

BATAVIA YOUTH FOOTBALL BY-LAWS

(Approved Unanimously by the 2019 BYF Board at the April 2019 Monthly Meeting)

I. Name

A. The name of the organization is Batavia Youth Football Inc (BYF).

II. Purpose

A. The purpose of Batavia Youth Football, Inc. is to promote teamwork, discipline, sportsmanship, respect for authority, fair play and in general youth football and cheerleading in Batavia, Ohio.

III. Executive Board

A. The Executive Board is comprised of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant at Arms and League Representative.

B. The Executive Board serves as Trustees and Officers of Batavia Youth Football, Inc.

C. A Husband and Wife can both serve on the Executive Board as long as both are not on the bank account. In which case only one of them and the treasurer will be the 2 names listed on the bank account.

D. When decisions of the Executive Board need to be voted on every member votes except for the President. The President will only vote in the case of a tie. Otherwise majority wins.

IV. Officer Qualifications

A. Qualifications for election to an Executive Board position include but not limited to the following:

1. Interested in and devoted to the purpose of Batavia Youth Football, Inc.
2. In good standing with the community and Batavia Youth Football, Inc.
3. Active in ALL activities past, present and future of Batavia Youth Football, Inc.
4. Must attend all Batavia Youth Football functions that are hosted by the organization.

V. Removal from Office

A. Officers shall not be removed from office unless they voluntarily step down or by a two-thirds (66% or greater) vote of the Executive Board Members

VI. Duties of Officers

A. President

1. Presides over all meetings of Batavia Youth Football, Inc.
2. Appoints committees as deemed necessary to fulfill the interests of Batavia Youth Football, Inc.
3. Insures that ALL duties of the other officers are fulfilled
4. Holds the final interpretation and application of ALL rules and regulations governing Batavia Youth Football, Inc. with the exception of game forfeitures and/or expulsions.
5. Is authorized to sign for disbursement of Batavia Youth Football, Inc.

B. 1st Vice President

1. Attends all required meetings of Batavia Youth Football, Inc.
2. In the absence of the President, presides over meeting of Batavia Youth Football, Inc.
3. Assists the President in an way suggested by the President and/or Executive Board.
4. Is responsible for public relations
5. Is responsible for coordinating the logistics and operations of the concession stand.
6. Is responsible for appointing and chairing a booster board for fund raising and/or promoting interest of Batavia Youth Football, Inc.
7. Is responsible for coordinating logistics and operation of field and facilities used by Batavia Youth Football, Inc.
8. Is responsible for approving team fundraising ideas as to make sure there are no conflicts with the organizations fundraising.
9. Is authorized to sign for disbursement of Batavia Youth Football, Inc.

C. 2nd Vice President

1. Presents candidates for head coaches to the Executive Board. then Head coach is determined by a majority vote (51% or greater) of the Executive Board.
2. Is responsible for player placement on each team.
3. Is responsible for collecting and maintaining Head Coach applications.
4. Is responsible for collecting, maintaining and interpreting police/sheriff background checks.
5. Coordinates the schedule and logistics of at least one coach's clinic per season.

6. Coordinates the schedule and logistics of coaching certification programs required by Batavia Youth Football, Inc.
7. Coordinates the schedule and logistics of players clinics and/or camps.
8. Coordinates the schedule and logistics of bowl games.
9. Is responsible for set up and tear down of field equipment at home games.

D. Secretary

1. Maintains and accurate written record of ALL Batavia Youth Football, Inc. meetings and other pertinent activities.
2. Reports prior meeting minutes and pertinent activities at ALL Batavia Youth Football, Inc.
3. Submits copy of meeting minutes to each member of the Executive Board prior to next schedule meeting.
4. Maintains all record of Batavia Youth Football, Inc. with exception of the financial records
5. Notifies each member of the Executive board seven days in advance of ALL meetings.
6. Maintains and updates information on the Batavia Youth Football website and all social media platforms.

E. Treasurer

1. Is the custodian of all funds and financial record of Batavia Youth Football, Inc.
2. Is fiscally responsible for budgeting and using Batavia Youth Football, Inc. funds to pay ALL obligations incurred by Batavia Youth Football, Inc.
3. Is responsible for securing second signature required for any and all disbursements of funds.
4. Presents a financial report at each regularly scheduled Batavia Youth Football, Inc. meeting
5. Presents a written annual financial statement to each member of the Executive Board a the second regularly scheduled Batavia Youth Football, Inc. meeting
6. Is authorized to sign for disbursement of Batavia Youth Football, Inc. funds

F. Sergeant at Arms

1. Maintains order of Batavia Youth Football, Inc. meetings
2. Maintains a register of all persons attending ANY Batavia Youth Football, Inc. meetings and defines the Electorate Body prior to officer elections

3. Serves as Equipment Manager, responsible for storage, maintenance, disbursement and collection of ALL Batavia Youth Football, Inc. property.
4. Presents equipment, uniform and/or property deficits to the Executive Board.
5. Procures ALL equipment, uniform and/or property record and receipts to Treasurer.
6. Coordinates and keeps record of at least one inventory count of ALL equipment, uniform and/or property of Batavia Youth Football, Inc.
7. Provide copy of ALL equipment, uniform and/or property records and receipts to treasurer.
8. Is the custodian and distributor of medical/first aid kits for each team.
9. Is the custodian of spare equipment, uniform and/or property for each team.
10. Is responsible for fitting and ordering uniforms for all players participating in Batavia Youth Football.

