



Stow Youth Football & Cheer, Inc.

Bylaws

ARTICLE I – NAME

The official name of this organization shall be Stow Youth Football & Cheer, Incorporated, “SYF&C.” SYF&C shall consist of the Stow Youth Football & Cheerleading Booster Club (in membership with “The League” determined by the Director).

ARTICLE II – PURPOSES

The objectives of this organization are:

- To teach and encourage clean living, teamwork, fair play, good sportsmanship, and a spirit of philanthropic giving and community service.
- To bring parents and youths together in companionship and in moral, mental, and physical values.

ARTICLE III – POLICIES

1. **Enforce Suitable Rules:** The organization shall enforce suitable rules of play and conduct for players and adults as outlined in the SYF&C Bylaws and the Stow Youth Football & Cheerleading Association Standing Rules.
2. **Cooperation:** Cooperate with other organizations active in The League.
3. **Collaboration:** Work together with the Stow-Munroe Falls High School Athletic Director and Football and Cheerleading Coaches to develop the skills of youth.

ARTICLE IV – MEMBERSHIP AND DUES

1. **Membership:** Membership consists of parents and interested parties who uphold and abide by the SYF&C Bylaws (referred to as SYF&C Booster Members).
2. **Membership Fee:** A membership fee of twenty dollars (\$20.00) per family is required to be a SYF&C Booster Member.
3. **Voting Privileges:** Only SYF&C Booster Members have the privilege of holding office, introducing motions, and voting on SYF&C business.
4. **Fiscal Year:** The fiscal year of this organization is from January 1st to December 31st.



5. **Voting Eligibility:** To vote in the election of Executive Board Members, a SYF&C Booster Member must have paid their dues and attended a minimum of five SYF&C meetings in the calendar year of the election.

ARTICLE V – BOARD MEMBERS AND THEIR ELECTION

Section 1: Board Members and their Elections

1. The SYF&C Booster Members will elect one President, one Vice President, one Treasurer, one Recording Secretary, two Concessions Manager, one Public Relations Coordinator, and one fundraising coordinator.. The board will appoint; one football director and one cheer director. Two members of the Stow-Munroe Falls High School Athletic Department.
2. Only one family member can serve as an Executive Board Member per term.
3. To be elected as a Board Member:
 - o The candidate must be a SYF&C Booster member who has attended at least five meetings by the November meeting.
 - o The candidate must present their intent to run at the October meeting.
4. Board Members shall be elected annually in November.
5. The current President and Football Director are ineligible to vote, except in the case of a tie. In the event of a tie for President, the Football Director casts the deciding vote. For other positions, the current President casts the deciding vote.

Section 2: The Election Process

1. Nominations will be held at the October meeting.
2. Booster Club members can nominate themselves or another member for any Board position.
3. If running uncontested, a vote may be conducted by a show of hands.
4. If all positions are uncontested, a slate will be presented for voting and approval.
5. If a current board member seeks re-election and no opposing candidates are nominated at the October meeting, the member will automatically assume their position for the following year without a formal vote.
6. If running contested:
 - o The Recording Secretary will provide a ballot listing all candidates for each position to eligible SYF&C Booster Members.
 - o Eligible members will select a candidate on the ballot by checkmark.
 - o Ballots will be collected by two SYF&C booster club members who are not running for a position.



7. Board Members shall assume their official duties at the January meeting for a term of one year or until their successor's election.

Section 3: Vacancies

A vacancy in any elected position shall be filled for the remainder of the term according to the following procedure:

1. The President (or Vice President if the President is vacant) will announce the vacancy at the Booster meeting.
2. An individual who is interested in the position will express interest to the President (or Vice President if the President is vacant).
3. The president will recommend the individual to the Board after a formal interview is conducted.
4. Elections to fill the vacancy will be held at the following Booster meeting, using a show of hands for a vacant, uncontested position.
5. The president can call a special meeting given 7 days notice announcing the nomination and requesting a vote.

