

Columbiana Little Clipper Football Association Inc.

Charter and Bylaws

Article I. Name and Purpose

Section 1: Name

This non-profit organization shall be known as the Little Clipper Football Association Inc. All business shall be conducted under this name.

Upon dissolution, all remaining assets shall be distributed to Columbiana Youth Baseball.

Section 2: Purpose

The purpose of this Association shall be to provide a program of service and education to the 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; not only to the youth of the present, but also the youth of the future.

Article II. Officers

- A.** There shall be both elected and appointed officers of this association.
- B.** Both groups shall be known as the Executive Board of Directors.
- C.** The elected officers of this Association shall consist of the President, Vice President, Secretary, Treasurer, Equipment Director, and Fund-raising Director. These positions shall be chosen by a majority vote of the parents and legal guardians of the current players and cheerleaders.
- D.** The appointed officers of this Association shall consist of Head Football Coach , Head Cheerleading Adviser and Safety/Communications Director. These positions shall be chosen by a majority vote of the Newly elected E Board.
- E.** All Officers are required to remain in good standing as spelled out in these by laws for the entire term of their respective office.

Article III. Election and Appointment of Officers

Section 1: Procedures of Elections

- A.** Anyone in good standing as spelled out in these by laws, may run for any elected position provided they are properly nominated, but a person may only hold one (1) elected position.
- B.** Any parent or legal guardian of any player or cheerleader who completed the current season and is in good standing as spelled out in these by laws, will be able to vote in the election for the above elected officers. All eligible parents or legal guardians will get one vote. All members of the Board will be eligible to vote in an election of officers.

- C. The Board will take nominees for all Elected positions beginning October 1st and ending at the end of the October monthly meeting. The board will make every reasonable effort to hold the October meeting no sooner than the third week of the month.
- D. All nominations must be in writing (emails are considered in writing as long as they are time and date stamped) and must be received no later than the day of the October meeting, unless they are presented at the meeting. Any Nominations made at the October meeting will be recorded in the regular meeting minutes and accepted. It is the responsibility of the board to make every reasonable effort to present all of the nominations at that meeting. No more nominees will be accepted after the completion of the October meeting. Anyone may come forward at the October meeting to endorse any nominee and nominees do not have to be present.
- E. The Election will be held at the November meeting.
 - 1. Each candidate will be given an opportunity to speak at the November meeting 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. Board members will be elected by a majority vote.
 - 3. In the event of a tie, all ties will be broken by a vote of the current E Board. The President will abstain unless there is a tie between the board members. Any current board member will abstain from the tie breaking vote if they are running for that position. Vice President will vote for the election of President in the event of a tie if the current President is running for re-election.
- F. 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, and Fund Raising 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 by the current E Board and recorded by the secretary. Any Nominee may request that a witness of their choice be present during the counting of the votes.
 - 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 will appoint any unfilled positions as soon as possible.

Section 2: Procedures of Appointment

- A. Nominations will be taken for the positions of Head Football Coach and Head Cheerleading Advisor in the same manner as the nominations for elected officers.
- B. All opposed nominees running for one of the above mentioned positions, should be interviewed. Closed meeting interviews will be conducted by the newly elected Board before the positions are filled at the December meeting.
- C. In the event a nominee 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 a letter explaining why the nominee is seeking the position.
- D. Current Board members are not permitted to be present during interviews for a position which he/she may be running.

Section 3: Terms of Office

- A.** President, Vice President, Secretary, Treasurer, Equipment Director, and Fund Raising Director shall be elected by majority vote of eligible voters (board members, parents and/or legal guardians of current players and/or cheerleaders who complete the season), and shall serve 1 year. This term shall run from November to November.
- B.** Head Football Coach and Head Cheerleading Advisor shall be appointed by the newly elected Board and shall serve 11 months. This Term shall run from December to November.
- C.** Any officer may run for as many terms as they wish, but must be re-elected each year.
- D.** If a vacancy should occur midterm, the Board shall appoint a replacement as soon as possible

Article IV. Duties of Officers

A. President

- 1. To preside over Board meetings, organize, and delegate responsibilities.
- 2. To call any special meetings deemed necessary.
- 3. Shall not have a vote on Board decisions and/or appointments, unless needed to break a tie.

B. Vice President

- 1. To assist the President
- 2. To call any special meetings deemed necessary.
- 3. Shall be responsible for all insurance for the Association.
- 4. Shall be responsible for elections of new board.
- 5. Shall assume the duties of the President in the event of his absence.
- 6. Shall have 1 vote on Board decisions and/or appointments.

