

**By-Laws  
Of  
Western Brown Youth Football, Inc.**  
(also to be known as WBYF)  
(An Ohio Corporation, Not for Profit)

**Article I: Name**

The name of the organization shall be "Western Brown Youth Football, Inc."

**Article II: Purpose**

The purpose of this Association shall be to support and promote organized football and cheerleading for boys and girls and to cooperate with other groups in an effort to complement programs designed to assist our goals and further our interests. Operations shall be conducted strictly in conformance with the Associations' status as an IRS (501) (C) (3) organization and an Ohio corporation not for profit. IRS (501) (C) (3) information is available on file. As an organization, we support our Coaches' efforts to provide playing time to all children based on ability and safety. The major consideration, in game conditions, will continue to be safety of the players. The safety of a child will never be sacrificed merely to provide playing time. We believe that our association should:

Be Instructional –

Providing qualified and knowledgeable coaches to assist in teaching the best football fundamentals possible.

Be Safe –

Providing NOC SAE or equivalent approved equipment and reconditioning equipment, full pads and match all teams by age and weight.

Be Enriching –

Providing an opportunity to build character and foster team spirit, leadership and discipline through the experience of Youth Football.

Be Fun –

Encouraging every child to achieve his/her personal best by stressing a winning spirit; to allow everyone involved with the program an opportunity for Pride and Fun.

**Article III: Membership**

Section 1: Admission to membership is conferred when the applicants have been accepted by the Board and according to S.O.Y.F.A.I. (Southern Ohio Youth Football Association, Inc.) rules and regulations and the registration fees have been paid. Members shall be considered in good standing only when current registration fees have been paid. However, equipment will not be issued until fees are paid. Registration fees for the coming year shall be determined by the Board at the monthly meeting in November of each year and shall be due at the time of Registration.

**Article IV: Structure**

**Section 1:** Western Brown Youth Football, Inc. will be operated by a (4) member Executive Board and advised by a five (5) member Director Board. Executive Board positions are elected to two (2) year terms and will be known as; President, Vice President, Secretary and Treasurer.

Director positions are elected and serve two (2) year terms, Director Board positions will be known as;

Director of Equipment, Director of Cheerleading, Director of Concessions, Director of Fundraising, and Game Day Coordinator.

## **Article V: Board**

**Section 1:** Shall consist of a four (4) member Executive Board and five (5) Director positions. All Board of Directors positions shall be elected by majority vote of the membership and shall serve a one-year term.

### **a) Executive Board**

President  
Vice President  
Treasurer  
Secretary

### **b) Director Board**

Director of Equipment  
Director of Concessions  
Director of Cheerleading  
Director of Fundraising  
Game Day Coordinator

All terms commence in January of the year following their election.

**Section 2:** The Executive Board members shall come from current or former parents or coaches of Western Brown Youth Football, Inc... The other five (5) Board of Directors positions can come from anyone who is a resident of the communities served by Western Brown Youth Football, Inc. The Board of Directors will be responsible for the day to day procedures of Western Brown Youth Football, Inc.

**Section 3:** An Executive Board member may not hold more than one executive board position at a time, however an Executive Board Member may hold a Director Board position. Should no candidates come forward for Director Board positions the Executive Board may fill these positions by way of majority vote.

**Section 4:** Each member of the Executive Board and the Director Board has one vote each, no matter the total number of positions held. In situations where more than one person serves in a position only one (1) vote is permitted per positions.

**Section 5:** In the event of a Director Board member's resignation, the Executive Board must appoint an individual to that vacant position at the next scheduled meeting. The appointment must be approved by a majority vote of the WBYF Board. In the event of an Executive Board member's resignation, the Director Board in attendance must appoint an individual to that vacant position at the next scheduled meeting. The appointment must be approved by a majority vote of the WBYF Board in attendance. The approved member will serve out the remainder of the original WBYF Board members term.

**Section 6:** Qualifications for the new Board members must be but are not limited to: Interested in, and devoted to, the purpose of Western Brown Youth Football, Inc. and the Southern Ohio Youth Football Association, Inc.. Active in all activities (past, present or future) of Western Brown Youth Football, Inc. and/or S.O.Y.F.A.I

## **Article VI: Duties of Executive and Director members**

### **Section 1: President – (2) Year elected term (odd years)**

Shall preside at all meetings of Western Brown Youth Football, Inc..

Shall appoint Committees as deemed necessary.

Shall insure that all duties of the other Directors are fulfilled.

Shall provide supervision over the Board of Directors, and will assume the responsibilities of these positions should the Executive Board deem that necessary.

Has the authority to be one of two signatures required on all disbursements.

Shall be responsible for all public relations.

