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ARTICLE I – Organization

1.1 NAME –

This organization shall be known as Lake Villa Township Youth Football, Cheerleading and Lacrosse, from this point forward in this document referred to as “LVTYFCL”. The LVTYFCL is also recognized by the state of Illinois as the Lake Villa Timberwolves.

1.2 ADDRESS –

The official mailing address of the LVTYFCL shall be: Post Office Box 953, Lake Villa, IL 60046.

1.3 WEBSITE –

The official website of the LVTYFCL is www.lakevillatimberwolves.com.

1.4 GOVERNANCE –

The affairs of LVTYFCL shall be carried on and managed by its Board of Directors.

1.5 STATUS –

In accordance with Section 501(c)(3) of the Internal Revenue Code, LVTYFCL shall operate exclusively as a not-for-profit educational organization. No part of any net earnings shall benefit any private party or individual. In addition, LVTYFCL will not engage in carrying on propaganda, or otherwise attempting to influence legislation as a substantial part of its activities and it will not participate at all in campaign activity for or against political candidates.

1.6 VOLUNTEERS –

LVTYFCL is a volunteer organization. The organization relies on the active participation of its members to provide and maintain the goals of the program.

ARTICLE II – Objectives

2.1 PROGRAMS –

The LVTYFCL organization will provide programs for youth football, cheerleading and lacrosse.

2.2 PURPOSE –

To organize, direct and sponsor not for profit Football, Cheer, and Lacrosse programs which shall participate and follow the rules of the respective leagues in which the LVTYFCL competes. This program shall promote an interest and commitment to the games of football, cheerleading and lacrosse among athletes primarily within, but not limited to, the boundaries of the Lake Villa Township and the Village of Lake Villa. The organization will support youth athletes by: providing guidance, coaching, assistance, counseling, uniforms, equipment and accessories that provide the utmost safety; instilling at all times a spirit of good sportsmanship; and carrying out our duties with honor and integrity.

All participation shall be non-partisan and non-sectarian.

ARTICLE III – Membership

3.1 DEFINITIONS –

Membership in LVTYFCL falls into three categories, Participants, Parents or Guardians, Coaches and Board Members (Officers and Directors). Participants and Parents or Guardians are members of LVTYFCL at the time they complete season registration until the first day of registration for that same sport the next season. Unless qualified as members by virtue of being parents or guardians of a participant, Coaches are granted membership in LVTYFCL from the time their selection as a Coach is approved by The Football, Cheer and/or Lacrosse Operations Board until the end of the season for which they have been selected to coach. Unless qualified as members by virtue of being parents or guardians of a participant, Board Members (Officers and Directors) are granted membership in LVTYFCL for the term of their service (Article 5.4).

- A) **PARTICIPANT:** A participant is any youth who meets the age requirements, who is fully paid or otherwise registered and who is actively participating in football, cheerleading or Lacrosse.
- B) **PARENT OR GUARDIAN:** The parent(s) and/or legal guardian(s) of any current participant will have the right to vote as members of LVTYFCL on the yearly election of the Board of Directors and meet membership eligibility for Board of Directors and Coaching positions.
- C) **COACHES:** Membership for coaches that are a parent or legal guardian is granted through the PARENT OR GUARDIAN provision (Article 3.1A). Otherwise, coaches are granted membership in LVTYFCL while serving as an officially appointed Head or Assistant Coach. Head Coaches and any Assistant Coaches have voting rights on the selection of members of the Board of Directors.
- D) **BOARD MEMBERS:** Membership for Board Members that are a parent or legal guardian is granted through the PARENT OR GUARDIAN provision (Article 3.1A). Otherwise, Board Members are granted membership in LVTYFCL while serving the terms defined in Article 5.4 for their elected or appointed roles. Board Members have voting rights on the selection of members of the Board of Directors.

3.2 ELIGIBILITY –

- A) **PARTICIPATION:** Any child in grades Kindergarten through 8th grade is eligible to participate in LVTYFCL.
- B) **PAYMENT OF REGISTRATION FEES:** Memberships become active upon payment of the registration fees established by the Board of Directors. No youth within the Lake Villa Township boundaries will be denied the right to participate in the program due to family hardship, assuming the ability to participate in alternative fund-raising methods in lieu of registration fees. The Board of Directors shall vote on the acceptance of participants in questionable situations.
- C) **MANDATORY FUNDRAISING:** For football and cheer, members are required to participate in a mandatory fundraising activity or provide an appropriate buy-out.

- D) LEAGUE AFFILITATION BOUNDARIES / DISTRICTS: For sports where the affiliated league has boundary / district restrictions based on the residence of participants, participants must either be within those defined boundaries / districts or parents and/or guardians are to ensure the requirements for out of boundary / district exceptions, as defined by the affiliated league, are met.

3.3 AFFILIATIONS –

- A) REQUIREMENTS: Members shall not be required to be affiliated with any other organization of group to qualify as members of LVTYFCL, however, participation within specific sports may require membership to the defined Timberwolves Affiliated Leagues (Article 4.1; Attachment 1)
- B) OTHER PROGRAMS: While members, participants shall not be actively engaged in the participation, promotion and/or operation of any other competing area youth football, cheerleading or lacrosse program.