ARTICLE VI – DUTIES AND RIGHTS OF BOARD MEMBERS

Section 1: The President shall:

1. Preside at all SYF&C meetings.
2. Preserve order at meetings and ensure bylaws are upheld.
3. Settle disputes where Booster members are deadlocked in a tie vote.
4. Coordinate with Board members and Directors to achieve organizational objectives.
5. Create a strategic plan.
6. Represent SYF&C at community and school functions/events.
7. Plan and oversee all registration activities and create rosters for each team.
8. Administer background screening programs for all coaches and remediate as necessary.



9. Maintain overall functionality of the SYF&C website.

Section 2: The Vice President shall:

1. Act as an aide to the President.
2. Perform the President's duties in their absence or inability to serve.
3. Oversee Standing Committees and approve their work plans.
4. Serve as Chair of the Scholarship Committee.
5. Co-sign checks written by the organization for \$1000 or higher.
6. Sign any checks under \$1000 (either Vice President or Treasurer can sign).
7. Be on the bank account.

Section 3: The Recording Secretary shall:

1. Serve as the responsible party for all Organization-wide communications and correspondence.
2. Record attendance and minutes at Booster meetings.
3. Present minutes for approval at Booster meetings.
4. Create and distribute ballots for voting at the election meeting.
5. Maintain a Booster member directory.
6. Maintain current bylaws and make necessary changes to bylaws and standing rules.

Section 4: The Treasurer shall:

1. Serve as custodian of all SYF&C funds.
2. Pay all bills for normal operating expenses using the bank's online bill pay service, or co-sign checks with the Vice President if online bill pay is not used.
3. Ensure proper adherence to IRS and Ohio state regulations.
4. Prepare required forms or provide accurate information to a professional tax preparer hired with board approval (including Form 990, Charitable Solicitors Registration, 1099s, and other necessary reports).
5. Prepare and present a treasurer's report for each board meeting, including a Profit and Loss statement and Balance Sheet (QuickBooks recommended).
6. Maintain full and accurate accounts of receipts and expenditures.
7. Provide reconciliation for bookkeeping against bank statements.
8. Create and maintain an annual operating budget.
9. Manage board members and directors authorized to spend monies with established credit lines issued by a financial institution on behalf of SYF&C, in accordance with the budget.
10. Maintain full responsibility for allowing or revoking spending privileges on credit lines established by SYF&C.



Section 5: The Concessions Manager shall:

1. Coordinate Health Department inspections.
2. Manage all aspects of the concession stand for SYF home games and Kimpton games.
3. Assign responsibilities for concessions volunteers.
4. Ensure volunteers are trained.
5. Prepare concessions sales for deposit.
6. Maintain inventory levels for all concessions.
7. Order/purchase all necessary products for the concession stand.
8. Ensure receipt for deliveries of products.
9. Coordinate concession needs with third-party partners.

Section 6: The Public Relations Coordinator shall:

1. Provide guidance and support to booster club members within their respective subcommittees as needed.
2. Collaborate with program directors to plan and execute various program events, including community outreach initiatives, fundraising activities, and parent volunteer coordination.
3. Coordinate all team moms.
4. Attend registration or send a designee to keep track of volunteer checks and ensure everyone has submitted a check.
5. Be present or assign a designee at equipment handout/turn-in to handle collecting and returning checks.
6. Organize volunteers for games.
7. Follow up with team moms to track who has completed their volunteer hours.

Section 7: Fundraising Coordinator:

1. Plan, organize, and oversee fundraising events and campaigns for the youth football and cheer program
2. Coordinate sponsorship opportunities with local businesses and community partners
3. Lead fundraising committees and recruit parent/community volunteers
4. Track fundraising goals, budgets, and event profits to support program needs
5. Promote fundraising activities through social media, email, and community outreach
6. Work closely with the board to identify financial needs and fundraising priorities
7. Ensure all fundraising activities comply with nonprofit and league guidelines



8. Maintain positive relationships with sponsors, donors, and supporters
9. Develop creative fundraising ideas to increase community engagement and participation
10. Assist with donation collection, vendor coordination, and event logistics