### **Section 2: Vice President - (2) Year elected term (even years)**

Shall assist the President in any way suggested by the President and the Board of Directors, and shall preside in the absence of the President.

Has the authority to be one of two signatures required on all disbursements.

Shall provide supervision over the Board of Directors and will assume the responsibilities of these positions should the President not be available.

### **Section 3: Secretary – (2) year elected term (even years)**

Shall assist the Vice President in any way suggested by the President or Vice President and the Board of Directors, and shall preside in the absence of the Vice President.

Shall maintain an accurate written record of all WBYF meetings and other pertinent activities of Western Brown Youth Football, Inc..

The Secretary shall maintain all records of the Western Brown Youth Football, Inc. except financial records.

Shall submit a written copy of the minutes of Western Brown Youth Football, Inc. meetings to each member of the Executive and Director Board prior to the next scheduled meeting.

Shall be responsible for keeping records for all disciplinary actions taken by the Board of Directors.

Shall be responsible for the coordination and facilitation of all registration events.

Shall be responsible to ensure/maintain background checks for any person holding an Executive Board or Director Board Position as well as all coaches and assistants so designated.

### **Section 4: Treasurer – (2) year elected term (odd years)**

The Treasurer shall be the custodian of all funds and financial records of Western Brown Youth Football, Inc.

Shall be responsible for the payment of all obligations incurred by Western Brown Youth Football, Inc. Any disbursement over \$500.00 must be signed by the President and Vice President. If a disbursement involves the President, Vice President, or one of their family members, then a second signature will be required to avoid conflicts of interest.

Shall present a financial report at each regular Western Brown Youth Football, Inc. meeting, and a final year end report in January for the previous year.

### **Section 5: Director of Equipment – (2) year term (odd years)**

Responsible for the ordering, storage, maintenance, and disbursement of the organizations equipment. The procurement of the equipment is the responsibility of the Director of Equipment with the approval of the Executive Board.

Shall work in conjunction with the President to ensure equipment needs are fulfilled in compliance with all rules.

Shall, notify the President of conflicts of interest. The President will then assume the Director of Equipment responsibilities for said conflict.

**Section 6: Director of Cheerleading – (2) year term (even years)**

Responsible for the oversight and daily requirements of all cheerleading squads. The procurement of cheerleading equipment is the responsibility of the Director of Cheerleading in conjunction with the Director of Equipment with the approval of the Executive Board.

Responsible to ensure compliance with League Rules (SOYFAI)

Shall, notify the Vice President of conflicts of interest. The Vice President will then assume the Director of Cheerleading responsibilities for said conflict.

**Section 7: Director of Fundraising – (2) year term (odd years)**

Responsible for all WBYF fundraising events.

All purchases made must have the approval of the majority of the Executive Board.

Shall, notify the Secretary of conflicts of interest. The Secretary will then assume the Director of Fundraising responsibilities for said conflict.

**Section 8: Game Day Coordinator – (2) year term (even years)**

Responsible for all game day operations such as all workers for gate and concessions, etc.

Must ensure all workers are informed of work times. Must be in attendance for all home organizational games.

Shall, notify the Vice President of conflicts of interest. The Vice President will then assume the Game Day Coordinator responsibilities for said conflict.

**Section 9: Director of Concessions – (2) year term (even years)**

Will be responsible for all things pertaining to the operation of the concession stand.

This is to include both practices and game day operations.

Shall be responsible for the procurement of food, snack, and drink items for sale.

Shall be responsible for the opening and closing of the concession stand at all times.

Shall be responsible for the security of the money received until it is turned into the Treasurer.

Shall notify the Treasurer of conflicts of interest. The Treasurer will then assume the Director of Concessions responsibilities for said conflict.

**Section 10: Removal from Office**

Board of Directors shall not be removed from office except by a majority vote of the entire Executive and Director Board. Also refer to Discipline Section Article X.

**Article VII: Conflict of Interest**

***Should any member of the Western Brown Board of Directors have a conflict of interest in matters pertaining to the organization, they must remove themselves and forfeit their vote on such matters.***

It is officially the policy of Western Brown Youth Football & Cheerleading that people serving on the Board of Directors should not in any way use their position to reward a team that they, or those related to them are affiliated with. On all matters directly dealing with a team or discipline, any voting member with a direct affiliation on the matter must abstain from voting. All questions concerning a person's affiliation on matters must be submitted to the Vice President and reviewed by the Executive Board, prior to voting. The Vice President will notify all members of the Board of Directors who must abstain from voting, prior any vote.

## **Article VIII: Election of Officers**

### **Section 1: Elections**

Those persons who would like to run for an elected position must be present at the November Board meeting and must submit their name to the Executive Board for qualification. The Executive Board will determine each candidate's eligibility and will notify any candidates of issues that may arise.