3.4 SUSPENSION OR TERMINATION –

- A) CONDUCT / SPORTSMANSHIP: As stated in Article 2.2, the goal of the program is to promote an interest and commitment to the games of football, cheerleading and lacrosse and instilling at all times a spirit of good sportsmanship and conduct. It is the expectation that all participants, Parents, Guardians, Coaches and Board Members maintain proper sportsmanship and conduct while engaged in activities as a member of LVTYFCL.
- B) BOARD ACTION: If the conduct of any member(s) is deemed by members of the Board of Directors to be detrimental to the best interests of LVTYFCL and/or its membership, the following process and authority can be utilized:
- a. Operations Board Officers and Directors – can by virtue of their position remove members and their guests from any Timberwolves affiliated activity due to inappropriate conduct at the time of the activity. Permanent removal from positions, suspension or terminations can be implemented, but must be upheld per Article 3.4.B.iii or 3.4.B.iv. by the Operations and/or Executive Boards. Protests to these decisions must be made per Article 3.4.F.
 - b. Executive Board Officers – can by virtue of their position remove members and their guests from any Timberwolves affiliated activity due to inappropriate conduct at the time of the activity. Permanent removal from positions, suspension or terminations can be implemented, but must be upheld per Article 3.4.B.iii or 3.4.B.iv. by the Operations and/or Executive Boards. Protests to these decisions must be made per Article 3.4.F.
 - c. Football, Cheer and/or Lacrosse Operations Boards – have the authority by virtue of a 2/3-majority vote and Executive Board ratification (through majority vote), to discipline or suspend from participation any member. The Operations Boards may also move to suspend the voting rights or terminate the membership of any member for rules infractions, refusal or inability to meet agreed upon financial requirements or for failing/refusing to actively participate in the functions and programs of the organization, up to and including up-holding or reversing

permanent removal from positions, suspension or terminations handed out by Operations Board Officers and Directors and/or Executive Board Officers. Protests to these decisions must be made per Article 3.4.F.

- d. The Executive Board - has the authority by virtue of a 2/3-majority vote to discipline or suspend from participation any member. The Board may also move to suspend the voting rights or terminate the membership of any member for rules infractions, refusal or inability to meet agreed upon financial requirements or for failing/refusing to actively participate in the functions and programs of the organization, up to and including up-holding or reversing permanent removal from positions, suspension or terminations handed out by Operations Board Officers and Directors and/or Executive Board Officers and up-holding or revising any recommendations of the Rules and Violations Committee (Article 3.4.C). All rulings made and/or upheld by the Executive Board are final.
- C) RULES AND VIOLATIONS COMMITTEE: Per Article 7.2.A, the Executive Board will appoint a Rules and Violations Committee that is charged with review and resolution of rules infractions as well as sportsmanship / conduct investigations for charges in cases where the infraction is not sport specific, the Operations Board has been unable to reach resolution or the member wishes to escalate beyond the Operations Board. In the case of an offense in which suspension or termination may be considered this committee may be charged with the initial investigation of the incident, interviews and discussions with the parties involved and formulation of a recommendation or report of their findings to the Executive Board. The Board will not be bound to accept the recommendation of this committee and may vote to hear from those involved before voting on a decision. See Section 7.2.A of these By Laws for Rules and Violations Committee make-up.
- D) HEARING: A minimum of three (3) calendar days in advance of the meeting where a dispute is to be considered, the member involved shall be notified of the meeting date, time and location. The member shall also be informed of the general nature of the charges and given the opportunity to appear at the hearing to answer the charges. Failure to provide such a notice by the Executive Board, Operations Boards or the Committee will result in an extension of time to allow such a notice to occur prior to any hearing or adjudication of the matter. Failure to appear at the hearing by the member in question shall not be a consideration by the Rules Committee or the Executive Board or Operations Boards when issuing a decision on the charges.
- E) ADVISORS: In the case of a participant, the head coach for the team of the participant charged with an offense shall also be informed of the nature of the charges. The coach may, but is not obligated to, appear in the capacity of an advisor with the participant, along with a parent and/or guardian, who are required to attend with the participant.
- F) PROTESTS: To be considered, written protest of any disciplinary decision, with the exception of those handed down by the Executive Board, must be received by a member of the Executive Board within 7 calendar days of the original decision date in the dispute. The protest must clearly state the nature of the protest, refer to the specific rule(s) or Bylaw that the protesting member feels was misinterpreted or

ignored in rendering a decision as well as ask for reconsideration of its decision. The progression of protest is as follows:

- a. Operations Board Officer or Director – Operations Board
- b. Executive Board Officer – Rules and Violation Committee
- c. Operations Boards – Rules and Violation Committee
- d. Rules and Violations Committee – Executive Board

If a hearing has not yet been conducted in accordance to Article 3.4.D, the presiding body will proceed with a formal hearing. If a hearing has been conducted in accordance with Article 3.4.D, the presiding body will then review the request and will issue a final written decision within 7 days of receipt of the protest. While a protest of a final decision by the Executive Board can be submitted for the record, the decision of the Executive Board is final.

- G) REINSTATEMENT: If a presiding body votes to reverse a previous decision and/or uphold a protest, the party involved will immediately be reinstated as a member of the LVTYFCL. This does not mean reinstatement to a volunteer position. The presiding body may attach conditions or provisions to the reinstatement that must be met and/or maintained. If these conditions or provisions are not met or maintained, the previous decision rendered in the matter will be reestablished automatically and the prior decision will be final. In the case of a member being terminated from LVTYFCL membership, reapplication for membership cannot occur until the next season. The Executive Board must approve any reinstatement request submitted after a termination has occurred by a 3/4 majority of those present and voting.