Section 8: Board Member Duties

1. Sign and abide by the SYF&C Conflict of Interest policy.
2. Register their dependents that participate in Football or Cheer exclusively in the Stow Youth Football & Cheer program and refrain from enrolling them in other community football or cheer programs within or outside of our league.
3. Be reimbursed for any prior approved expenses incurred while serving the SYF&C and present a receipt and description of the said expenses to the Treasurer for reimbursement.
4. Perform the duties prescribed in Robert's Rules of Order in addition to those outlined in the SYF&C Bylaws.
5. Deliver to their successors all official material no later than fifteen (15) days following the election of their successor.
6. Transact necessary business in the intervals between regular association meetings and such other business as may be referred to it by SYF&C.
7. Present a report at SYF&C Booster Club meetings.
8. Appoint an auditing committee at least one month before the annual meeting to audit the Treasurer's accounts.
9. Attend SYF&C meetings set forth by the President and miss no more than 3 meetings in a Calendar year.
10. May be relinquished of their duties by a vote from the Board Members for the following instances:
 - Failing to attend three (3) or more meetings.
 - Under the influence of drugs or alcohol in the presence of children while attending a SYF&C event.
 - Use of obscene language or inappropriate conduct among the children of SYF&C
 - Unauthorized use or mishandling of the monies of SYF&C
 - Failure to represent SYF&C in a positive light
 - Failure to abide by the SYF&C Bylaws
 - Failure to agree and/or comply with the conflict-of-interest policy



11. In the instance that the Board Members deem it necessary to remove another board member the following steps will be initiated:

- The SYF&C President (or Vice President in event of the Presidents removal) shall be notified of the charges in writing
- A special SYF&C meeting shall be called within seven (7) days for the purpose of evaluating the misconduct by the Board Member
- Board Members will vote to determine to release the Board Member (by 2/3 vote).
- If the board member resigns, or is released or otherwise leaves the position, all money, equipment, keys, paperwork, documents and supplies of SYF&C remains the property of SYF&C

ARTICLE VII - FOOTBALL DIRECTOR

Section 1: Appointment of the Football Director

1. If a director resigns from their position they must nominate at least 1 director to the SYF&C board.
2. If an individual is interested in the Director position and was not nominated by the resigning director they must express interest for the vacant or upcoming vacant position at the Booster Club meeting no later than the September meeting. The Board will conduct interviews of all interested parties prior to the October meeting.
3. The President will announce all individuals at the October booster club meeting that are interested in the Directors position.
4. The board will conduct a vote at the November meeting during the executive session.
5. The appointed director will be announced at the beginning of the November booster club meeting.
6. The term of Director shall be for as long as he/she desires to serve with the exception of the following:
7. If a member of the executive board finds cause to relieve the Director of their duties the President will inform the members of the executive board within no less than seven (7) days and no more than thirty (30) days for the purpose of hearing the changes and the Director's defense. At the end of the hearing, a vote shall be taken to decide whether the Director shall be released.

Section 2: Duties of the Director



1. Present Assistant Directors and Head Coaches to the Board Members for each team by April. Coaches will be notified after the May meeting (see Art. XII).
2. Select as many Assistant Directors as necessary.
3. Manage all equipment including storage, repair, replacement, and cleaning with the funds provided by SYF&C.
4. Keep up-to-date team rosters and present rosters to the Directors of The League upon request.
5. Keep order at all games and SYF&C events.
6. Provide referees at all home games.
7. Discharge a coach for misconduct.
8. Ensure orderly conduct at all weigh-ins.
9. Maintain or delegate duties of field and property maintenance.
10. Distribute keys to the Assistant Director(s) and Cheerleading Director and be accountable for the field house and property of SYF&C.
11. Make sure that the referees are paid in accordance with the requirements of The League.
12. Present an operating budget to the board by the January Meeting.
13. Make available a coaching application for all interested individuals.
14. Responsible for creating, maintaining, and communicating a comprehensive program schedule that includes camps, games, community events, and all other activities involving SYF&C, its board, booster members, or players.
15. Ensures board members are notified of any changes within The League policies, procedures, or expectations.