Elections will be held annually at the November board meeting.

Elections will be coordinated by those Executive Board members whose terms have not expired. These members will be responsible for submitting the ballots to the membership and for counting all ballots and announcing these results to the membership at the November Board meeting. All ballots are to be closed. Majority vote wins. All efforts should be made to reschedule voting in the event inclement weather or other issues that may arise. The Executive Board members responsible for coordinating the ballots will also be responsible for notifying the membership of candidates two weeks prior to the vote. Each member of Western Brown Youth Football, Inc. will be given one (1) vote. Newly elected officers shall take office at the first meeting of the Directors following their appointment.

## **Article IX: Meetings**

### **Section 1: Regular Meetings**

A minimum of five (5) regular meetings shall be held each year. A "Year" runs from January 1st through December 31st.

### **Section 2: Quorum**

For a Board meeting to be held, a simple majority of five (5) WBYF board members, with at least (1) Executive member present.

### **Section 3: Voting**

All issues voted on will require a majority of the Executive and Director Board in attendance to pass unless otherwise specified in other sections of the Western Brown Youth Football, Inc. By-Laws.

## **Article X: By-Laws**

### **Section 1: Amendments**

Amendments to the By-Laws shall require a majority of the Executive and Director Board in attendance.

### **Section 2: Proposal to Amend By-Laws**

An amendment proposal to the Western Brown Youth Football, Inc. By-Laws may be made by any Executive or Director Board member.

### **Section 3: Transition from current By-Laws to Revised By-Laws**

For the transition from Western Brown Youth Football, Inc. current By-Laws to the new By-Laws herein described the following actions will be taken;

The new By-Laws herein described will be effective upon the conclusion of a majority Vote of the Executive and Director Board.

## **Article XI: Refunds**

Registration fees are non-refundable.

Equipment fees are only refundable under extenuating circumstances up to the date of the league weigh-ins. Extenuating circumstances will be defined as;

Written medical restriction from licensed physician. Relocation of family or child outside of Western Brown Youth Football, Inc. eligible communities. Error by the Executive Board or Director Board in regards to participants eligibility.

## **Article XII: Fiscal Year**

Western Brown Youth Football, Inc. shall end on December 31st of each year. An audit/review of the financial books and records of Western Brown Youth Football, Inc. shall be conducted by the WBYF board at the first board meeting of the following year.

## **Article XIII: Coaches**

### **Section 1:**

All head coaches of the Western Brown Youth Football, Inc. must have the following qualifications but are not limited to the following  
Interested in, and dedicated to the purpose of Western Brown Youth Football, Inc.  
In good standing with the Community, Western Brown Youth Football, Inc. and the S.O.Y.F.A.I. League. Must be interviewed by the President, Vice President, and at least one other WBYF board member. All coaches, head and assistants, must have a background check completed and approved by the Executive Board of Western Brown Youth Football, Inc.. Background checks are required every year. Coaching staffs will consist of (1) head coach and up to (5) assistant coaches.

### **Section 2:**

Great care will be taken by the Executive Board in selecting qualified individuals to be head coaches in Western Brown Youth Football, Inc.. Based on this careful appointment process, it is the consent of the Board to grant full faith and trust in the coaching staffs. Each head coach is responsible for the selection of assistant coaches for their particular team and is expected to exercise the same careful procedures in their selections as the Board has used for them. Qualifications for assistants must be consistent with the high standards of Western Brown Youth Football, Inc. and the S.O.Y.F.A.I. League rules. All assistant coaches must be approved by a majority vote of the Executive Board. Any actions not consistent with the purpose of Western Brown Youth Football, Inc. and S.O.Y.F.A.I. League will be dealt with promptly.

### **Section 3:**

Any coach who is under consideration for disciplinary action and who is also an Executive Board member or Director Board member cannot vote on the disciplinary action.

### **Section 4:**

Any disciplinary action toward any head coach and their staff must be voted on by the entire WBYF Board and be approved by a majority vote.

### **Section 5:**

Any member of a teams coaching staff that is ejected and or removed from a game by an official shall receive a \$250 fine from the WBYF board and will be suspended for two games.