ARTICLE IV – League Affiliations

4.1 LEAGUE AFFILIATIONS –

The Board of Directors has the authority to approve affiliation of LVTYFCL with established leagues for purposes of competition with other programs. Likewise, the Board has the authority to dissolve affiliations or relationships of LVTYFCL with other leagues or programs.

In order for an affiliation to be dissolved, the Operations Board for the sport in question would need to determine the need, establish a business case for doing so and approve a motion to be made to the Executive Board by a 2/3-majority vote. The Vice President responsible for the Operations Board of the sport in question will need to present this case to the Executive Board, including the reasons to dissolve, an understanding of any financial ramifications to the program and/or the membership and a plan for affiliation to another league for on-going operations. The Executive Board must approve this motion with a 2/3-majority vote.

Conditions dictating a need to establish a new or additional league affiliation, include, but are not limited to, a successful motion to dissolve the current relationship, the cease of operations of the current affiliation or the addition of additional sports related activities requiring another affiliation. In cases where a new affiliation needs to be established, the sport in question would need to determine the need, establish a business case for doing so and approve a motion to be made to the Executive Board by a 2/3-majority vote. The Vice President responsible for the Operations Board of the sport in question will need to present this case to the Executive Board, including the reasons to establish, the benefits to the membership of the LVTYFCL and an understanding of any financial ramifications to the program and/or the membership. The Executive Board must approve this motion with a 2/3-majority vote.

Current sport affiliations shall be documented and maintained in Attachment 1 – League Affiliations to these bylaws.

4.2 RULES OF PLAY –

The rules for play and participation are primarily established and will be adopted for use by the LVTYFCL via the rules of play and participation governed by the affiliated leagues as defined in Section 4.1. The Operations Boards retain the ultimate decision making authority for their respective sport on the application of rules adopted for use through affiliated leagues as it relates to LVTYFCL.

The Executive Board has the authority to establish additional rules for participation in the LVTYFCL programs, assuming they do not conflict with those of the established league affiliations.

For activities that are not associated with a league affiliation, defined as ‘In House’, the Operations Boards have the authority to establish rules of play and participation as long as they do not conflict with those already established by the LVTYFCL. The Operations Boards retain the ultimate decision making authority for their respective sport on the application of rules adopted for use as it relates to LVTYFCL.

4.3 DIVISIONS OF PLAY –

In accordance with the rules adopted for use, divisions of play/participation will be assigned to all participants in the program. The guidelines for determining which division each participant falls into will

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be established by the affiliated leagues for the respective sport. In cases of 'In House' activities, these guidelines will be determined by the Operations Board of that respective sport.

Any challenges to the division assignment of an individual participant must be presented to an Officer or Director on the Operations Board for the sport in question, in writing for resolution by the Operations Boards in conjunction with the respective affiliated leagues. The Operations Board will render a final decision on the challenge within 14 days of receipt of the challenge.

ARTICLE V – Board of Directors and Officers**5.1 ROLES & RESPONSIBILITIES –**

Members of the Board of Directors are charged with operation of the program, oversight of all aspects of the activities LVTFYFCL engages in and maintaining the best interests of a self-perpetuating program. Each Officer and Director has assigned to them specific responsibilities they are expected to perform on behalf of the LVTFYFCL (detailed in Articles 5.13-17). If an individual Board member is not completing his or her responsibilities, the Board as a whole must take on completion of remaining activities until a suitable replacement has been duly selected.

The LVTFYFCL Board of Directors shall be comprised of four (4) operational bodies, the Executive Board, Football Operations Board, Cheer Operations Board and Lacrosse Operations Board. Each of these bodies will be comprised of elected and appointed, voting and non-voting members as detailed in the subsequent sections.

5.2 EXECUTIVE BOARD –

The Executive Board for the LVTFYFCL shall consist of the following elected Officers:

- President
- Vice President, Football Operations
- Vice President, Cheer Operations
- Vice President, Lacrosse Operations
- Secretary
- Treasurer

The Vice President for each representative sport is required to appoint an alternate to attend and vote on behalf of the sport in his/her stead.

All Officers and alternates are voting members of the Executive Board.

The Executive Board for the LVTFYFCL shall consist of the following voting appointed Directors:

- Director of Fields and Facilities
- Director of Special Events

These Directors are voting members of the Executive Board.

The Executive Board for the LVTFYFCL may consist of the following non-voting *ex-officio* appointed Directors:

- Director of Marketing and Communications (Assistant to the Secretary)
- Director of Concessions (Assistant to the Director of Fields and Facilities)
- Director of Sponsorships and Fund-Raising (Assistant to the Director of Special Events)
- Team Parent Coordinator (Assistant to the Director of Special Events)
- Assistant Treasurer (Assistant to the Treasurer)

These Directors are non-voting *ex-officio* members of the Executive Board.

Each *ex-officio* member should attend Executive Board meetings, offer motions and resolutions for consideration and participate in discussion; however, *ex-officio* members shall only be entitled to

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vote if the Officer or Director they report to as an assistant is absent from the meeting at the time a vote is called.

