required; before half time of the last game. Obtain and record names of officials on the monitor sheets before the start of the first game and obtain their signatures.
7. To work in conjunction with the equipment manager and to assume the duties in their absence.
8. Attend all meetings.
9. Set up and oversee all training for Head Coaches, Assistant Coaches and Helpers.
10. Submit budget recommendations to the Treasurer by the February Board meeting.

11. This position is a two-year term to be voted on during even numbered years.

CONCESSION STAND MANAGER:

1. To purchase all goods required for the initial start-up and operation of the stand, to be approved by the board.
2. Keep comprehensive records of all goods purchased and submit receipts and bills to the Treasurer for reimbursement and/or payment. Maintain copies of voucher receipts from the Treasurer.
3. To submit to the board, approval of any repairs needed for the equipment for the operation of the concession stand and maintain inventory of assets to be submitted to the Board.
4. Prepare annual report of the year's activities for end of the year meeting.
5. Deliver to successor all money, records, papers, forms and other organizational property in possession: that material subject to annual audit by a committee of three persons selected by the Board Members at annual meeting.
6. Set aside money for officials to be paid by the Athletic Director. Treasurer to track expense.
7. To be responsible for electrical appliances, and securing and shut down in the concession stand.
8. Attend all meetings.
9. Submit budget recommendations to the Treasurer by the February Board meeting.

FOOTBALL EQUIPMENT MANAGER:

1. To maintain an inventory of all football equipment used by the football players. Inventory to be done at least twice a year.
2. The equipment manager shall secure team equipment managers prior to the start of any season and properly train said managers on the sizing, repairing or replacement of all equipment and uniforms, shall schedule managers for attendance at all equipment handouts, practices, scrimmages, games and equipment turn-ins.
3. To repair all damaged equipment when possible within the guidelines specified by FLYFCL.
4. To dispose of all equipment which in no longer safe or approved to be used. This needs to be recorded and saved for Inventory Purposes. Before said disposal; this needs to be discussed with board for approval.
5. To submit requests for new equipment to the board for approval.
6. To order equipment as approved by the board.
7. To maintain a log of all equipment loaned to players and coaching staff.
8. To report to the board any non-returned or missing equipment for action for its retrieval.
9. To supply for each home and away games, the water containers and refill as needed for each team's games, and the tools needed to repair any broken equipment.
10. Attend all meetings.
11. Prepare equipment for handout and turn-ins and prepare for the reconditioning with the assistance of the Football Director and designed coach from each team.

VOLUNTEER COORDINATOR:

1. Arrange for volunteers as needed for our programs functions.
2. To obtain a chain crew for all home games, as required.
3. To obtain an announcer for all home games
4. To obtain play monitors for home and away games.
5. To help concession manager staff the concession stand.
6. To obtain time keeper for the home games.
7. Attend all meetings.

MARKETING DIRECTOR:

1. Assist secretary with all announcements.
2. Be responsible for all newspaper correspondence (EX: Game announcements, Homecoming, etc.)
3. Promote the Jr. Lyons Lions program. (The public needs to be aware that we are here).
4. Attend all meetings.

HEAD COACHES:

1. Head Coach will be responsible for all members of his/her coaching staff both at practice and game times.
2. He/she will assign their coaching staff (per board approval). In the event of problems with staffing, the board will help fill the slots required.
3. All head coaches will be NYSCA Certified.
4. Head coaches need to attend all training sessions and or training meetings the board deems necessary.

SECTION 5

Purchasing Equipment:

1. Presented and voted on by the board.

SECTION 6

Football and Cheerleading Coaches:

1. All coaches will be approved by the officers and directors on a yearly basis.
2. Coaching staff for Football shall consist of 1-Head Coach, not to exceed 4-Assistant Coaches, and No more than 3-Helpers as deemed necessary.
3. Coaching staff for Cheerleading shall consist of 1-Head Coach, not to exceed 3-Assistant Coaches and no more than 3-Helpers as needed.
4. All coaches are expected to provide leadership, display good character, and set a good example at all times.
5. The use of alcoholic beverages, tobacco products and drugs is strictly forbidden during all league activities.
6. Profanity by any coach or assistant will not be tolerated.
7. The use of Physical Violence on any child (along with the above mentioned in #'s 5 & 6) will be grounds for immediate removal of your duties until an investigation is completed. If found guilty the result will be permanent removal.
8. All coaching staff will abide by the rules established by the FLYFCL rule book.
9. All coach's performance and conduct are subject to review at any time by officers and directors.
10. Game Day - The total number of coaches on the sidelines are not to exceed 8.
11. All coaches will follow the Coaches Code of Ethics.
12. All coaches to be NYSCA Certified.
13. All coaches will be required to attend any training sessions deemed necessary by the Board.

SECTION 7:

CONCERNS:

1. All concerns must be submitted in writing (with a signature to be validated) to any officer or director with suggestions of improvement. Any letter without a signature will be deemed not valid.
2. The Board's actions on any concern will start within 3 days of receipt of the concern.
3. Action will take place ASAP, but not rushed as to be fair to all parties involved.
4. The Board's findings will be put in writing, a copy of which will be sent to all parties involved.
5. All must conform to FLYFCL rules and parents code of conduct.