ARTICLE VIII – CHEERLEADING DIRECTOR

Section 1: Appointment of the Cheerleading Director

1. If a director resigns from their position they must nominate at least 1 director to the SYF&C board.
2. If an individual is interested in the Director position and was not nominated by the resigning director they must express interest for the vacant or upcoming vacant position at the Booster Club meeting no later than the September meeting.
 - a. The Board will conduct interviews of all interested parties prior to the October meeting.
3. The President will announce all individuals at the October booster club meeting that are interested in the Directors position.



4. The board will conduct a vote at the November meeting during the executive session.
5. The appointed director will be announced at the beginning of the November booster club meeting.
6. The term of Director shall be for as long as he/she desires to serve with the exception of the following:
 - a. If a member of the executive board finds cause to relieve the Director of their duties the President will inform the members of the executive board within no less than seven (7) days and no more than thirty (30) days for the purpose of hearing the changes and the Director's defense. At the end of the hearing, a vote shall be taken to decide whether the Director shall be released.

Section 2: Duties of the Cheerleading Director

1. Provide as many cheerleading squads deemed necessary (within the ability to uniform, coach safely, and supervise each squad responsibly) by the Director and the Board Members.
2. Maintain all avenues of communication between the SYF&C, Director, Board Members, and parents regarding cheerleading.
3. Comply with the Cheerleading Game Protocol as set forth by The League.
4. Coordinate with the High School Cheerleading leadership and Athletic Director for cheerleading placements.
5. Procure uniforms for each participant, and coordinate fittings, ordering, and distributing of uniforms.
6. Provide a current cheerleading roster to the Director and the Board Members.
7. Inform and uphold all cheerleading rules and responsibilities.
8. Select cheerleading coaches for the season and uphold all coaches to a high standard of behavior and sportsmanship.
9. Be present or assign a designee at all football games involving SYF&C.
10. Select as many assistants as necessary.
11. Present an operating budget to the President by the January Meeting.
12. Ensures board members are notified of any changes within The League policies, procedures, or expectations.

ARTICLE IX – FOOTBALL TEAM COACHES

Section 1: Duties of Head Coaches



1. Appoint assistant coaches as necessary.
2. Make all decisions regarding playing time and positions in accordance with League guidelines.
3. Inform the Director of any team or coaching problems.
4. Uphold The League Rules of play as well as the SYF&C bylaws.
5. Any coach using foul language, or unsportsmanlike conduct will be reviewed by the Director to determine appropriate action.
6. Submit a background check by the 1st practice. A current school background check is sufficient. The Exec Board Members will review any negative information and make a final decision. SYF&C may pay for a background check if requested and approved by the Exec Board. The SYF&C Booster Club will pay for 6 coaches to take a background check. A coach can be removed by a vote of the Exec. Board for questionable conduct.

ARTICLE X – MEETINGS

Section 1: Attendance and Voting

1. All SYF&C Booster Members shall be eligible to vote at SYF&C Booster Meetings or to serve in an elected position (see Article IV for membership requirements).
2. A SYF&C Booster Meeting is identified as a single official gathering of SYF&C Booster Members in one room or area, as designated by 2/3 of the Exec Board Members, to transact business for a length of time during which there is no cessation of proceedings and the SYF&C Booster Members do not separate, unless for a short recess.
3. SYF&C Meetings are held monthly unless otherwise provided by the SYF&C President, with at least three (3) days' notice given for any changes to the date.
4. The SYF&C President may choose to hold Board Meetings at any time with at least three (3) days' notice.
5. SYF&C Booster Meetings or Board Meetings may be called by the President or by a majority of the Board Members with at least three (3) days' notice. No other business than that stated in the call or email shall be transacted at the special meeting.
6. The President shall determine at which monthly meeting the Board Members and chairmen shall submit their report.
7. Two-thirds (2/3) of the Booster Members (who regularly attend meetings) shall constitute a quorum for the transaction of business in any SYF&C Meeting.



8. The privilege of holding office, introducing motions, and voting shall be limited to SYF&C Booster Members whose current dues are paid.