### **Section 6: Head Coaches Responsibilities**

***Each Head Coach is responsible for the actions of his players, coaches, and those parties affiliated with his team.*** Head Coaches should ensure safety of all these parties, and be responsible in his conduct towards his team and others. The Head Coach will be the responsible party in all issues regarding his team, and will be disciplined by the organization and league (S.O.Y.F.A.I.) accordingly. The Head Coach is responsible for all fines that may be imposed upon him by S.O.Y.F.A.I. Coaches should refrain from using inappropriate language and conduct while in the presence of his players, coaches, or those who are affiliated with his team. Coaches should not use any drugs, tobacco, or alcohol while in contact with his team. Head Coaches will be supervised by the President of the organization. The Head Coach must communicate any developments or issues arising from his team to the President. The

Head Coach must communicate the responsibilities placed upon him to his team. The Head Coach is responsible for informing his assistant coaches of the rules that govern him and that they understand that these rules apply to them as well. Head Coaches are responsible for notifying his team and participants that all non-organizational costs pertaining to his team are their responsibility not the organizations. This includes but is not limited to out of town trips for participation in post season tournaments. Head Coaches are responsible for seeking permission from the President, or Vice President of the Executive Board for their participation in all non-organization events. Head Coaches will direct their teams under the guidance and purpose for Western Brown Youth Football, Inc. Head Coaches will follow direction of the Board of Directors and must be aware that he, as well as his team represents the organization at all times. Head Coaches will work in conjunction with the Directors and will report directly to the President of the organization. Each coach will be reviewed annually and notified should his role as a coach be terminated. A coach may appeal this termination directly to the Executive Board. Once the appeal is heard the Executive Boards decision is final.

#### **Section 7: Internal Team Disputes.**

It is the responsibility of the Head Coach and the President or Vice President to address each and every team's issues and exercise every possible means to resolve the issues for the "Good of the Team". Any issue that cannot be resolved should be brought to the WBYF Board by the complaining party or the coach as long as every possible effort has been made to resolve it internally. The Board requires that it be notified in writing at least seven (7) days in advance of the next scheduled meeting so that appropriate time can be scheduled to hear both sides of the issue. The Board will exercise all necessary steps to resolve the issue in the "Spirit Of Purpose" of Western Brown Youth Football, Inc.. In the event an issue arises on a team that a WBYF board member are directly affiliated with (coaching) (child participating) they must remove themselves from oversight.

#### **Article XIV: Discipline**

Discipline may be handed out as a result of violation of the Western Brown Youth Football, Inc. By-Laws, violation of any contract signed by person or persons, violation of S.O.Y.F.A.I. League Rules, Violation of any rule put in place by the Executive or Director Board of Western Brown Youth Football, Inc., ***violation of the law.***

***Parents will be held accountable for the actions of their children.***

Discipline will be determined by a vote of the majority of the Executive Board. Discipline will be in the form of;

1. Verbal warning
2. Written Probation
3. Suspension for a game or games.
4. Suspension for the remainder of season or full season.
5. Permanent expulsion from the membership of Western Brown Youth Football, Inc.

Any person facing discipline by the Executive Board will be given (24) hours to present their case to the Executive Board. ***All rulings of the WBYF Board are final.*** Any person or player expelled, are expelled indefinitely and may not participate in any WBYF function. Any Executive Board member or Director in violation of the By-Laws of Western Brown Youth Football, Inc., S.O.Y.F.A.I. League Rules, and violation of any rule put in place by the WBYF Board, ***violation of the law,*** will be disciplined by the other WBYF Board members. Discipline directed towards any member of Western Brown Youth Football, Inc. will be fair no matter what position that person or persons hold within the organization.

**Article XV: Games, Scrimmages, & Practices**

During the course of any league game the Head Coach is the only coach who should be speaking with officials and or opposing coaches, unless he grants that permission to an assistant coach. Additionally, parents, players, nor sideline volunteers should speak with officials or the opposing team. Failure to abide by this rule could result in a penalty assessed on the team or Head Coach by the officials per OHSAA rules and SOYFAI rules. Additional action will be taken by the Western Brown Board on anyone failing to abide by this rule. Direct physical contact with any official and or opposing coach or player by any adult will subject that individual to a permanent expulsion from Western Brown Youth Football by the Western Brown Board. During the course of the game the President serves as the representative for the organization to the league, its officials, and fellow organizations. If the President is unavailable the responsibility will fall on the Vice President. The President or Vice President may at anytime step in to assist a coaching staff with issues This includes but is not limited to removing coaches, players, volunteers, and or spectators from the field of play. An individual serving as the Board Representative as well as an Assistant Coach must abide by all responsibilities placed upon the Head Coach. During non-league events the President and Vice President will serve as supervisors of Western Brown rules and may take action per Western Brown Youth Football bylaws and rules in the best in interest of the organization.

**Article XVI: Indemnification**

Executive and Director Board members together with all of the members involved in Western Brown Youth Football, Inc. shall be indemnified by Western Brown Youth Football, Inc. to the fullest extent permitted by the Ohio Non-Profit Corporation Law.