The Executive Board will meet at least once a month and will also call special meetings as needed to review LVTYFCL business that requires its attention.

The President will serve as the Chairman of the Executive Board. In order for a quorum of the Executive Board to exist 2/3 of the six voting members or their alternates must be present. Executive Board meetings may be conducted under the rules outlined in Section 6.

Responsibilities – the purview of responsibility for the Executive Board is specific to the business operations of the LVTYFCL as a whole and operations that are not specific to an individual sport.

Areas of responsibility are as follows:

- Overall program finances & budget
- Executive Board finances & budget
- LVTYFCL program wide communications
- LVTYFCL program wide events
- LVTYFCL program wide fund-raising
- Sponsorships
- Insurance and Insurance Claims
- Taxes & NFP Status
- Field and facility scheduling and maintenance
- Website maintenance
- Concessions
- LVTYFCL program wide spirit wear
- Conduct / discipline investigations and actions that are program related or escalated from the Operations Boards
- Registrations
- Payment plan programs
- LVTYFCL records retention
- Liaison for the Lake Villa Township, Village, School Districts and High School Athletic Directors
- Purchase, management and maintenance of program wide equipment
- LVTYFCL Marketing
- Approval of all Appointed Board Members as described in Section 5.5.

The Executive Board will have its own bank account for the purpose of managing LVTYFCL wide funds. The President and the Treasurer will have access and be designated signers for this account.

Changes to this account, including those that have account access, the institution of choice or any transference of funds to other accounts can only be made via a majority vote of the Executive Board.

5.3 OPERATIONS BOARDS –

The LVTYFCL will consist of three (3) Operations Boards, Football, Cheer and Lacrosse. The primary responsibility for these Operations Boards will be the day-in, day-out operations of their specific sport.

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The Football Operations Board for the LVTYFCL will consist of the following elected and appointed voting members:

- Vice President, Football Operations (elected)
- Director, Big 10 (appointed)
- Director, Pac 10 (appointed)
- Director, Flag Football (appointed)
- Director, Equipment and Uniforms (appointed)
- Director, Player Safety and Coach Certification (appointed)
- Lead Field Marshal (appointed)

All Officers and Directors are voting members of the Football Operations Board.

The Cheer Operations Board for the LVTYFCL will consist of the following elected and appointed voting members:

- Vice President, Cheer Operations (elected)
- Director, Cheer Operations (appointed)
- IRCA Coordinator (appointed)
- Director, Cheer Special Events (appointed)

All Officers and Directors are voting members of the Cheer Operations Board.

The Lacrosse Operations Board for the LVTYFCL will consist of the following elected and appointed voting members:

- Vice President, Lacrosse Operations (elected)
- Director, Lacrosse Operations (appointed)
- Director, U15/13 (appointed)
- Director, U11/9 (appointed)
- Director, Equipment and Uniforms (appointed)
- Director, Parent Coordinator and Liaison (appointed)

All Officers and Directors are voting members of the Lacrosse Operations Board.

Each Operations Board will meet at least once a month and will also call special meetings as needed to review sport specific business that requires its attention.

The respective Vice Presidents for each sport will serve as the Chairman of their respective Operations Board. In order for a quorum of the Executive Board to exist 2/3 of the voting members must be present. Operations Board meetings will be conducted under the rules outlined in Section 6.

Responsibilities – the purview of responsibility for the Operations Boards is the day-in, day-out operations specific to their sport.

Areas of responsibility are as follows:

- Management of sport specific finances & budget
- Sport specific communications
- Sport specific events
- Sport specific fund-raising

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- Determining and communicating to the Executive Board, field and facility requirements
- Selection, approval, placement and training / certification of coaches and Jr. coaches
- Team selection / player placement process
- Sport specific spirit wear
- Conduct / discipline investigations and actions that are sport specific
- Uniform and equipment procurement
- Game day field operations
- Liaison for all league affiliations
- Player safety, testing and certification
- Off-season training / conditioning
- Practice schedules
- Recruitment of Team Parents

Each Operations Board will have its own bank account for the purpose of managing sport specific funds. The Vice President of each sport, President and the Treasurer will have access and be designated signers for this account.

Changes to this account, including those that have account access, the institution of choice or any transference of funds to other accounts can only be made via a majority vote of the respective Operations Board and approval through a majority vote of the Executive Board.

5.4 ELECTIONS –

An Annual Election Meeting for LVTYFCL to elect members for open Elected Officer positions on its Board of Directors will be held in conjunction with the regular December meeting. See Section 6.5 (C) Annual Election Meeting for details.

Elected Officers:

- President
- Vice President, Football Operations
- Vice President, Cheer Operations
- Vice President, Lacrosse Operations
- Secretary
- Treasurer

5.5 APPOINTMENTS –

At the first meeting of the new calendar year, appointments for Appointed Directors will be made. If there are positions that currently do not have a candidate, these appointments can be made at any subsequent monthly Executive Board Meeting.

The appointment process for these positions is as follows:

- The Officer or Director responsible for making the appointment determines the best candidate for the role. In cases where the Executive Board is the appointing member, any voting member may suggest an appointment.
- The Executive Board will vote to approve the appointment. A majority vote is required to ratify an appointment.