G. League Representative

1. Represents BYF at all Clermont County Youth Football League (BYF's governing football & cheer league) meetings and events.
2. Relay all information, discussions and rulings to BYF via a monthly league report.
3. Request and report vote results on behalf of BYF to the league as needed.
Collect and disseminate paperwork and fees as required between the league and BYF.

H. Cheer Coordinator (BYF Executive Board Non-Voting Position)

1. Represents all Cheer Squads & their respected coaching staffs.
2. Will select BYF Cheer Uniform design & color. Work in relationship with the uniform vendor to ensure the best uniform possible for quality and price.
3. Will coordinate the annual BYF Dog Pound Cheerdawn with respect to location, date, times, judges, setup & removal of mats, squads performing, trophies, concessions, vendors & clean up.
4. Has final authority over cheer squad cheer & dance routines if either come in to question for any reason.

VII. Meetings

A. Regularly Scheduled Meetings:

1. A minimum of eight regular meetings will be scheduled each Batavia Youth Football Inc. fiscal year.

B. Special Meetings:

1. Special Meetings may be required from time to time. These special meetings are called by the President and/or required to be called by a majority (51% or greater) of the Executive Board.
2. Each member of the Executive Board must be notified twenty-four hours prior to holding a special meeting. Notifications is the responsibility of the secretary.

C. Voting Procedure:

1. All issues brought before the Executive Board shall require a majority vote (51% or greater) to pass unless otherwise specified by Batavia Youth Football, Inc. by-laws.
2. The president shall vote only in the case of a tie or when vote in necessary to fulfill quorum requirements.
3. ANY member of the executive board under consideration for disciplinary section is NOT eligible to vote on that issue or issues.
4. ANY and ALL disciplinary action must be approved by two-thirds vote (66% or greater) of the Executive Board.

D. Quorum

1. To hold a valid Batavia Youth Football, Inc. meeting a majority of four Executive Board Members must be present at the meeting.

VIII. By-Law Amendments

- A. Amendments to the by-laws requires a two-thirds (66% or greater) vote of the Executive Board.
- B. ANY member of the Executive Board may make by-laws an amendment proposal to Batavia Youth Football, Inc.

IX. Elections and Terms of Office

- A. The Electorate Body is defined as any persons in good standing, attending at least 6 regular meetings in the current fiscal year. The Sergeant at Arms will supply to the President a list of those who qualify at the onset of any meeting where nominations or elections of Officers are to take place.
- B. ALL members of the Executive Board are to be nominated and seconded for nomination during open meeting by members of the electorate bodyl

- C. Executive board members are elected by the electorate body at the last regularly scheduled meeting of the fiscal year. Closed ballots will be counted by the Sergeant of Arms and winners verified by President before meeting is adjourned.
- D. Executive Board members terms are 2 years with voting years as follows:
 - 1. President, 2nd Vice President and Treasurer vote during even years.
 - 2. 1st Vice President, Sargent of Arms, Secretary and League Rep vote during odd years.
- E. Newly elected officers will take office on the first day of the month after the election is held.

X. Fiscal Year

- A. The fiscal year for Batavia Youth Football, Inc. will start on the first day of February in the current calendar year and end on the last day of January in the next calendar year.

XI. Coaches

- A. Qualifications for Head Coaches include but not limited to the following:
 - 1. Interested in, and devoted to, the purpose of Batavia Youth Football, Inc.
 - 2. In good standing with the community and Batavia Youth Football, Inc.
 - 3. Active in all activities, past, present and future of Batavia Youth Football, Inc.
 - 4. Must be certified each year by the appropriate body determined by the Executive Board.
 - 5. Must provide a police/sheriff background check to the 2nd Vice President upon request by the Executive Board.
 - 6. The Executive Board will consider Head Coach Selection Guidelines in selecting qualified individuals to become Head Coach representatives of Batavia Youth Football, Inc. Each Head Coach is responsible for selecting assistant coaches for their assigned team and is expected to exercise the same careful selection process. And then those assistants will then be required to provide and police/sheriff background check. Any and ALL issues arising from Head Coaches team must be presented to that Head Coach prior to involvement of ANY member of the Board of Executives and/or Board of Directors, except where the Head Coach is ALSO a member of the Board of Directors.
- B. Responsibilities of Head Coaches include but are not limited to the following
 - 1. Head coaches will be appointed by the Executive Board and selected by applications as well as an interviewing process. Interviews of all applicants for head coaching positions will be conducted by a committee

made up of the Executive Board. After all applicants have been interviewed, the Executive board will vote in closed session and afterwards make the appointments.

2. Each head coach will be responsible for obtaining their own staff, however, each coach must meet all requirements of the Executive Board.
3. Will be responsible for maintaining their teams paper work and medical release forms
4. Coaches will be responsible for their fans actions. If a fan will not leave upon request the police can be called to remove the person.
5. Heach coaches can discipline any member of their team for violation of team rules, however, any action must be reported to the Executive Board (as appropriate) in advance, if possible.
6. Each head coach will be responsible for the collection of equipment at the end of the season and will work with Equipment Manager to coordinate time and place equipment back into inventory.
7. No coach, assistant or representative will use any alcohol or tobacco products while participating in any BYF function.
8. Each coach will appoint a parent team representative to represent their team and to inform parents and kids on the team any necessary BYF information.
9. Head coaches are required to attend monthly meetings once selected. Head coaches will retain their positions until they resign or are replaced.
10. All coaches are required to read and abide by BYF by-laws and the Coaches Code of Ethics.

XII. Indemnification

- A. Board of Directors shall be indemnified by Batavia Youth Football, Inc. to the fullest extent permitted by Ohio Law and/or Ohio Non-Profit Law.