C. Secretary

- 1. Shall keep and organize minutes of all meetings.
- 2. To notify all persons whose presence is required at any meetings.
- 3. Shall be responsible for the LCFA program, including ads, pictures and all content.
- 4. Shall be responsible for all correspondence to and from the Board.
- 5. Shall have 1 vote on Board decisions and/or appointments.

D. Treasurer

- 1. Shall keep and maintain accurate record of all financial records. Shall not have a key to the post office box.
- 2. Along with the President, shall have the authority to sign checks, pay bills, and handle all banking procedures.
- 3. Shall present a financial report to the Board in November and have the books audited before the end of his term.
- 4. Shall submit IRS Tax Form 990-N and Ohio Attorney General Charitable Contribution Form prior May 15th for the previous calendar year to be done on a yearly basis.
- 5. Shall submit a “Continued Existence” with the Ohio Secretary of State once every 5 years.
- 6. Shall have 1 vote on Board decisions and/or appointments.

E. Equipment Director

- 1. Shall purchase, deliver, store and keep records of all equipment.

2. Shall keep all equipment in good repair and check for defects.
3. Shall submit an inventory list to the Board in November, which reflects all equipment, condition and needs
4. Shall have 1 vote on Board decisions and/or appointments.

F. Fundraising Director

1. Shall be responsible to research, recommend, and organize fundraisers.
2. Shall help purchase any items needed.
3. With help from the Treasurer, shall collect and calculate monies made.
4. Shall have 1 vote on Board decisions and/or appointments.

G. Head Football Coach.

1. Shall be responsible for the organization and conduct of their coaches and players.
2. Shall be responsible for communication between the teams and the rest of the Board.
3. Shall submit a list of participants, complete with names, addresses, birth dates, and telephone numbers
4. Shall receive 1 vote on Board decisions and/or appointments.

H. Head Cheerleading Advisor.

1. Shall be responsible for the organization and conduct of their coaches and players.
2. Shall be responsible for communication between the teams and the rest of the Board.
3. Shall submit a list of participants, complete with names, addresses, birth dates, and telephone numbers
4. Shall receive 1 vote on Board decisions and/or appointments.

I. Safety/Communications Director

1. Shall be responsible for the safety of all players/cheerleaders.
2. Shall be responsible for the medical bag and all contents.
3. Shall be responsible for communications between the parents and the coaches/board.
4. Shall be responsible for all medical forms.
5. Shall receive 1 vote on Board decisions and/or appointments.

J. Each officer shall give a report pertaining to his/her duty at each meeting.

K. Each officer should attend all meetings. Unexcused absences shall be addressed as follows:

1. First meeting missed will result in a verbal warning, to be given by the Secretary.
2. Second meeting missed will result in a written warning from the Secretary.
3. The 3rd meeting missed will result in the dismissal of that officer by the Board.

L. All officers 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 association before they leave office. All officers are expected to attend the December meeting after their term expires to pass on information and assist with the transition of the newly elected E Board.

Article V. Assistant Coaches

A. All assistant coaches shall be appointed by the Head Coach.

B. The Board must approve all assistant coaches. No assistant coach will be approved if they are not in good standing as spelled out in these by laws.

- C. Anyone not approved by the Board may be replaced by another appointment by the Head Coach, but is still subject to Board approval.
- D. The Head Coach may suspend or dismiss any assistant coach. Said assistants may file an appeal with the Board for reinstatement but must serve at least a minimum one game suspension at the discretion of the Head Coach. In cases of suspension, said assistant shall not participate in practices until any suspension is completed. Suspensions of more than one game or dismissals shall remain in effect until overturned by a majority vote of the Board with at least 2/3 majority present.

Article VI. Coaches Requirements

- A. It is the duty of each coach to teach his or her participants in the fundamentals of the sport, to convey the essence of winning and losing, and above all to uphold sportsmanship at all times.
- B. To insure that no practices are held until the insurance has gone into effect.
- C. To enforce all rules to the best of their ability at all times.
- D. To remain in good standing as spelled out in these by laws
- E. Any coach that does not comply with the above requirements or is found guilty of conduct unbecoming a coach shall be subject to disciplinary action by the Board.