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Appointed Positions / Appointing Members – Executive Board:

- Director of Fields and Facilities / Executive Board
- Director of Special Events / Executive Board
- Director of Marketing and Communications / Secretary
- Director of Concessions / Director of Fields and Facilities
- Director of Sponsorships and Fund-Raising / Director of Special Events
- Team Parent Coordinator / Director of Special Events
- Assistant Treasurer / Treasurer

Appointed Positions – Football Operations Board (Vice President, Football Operations is the appointing officer for all):

- Director, Big 10
- Director, Pac 10
- Director, Flag Football
- Director, Equipment and Uniforms
- Director, Player Safety and Coach Certification
- Lead Field Marshal

Appointed Positions – Cheer Operations Board (Vice President, Cheer Operations is the appointing officer for all):

- Vice President, Cheer Operations (elected)
- Director, Cheer Operations (appointed)
- IRCA Coordinator (appointed)
- Director, Cheer Special Events (appointed)

Appointed Positions – Lacrosse Operations Board (Vice President, Lacrosse Operations is the appointing officer for all):

- Director, Lacrosse Operations (appointed)
- Director, U15/13 (appointed)
- Director, U11/9 (appointed)
- Director, Equipment and Uniforms (appointed)
- Director, Parent Coordinator and Liaison (appointed)

5.6 CHANGES IN NUMBER OF MEMBERS –

The number of Officers and Directors may be increased or decreased by amendment to these by-laws, but no decrease shall have the effect of shortening the term of any Board Member currently holding office. The number of Executive Board members shall not be less than six (6). The number of Operations Board members shall not be less than four (4).

5.7 TERMS OF OFFICE –

In an effort to provide consistency in leadership and to ensure a newly elected LVTYFCL Board of Directors maintains some past experience, the following positions shall be elected to serve two (2) year terms of alternating years at the annual election meeting. Odd and even indications after the position indicate the last season for which the position shall be held.

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- President (Odd)
- Treasurer (Odd)
- Secretary (Even)
- Vice President, Football Operations (Odd)
- Vice President, Cheer Operations (Even)
- Vice President, Lacrosse Operations(Even)

The following appointed positions shall be appointed to serve two (2) years terms of alternating years by the Executive Board. Odd and even indications after the position indicate the last season for which the position shall be held.

- Director of Fields and Facilities (Even)
- Director of Special Events (Odd)

The following appointed positions shall be appointed to serve a one (1) year term.

Executive Board –

- Director of Marketing & Communications
- Director of Concessions
- Director of Sponsorship & Fund-Raising
- Team Parent Coordinator
- Assistant Treasurer

Football Board –

- Director, Big 10 Football
- Director, Pac 10 Football
- Director, Flag Football
- Director, Football Equipment and Uniforms
- Director, Player Safety & Coach Certification
- Lead Field Marshal

Cheer Board –

- Director, Cheer Operations
- IRCA Coordinator
- Director, Cheer Special Events

Lacrosse Board –

- Director, Lacrosse Operations
- Director, U15/13
- Director, U11/9
- Director, Lacrosse Equipment and Uniforms
- Director, Parent Coordinator and Liaison

In the event an Officer or Director elected or appointed to a two year term wishes to seek election to a position that is up for consideration while still having one year remaining on their current term, they

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may announce to the Board their intention to seek this position with the understanding that the Board will then fill the remaining year of the term by appointment of a replacement.

5.8 ORDER OF SUCCESSION –

The presiding order of the Board of Directors is President, Secretary and Treasurer. The Executive Board's Chairman is the President as detailed in Section 5.2. In the absence of the Chairman, the Secretary will preside over the Executive Board. If the Chairman, the Secretary and Treasurer are absent; no Executive Board Meeting may be held due to a lack of a quorum.

5.9 VOTING –

Each voting member of the Board of Directors will have one vote on their respective Boards on all issues presented to that board, as long as it is within the responsibility of said board. As described in Section 5.2, ex-officio non-voting Board Members may make motions, but cannot second a motion or vote unless they are there as an alternate for a voting position. Except as specifically noted in these Bylaws, general resolutions placed before the respective Boards require a simple majority vote in order to pass.

Any sitting member of The Board of Directors may call for a roll call vote on an issue.

The President or presiding Officer on the Executive Board may vote only in the case of a tie on matters that require a simple majority vote to pass. On items that require a 2/3-majority or more to pass, the President or presiding Officer is entitled to vote at all times. The Vice President or presiding Officer on the Operations Boards is entitled to vote at all times.

The voting record of individual Board members on any resolution or decision will not be recorded in the minutes unless called for by a sitting member of the respective Board.

5.10 COMPENSATION OR LOANS –

- A) OFFICER OR DIRECTOR COMPENSATION: The Board of Directors may, upon approval of the majority of that Board, reimburse an Officer or Director for expenses incurred while conducting business on behalf of LVTYFCL. No Officers or Directors shall be paid a salary or fee for attending the meeting or performing his/her duties for the LVTYFCL. An Officer or Director may not serve on the Board as an employee and receive compensation.
- B) LOANS TO OR GUARANTIES FOR DIRECTORS: LVTYFCL may not lend money to or guarantee the obligation of a member of the Board.