Section 2: Procedures and Order of Business

1. The final authority as to routine and procedure for meetings shall be the most current edition of "Roberts Rules of Order" unless otherwise ordered by a majority vote of the SYF&C Booster Members present at the meeting.
2. The order of business of SYF&C Booster Meetings and Exec Board Meetings shall be as follows:
 - Call to order by President
 - Approval of minutes from the previous SYF&C meeting
 - Treasurer's Report
 - Committee Reports
 - Fundraising and Community Outreach
 - Concessions
 - Field & Facility
 - Directors' Reports
 - Director Report
 - Cheer Director Report
 - SMFHS Head Coach
 - SMFHS Athletic Director
 - Old business
 - New business
 - Comments from the floor. Each SYF&C Member shall be permitted to speak for three (3) minutes. Discussion that follows will continue as long as the SYF&C President permits.
 - Election of officers (if necessary)
 - Adjournment

ARTICLE XII – FINANCES

Section 1: Budget Approval

1. The Board Members shall have the authority to approve the Operating Budget submitted by the President.



2. The budget will be presented to the Board Members for approval at the February SYF&C Booster Meeting.
3. Non-budgeted expenditures in excess of five hundred (\$500) dollars must be approved by the Board and SYF&C Booster Members at a SYF&C Booster meeting or in writing. Transactions cannot be split to avoid the \$500 limit.
4. All other non-budgeted expenditures need to be approved by the board. In urgent cases where a purchase is required before the next scheduled meeting, a virtual vote may be authorized.

Section 2: Financial Accountability

1. No SYF&C Booster Member shall obligate SYF&C for any amount unless authorized by the Exec Board Members and SYF&C Booster Members.
2. All money received by SYF&C shall be deposited in the bank in the appropriate account. All disbursements shall be made out in the form of a check or credit card (except payment of officials). All expenditures must have a receipt. All checks will be issued electronically.
3. All money collected by SYF&C shall be verified by a second party before it is deposited in the bank.

ARTICLE XIII – Governance

The Governance of SYF&C is vested in the Board Members as specified in Article VII.

Section 1: Veto Power

SYF&C Members have the power to veto any motion passed by the Board Members by a majority vote. The Board Members have seven (7) days to override a veto, which requires a two-thirds majority of the elected Board Members.

Section 2: Board Member Role

The Board Members will function as the guiding body for SYF&C in determining policies, budget, and rules.

ARTICLE XIV – COMMITTEES

Section 1: Executive Committee

The Executive Committee of the Board of Directors shall consist of the President, Vice President, Treasurer, Secretary, Program Relations Coordinator, Fundraising Coordinator and Concessions Manager. The Director of Football and the Director of Cheer shall serve on the Executive Committee upon appointment by the Board.

Section 2: Standing Committees

Standing Committees are responsible for planning, researching, making recommendations to the Board on assigned matters, and participating in activities within



their respective committees. These committees must operate within the authority granted by the full Board. Each booster club member is expected to participate on at least one standing committee per calendar year. The Standing Committees shall be:

1. Fundraising and Community Outreach
2. Concessions
3. Field & Facility

ARTICLE XV: Indemnification and Insurance

In accordance with and subject to the provisions, limitations, and restrictions set forth in Section 1702.12 of the Ohio Revised Code, the Stow Youth Football and Cheer shall indemnify and agree to indemnify its Directors, elected board officials, employees, agents, and volunteers (the “Indemnified Parties”), who were, are, or shall become, or are threatened to become a party to any threatened, pending, or completed civil, criminal, administrative, or investigative action, suit, or proceeding by virtue of the indemnified parties serving in any capacities for and on behalf of the corporation.

ARTICLE XVI – AMENDMENTS

The SYF&C Board Members and SYF&C Booster Members may amend the SYF&C Bylaws or SYF&C Standing Rules at any SYF&C Meeting by a two-thirds (2/3) vote of the SYF&C Booster Members present and voting, provided that notice of the proposed amendment shall have been given at the previous SYF&C Meeting in writing. The Bylaws will be revised every 3 years, with changes pending for 30 days.

Section 1: Amendment Committee

This organization may appoint a committee to submit a revised set of Bylaws and/or Standing Rules. The requirement for adoption of a revised set of bylaws shall be the same as the requirement for adoption of an amendment.

Section 2: Bylaws Maintenance

The Recording Secretary will be responsible for maintaining and keeping a record of the SYF&C Bylaws.