Article VII. Players

Section 1: Football Players

- A. All players must be in 3rd, 4th, 5th, or 6th grade. or its equivalent, and must not reach the age of 13 before September 1st of the given year.
- B. All players must supply a copy of their birth certificate when required.

Section 2: Cheerleaders

- A. All participants must be in 3rd, 4th, 5th, or 6th grade, or its equivalent.
- B. Each squad may have up to 2 mascots of any age.
- C. All participants must supply a copy of their birth certificate when required.

Section 3: Requirements

- A. All players and cheerleaders must have parental consent in order to participate.
- B. Football sign ups will end the 1st day of the 2nd week of practice.
 - 1. Participants recently moving into the area will be permitted sign up late.
 - 2. Special circumstances may be reviewed by the Board.
- C. It is the duty of all participants to try and attend all practices and games.
- D. Disciplinary actions for missed practices and/or misconduct during association events are at the discretion of the Head Football Coach and/or the Head Cheerleading Advisor.

- E. it is the duty of both participant and parent to inform coaches of any absences from practice or games.
- F. The participant must supply all equipment or uniforms not supplied by the Association.
- G. All participants are required to wear the equipment and uniforms as designated by the Association.
- H. In the event the Association has difficulty with the return of equipment, uniforms, etc., the Board has the option of requiring a deposit to insure the return before allowing a participant to sign up the following year. Failure to do so may result in Board action.
- I. Any sports injuries that required a doctor and/or emergency room visit will require a release from a doctor before the player/cheerleader will be allowed to participate again.

Article VIII. Solicitations and Donations

- A. Solicitations from outside of L.C.F. during meetings, practices, games, etc. are strictly prohibited without, prior Board approval.
- B. An annual donation shall be made to the High School Athletic Department in exchange for use of the high school playing field.

Article IX. Conduct

- A. All 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 Board action.
- B. Anyone who verbally or physically attacks or harasses any member of the Association will be subject to immediate Board action, including dismissal of a player or cheerleader.
- C. The Head Coach and/or Cheerleading Advisor, upon notifying the Board, may suspend a participant for 1 game. It is recommended that said coach consult the coaching staff before doing so. Suspension of a participant greater than 1 consecutive game must be Board approved.
- D. There shall be no smoking on or near the practice nor game fields.
- E. Any person or persons who may have complaints or disputes with the association, or any member of the association, need to take such issues up with the E 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 X. Amendments

- A. All amendments to this Charter must be made in the following manner:
 1. The proposed amendment must be read before being voted on.
 2. If all officers are present and they are all in agreement, voting of the proposed amendment shall take place upon completion of any discussion.
 3. If any officer is not in agreement with an immediate vote, or of a proposed amendment, or all officers are not present, then a vote will be taken at the next meeting.
 4. For the amendment to pass, it must receive a majority of the votes.

Article XI. Common Sense Clause

From time to time situations may arise which are not covered in these by laws and/or situations may arise where decisions need to be made immediately. If it is not necessary and/or possible to get all officers together quickly enough to hold a meeting, then this article requires that; whenever a member of this organization finds him or herself in such a position, they make decisions in the best interest of the organization and that common sense prevail in doing so.

Article XII. Good Standing

- A. Officers:** In order to be an officer on the Executive Board He or She:
 - 1. Must be current on any money, fees, or dues owed to the organization.
 - 2. Must regularly attend all meetings unless properly excused by the President or Executive Board.
 - 3. Must attend and help at all home games during the season unless properly excused by the President or Executive Board.
 - 4. Must turn in any and all equipment that belongs to the organization at the end of the season and or term of office.
 - 5. Must abide by all other provisions of the organization and the by laws.
- B. Coaches and Assistant Coaches:**
 - 1. Must be current on any money, fees, or dues owed to the organization.
 - 2. Must regularly attend all practices unless properly excused.
 - 3. Must attend and help at all home games during the season unless properly excused by the Head Coach, President, or Executive Board.
 - 4. Must turn in any and all equipment that belongs to the organization at the end of the season and or term of office.
 - 5. Must abide by all other provisions of the organization and the by laws.
- C. Parents or Legal Guardians Eligible to Vote, be Nominated, or be Appointed:**
 - 1. Must be current on any money, fees, or dues owed to the organization.
 - 2. Must turn in any and all equipment that belongs to the organization at the end of the season and or term of office.
 - 3. Must abide by all other provisions of the organization and the by laws.
- D. The above requirements must be met prior to the November Meeting.**