5.11 REMOVAL –

A member of the Executive Board or the Operations Board may be removed from office by a 3/4-majority vote by those on the Executive Board present and voting, assuming a quorum. A member of the Operations Boards only, may be removed from office by a 3/4-majority vote from that respective Operations Board, assuming a quorum, and a ratification of the removal by a majority vote of the Executive Board, assuming a quorum.

Prior to removal the member shall be afforded the opportunity to respond to any charges brought against them and shall be entitled to the same procedure for notice, hearing and protest provided for in these Bylaws. If a Board Member is summarily dismissed from service to the Board notice shall be conveyed by the Secretary in writing to their last known place of residence.

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The Officer or Director in question is not eligible to participate in the discussion and voting and may be asked to leave the room for the purposes of holding a closed discussion and vote.

5.12 BOARD ELIGIBILITY –

In order to qualify for a position and submit a nomination for the LVTCYFL Board of Directors, and individual must meet the following criteria:

- A) Not be a member in Bad Standing - No member of the family can be currently under probation, suspension or have been removed from LVTYFCL for misconduct under the rules. There can be no outstanding obligations to LVTYFCL in the forms of overdue equipment or financial instruments.
- B) Family Members – immediate family members of currently established or currently nominated Executive Board Members are ineligible to run for or serve on the LVTCYFL Executive Board. Immediate Family Members are defined as the spouse, partner, significant other, sibling or child whose membership derives from one or more common Participant as defined in section 3.1 of these Bylaws. Immediate family members of Executive Board Members may serve as any of the appointed positions on the Football, Cheer and/or Lacrosse Operations Boards.
- C) Submit a Nomination – as defined in section 6.5 of these Bylaws, members wishing to serve as a member of the LVTCYFL Board of Directors must submit, or have submitted on their behalf, a nomination for a specific position and have that nomination seconded by a standing member of the Executive Board.

In instances where the existing Board of Directors feel a candidate should be considered in lieu of meeting all of the above requirements, a nomination can be made, seconded and then approved with a 2/3 majority vote.

5.13 TITLES & JOB DESCRIPTIONS; EXECUTIVE BOARD, VOTING MEMBERS –

- A) President (elected position, per Article 5.4) – the duties of this position include:
 - i. Voting Member, Executive Board.
 - ii. Lead for Executive Board, responsible for conducting Executive Board Meetings.
 - iii. Present Year End Report on Organizational Status.
 - iv. Communicate to the Board of Directors such matters as require action and direction and to make suggestions on resolutions with the intent of meeting the goals of the organization.
 - v. Designate in writing or by communication during a meeting of the Exec. Board; Directors, Officers or other representatives who are empowered to execute in the name of LVTYFCL agreements, leases or other instruments, which have received the prior approval of the Executive Board.
 - vi. Investigate complaints, irregularities and conditions viewed as detrimental to LVTYFCL and report on these conditions to the Board of Directors as circumstances warrant.
 - vii. Prepare and submit an annual budget for the Exec. Board to the Exec. Board for approval and once adopted, assume responsibility for the proper execution of the budget.
 - viii. Approve expenses against the Exec Board budget for purposes of payment or reimbursement and draw checks or other instruments as needed.

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- ix. Assume responsibility for the maintenance of insurance coverage and the investigation of all insurance issues, including claims.
 - x. Responsible for ensuring Board Members are in compliance with all documents and certifications including, but not limited to, background checks, Code of Conducts and Conflict of Interest forms.
 - xi. Program wide Communications on behalf of the Board of Directors.
 - xii. Perform other duties outlined in these by-laws assigned to the President.
- B) Vice President, Football Operations (elected position, per Article 5.4) – the duties of this position include:
- i. Serve as a voting Member of the LVTYFCL Executive Board.
 - ii. Lead for Football Board, responsible for conducting Football Board Meetings.
 - iii. Overall Lead for all Tackle and Flag Football Based Operations.
 - iv. Football wide Communications on behalf of the Football Board of Directors.
 - v. Recruitment, approval and appointment of all appointed Football Board positions.
 - vi. Assist in the application and interview process, with the Directors of Big 10 and PAC 10 Football, to select coaches and bring recommendations to the Football Board for final approval.
 - vii. Oversee the team selection process, in accordance to league affiliated regulations with the Directors of Big 10 and PAC 10 Football (Tackle) and Director of Flag Football (Flag).
 - viii. Prepare and submit an annual budget for Football Operations to the Exec. Board for approval and once adopted, assume responsibility for the proper execution of the budget.
 - ix. Approve expenses against the Football budget for purposes of payment or reimbursement and draw checks or other instruments as needed.
 - x. Act as the primary representative of LVTYFCL to any Football leagues or affiliations, unless otherwise designated to another Football Board Member.
 - xi. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL Football Program and report on these conditions to the Football Board of Directors and/or Executive Board as circumstances warrant.
 - xii. Assist the Secretary and/or the Director, Marketing & Communications with the maintenance of the Football section of the website.
 - xiii. Prepare and submit to the Director, Fields & Facilities, all Football related field and facility needs.
 - xiv. The Vice President, Football Operations is not eligible for consideration as a Head Football Coach.
 - xv. Perform other duties outlined in these by-laws assigned to the Vice President, Football Operations.
- C) Vice President, Cheer Operations (elected position, per Article 5.4) – the duties of this position include:
- i. Serve as a voting Member of the LVTYFCL Executive Board.
 - ii. Lead for Cheer Board, responsible for conducting Cheer Board Meetings.
 - iii. Overall Lead for all Cheer Based Operations.
 - iv. Cheer wide Communications on behalf of the Cheer Board of Directors.
 - v. Recruitment, approval and appointment of all appointed Cheer Board positions.

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- vi. Lead the application and interview process to select coaches and Jr. coaches and bring recommendations to the Cheer Board for final approval.
 - vii. Oversee the team selection / placement process, in accordance to league affiliated regulations.
 - viii. Prepare and submit an annual budget for Cheer Operations to the Exec. Board for approval and once adopted, assume responsibility for the proper execution of the budget.
 - ix. Approve expenses against the Cheer budget for purposes of payment or reimbursement and draw checks or other instruments as needed.
 - x. Act as the primary representative of LVTYFCL to any Cheer leagues or affiliations, unless otherwise designated to another Cheer Board Member.
 - xi. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL Cheer Program and report on these conditions to the Cheer Board of Directors and/or Executive Board as circumstances warrant.
 - xii. Assist the Secretary and/or the Director, Marketing & Communications with the maintenance of the Cheer section of the website.
 - xiii. Prepare and submit to the Director, Fields & Facilities, all Cheer related field and facility needs.
 - xiv. The Vice President, Cheer Operations is not eligible for consideration as a Head Cheer Coach.
 - xv. Perform other duties outlined in these by-laws assigned to the Vice President, Cheer Operations.
- D) Vice President, Lacrosse Operations (elected position, per Article 5.4) – the duties of this position include:
- i. Serve as a voting Member of the LVTYFCL Executive Board.
 - ii. Lead for Lacrosse Board, responsible for conducting Lacrosse Board Meetings.
 - iii. Overall Lead for all Lacrosse Based Operations.
 - iv. Lacrosse wide Communications on behalf of the Cheer Board of Directors.
 - v. Recruitment, approval and appointment of all appointed Lacrosse Board positions.
 - vi. Lead the application and interview process to select coaches and bring recommendations to the Lacrosse Board for final approval.
 - vii. Oversee the team selection / placement process, in accordance to league affiliated regulations.
 - viii. Prepare and submit an annual budget for Lacrosse Operations to the Exec. Board for approval and once adopted, assume responsibility for the proper execution of the budget.
 - ix. Approve expenses against the Lacrosse budget for purposes of payment or reimbursement and draw checks or other instruments as needed.
 - x. Act as the primary representative of LVTYFCL to any Lacrosse leagues or affiliations, unless otherwise designated to another Lacrosse Board Member.
 - xi. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL Lacrosse Program and report on these conditions to the Lacrosse Board of Directors and/or Executive Board as circumstances warrant.
 - xii. Assist the Secretary and/or the Director, Marketing & Communications with the maintenance of the Lacrosse section of the website.
 - xiii. Prepare and submit to the Director, Fields & Facilities, all Lacrosse related field and facility needs.

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- xiv. The Vice President, Lacrosse Operations is not eligible for consideration as a Head Lacrosse Coach.
 - xv. Perform other duties outlined in these by-laws assigned to the Vice President, Lacrosse Operations.
- E) Treasurer (elected position, per Article 5.4) – the duties of this position include:
- i. Serve as a voting Member of the LVTYFCL Executive Board.
 - ii. Keep records of all receipts and disbursements made on behalf of LVTYFCL. In partnership with operational and executive budget owners, approve expenses for purposes of payment or reimbursement and draw checks or other instruments as needed.
 - iii. Assist the President and operational Vice Presidents in the respective preparation and submission of an annual budget to the Exec. Board for approval and once adopted, assist in the proper execution of the budget.
 - iv. Monitor and provide a monthly report on the compliance of each budgeted area of revenue and expense of LVTYFCL.
 - v. Prepare the final budget report as outlined in Article (?) and present this report to the Exec. Board for review and approval.
 - vi. Prepare and file for all tax returns.
 - vii. Entry & Maintenance of all payment (registration, event, buy-out, etc.), information into the system.
 - viii. Management of payment plan process for registrations.
 - ix. Retrieval and distribution of LVTYFCL mail (PO Box).
 - x. Primary LVTYFCL contact for all required financial institutions.
 - xi. Perform other duties outlined in these by-laws assigned to the Treasurer.
- F) Secretary (elected position, per Article 5.4) – the duties of this position include:
- i. Serve as a voting Member of the LVTYFCL Executive Board.
 - ii. Record the activities of LVTYFCL and maintain the permanent files, records, mailing lists and documentation as needed.
 - iii. Record, prepare and present for approval the minutes of the Executive Board meetings.
 - iv. Report to the President in advance of budget preparation of any expenses anticipated. In addition, preserve and archive the records of these minutes as directed by the Executive Board.
 - v. Maintain all correspondence on behalf of the LVTYFCL including:
 - a. Notice of Executive Board meetings.
 - b. Notification (in writing), to members or Directors of their dismissal from the LVTYFCL.
 - c. Any correspondence not specifically assigned to another Board Member is, by default, the responsibility of the Secretary.
 - vi. Operation and maintenance of the LVTYFCL website.
 - vii. In the event the President is unable for any reason to complete the responsibilities assigned, the Secretary shall assume the duties of the President. In the event the President is unable to attend a meeting; the Secretary has the authority for purposes of the meeting to act on behalf of LVTYFCL as the presiding Officer at the Executive Board meeting.

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- G) Director of Fields and Facilities (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Executive Board.
 - ii. Serve as a voting Member of the LVTYFCL Executive Board.
 - iii. Securing and presenting to Exec Board for approval all bids for equipment & services needed for field and facility maintenance & set-up for the LVTYFCL.
 - iv. Procurement of any Board approved purchases of equipment & services for fields and/or facilities.
 - v. Procurement of all required practice and game fields and/or facilities for all LVTYFCL Executive Board and Sport functions including, but not limited to:
 - a. Fields for all fall & spring Football, Cheer & Lacrosse practices & games.
 - b. Facilities for all Football, Cheer & Lacrosse awards ceremonies.
 - c. Assist members of Football, Cheer, Lacrosse, Special Events and/or Executive Board with one-off facility and/or field needs.
 - vi. Maintain the permits for concessions.
 - vii. Securing the storage facilities or needs of the LVTYFCL.
 - viii. Organization, set-up, improvement and maintenance of the fields and grounds for practice and competition for all sports programs including, but not limited to:
 - a. Lawn / Field / Cheer Pad maintenance.
 - b. Field Striping.
 - c. Irrigation prep & maintenance.
 - d. Lighting Maintenance / Temporary Lighting Procurement.
 - e. Field / Facility Related equipment maintenance.
 - ix. Responsible for coordinating cleaning, maintenance and repairs for Restrooms, including the procurement of temporary port-o-potty needs.
 - x. Liaison for Lake Villa Township, Village, School District and Athletic Directors required to support all LVTYFCL field & facility needs.
 - xi. Support the Director, Concessions with concession activities.
 - xii. Coordinate and conduct field set-up activates for home games with applicable Football, Cheer and/or Lacrosse Board Member(s).
 - xiii. Perform other duties outlined in these by-laws assigned to the Director of Fields and Facilities.
- H) Director of Special Events (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Executive Board.
 - ii. Serve as a voting Member of the LVTYFCL Executive Board.
 - iii. Coordination of Team Picture purchases & organization of all Team Picture events.
 - iv. Organization of program Award Assemblies for all sports.
 - v. Organization of Coach's Dinners for all sports.
 - vi. Managing the selection, procurement and sale of spirit wear for all functions.
 - vii. Assist / Support the Team Parent Coordinator 5.14d, with the organization of Team Parents and coordination of their activities.
 - viii. Coordination of all Special Events, including, but not limited to:
 - a. LVTYFCL Kick-Off Weekend.
 - b. Lake Villa Shoot-Out Lacrosse Tournament.
 - c. Other Community events (parades, fairs, etc.)

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- d. Special Fund-raisers (e.g. St. Baldrick's)
- ix. Assist / Support the Director of Sponsorship & Fund-Raising 5.14c with the organization of fund-raising activities.
- x. Perform other duties outlined in these by-laws assigned to the Director of Fields and Facilities

5.14 TITLES & JOB DESCRIPTIONS; EXECUTIVE BOARD, NON-VOTING MEMBERS –

- A) Director of Marketing & Communications (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Secretary.
 - ii. Serve as a Non-voting Member of the LVTYFCL Executive Board.
 - iii. Secure, prepare and distribute all external signage and communications for the LVTYFCL, including, but not limited to:
 - a. Registration Banners & Signs
 - b. Sponsorship Banners
 - c. Flyers for Schools
 - d. Registration Forms / Refund Policies
 - iv. Assist the Secretary with the operation and maintenance of the LVTYFCL website.
 - v. Assist the President and the Secretary with program wide communications on behalf of the Board of Directors.
- B) Director of Concessions (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Director of Fields and Facilities.
 - ii. Serve as a Non-voting Member of the LVTYFCL Executive Board.
 - iii. Schedule & Coordinate the opening & closing of concessions for all home games and applicable special events.
 - iv. Securing and presenting to the Executive Board for approval, all bids for the concession supplies needed.
 - v. Procurement of any Board approved purchases of concession supplies.
 - vi. Provide all volunteer requirements to the Director of Special Events and/or Team Parent Coordinator for scheduling.
 - vii. Conduct all shopping activities required for concession supplies.
 - viii. Schedule & Coordinate activities required to support remote concessions when required.
 - ix. Lead of Concessions Committee & Coordinators as defined in Article 7.2c
 - x. Inventory and maintenance of all LVTYFCL concession equipment and supplies.
 - xi. Securing Concession Facilities.
 - xii. Reporting of values and losses to the President and Treasurer.
 - xiii. Report to the President in advance of budget preparation of any expected / forecasted expenses.
 - xiv. Report to the Executive Board on concessions financials.
 - xv. Maintain the permits for concessions.
- C) Director of Sponsorship & Fund-Raising (appointed position, per Article 5.5) – the duties of this position include:

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- i. Appointed by the Director of Special Events.
 - ii. Serve as a Non-voting Member of the LVTYFCL Executive Board.
 - iii. Secure sponsors as covered in Article (?).
 - iv. Organize / Coordinate fund-raising activities including, but not limited to:
 - a. Dances and other one-off parties.
 - b. Annual bowling fund-raiser
 - c. Discount card sales
 - d. Timberwolves nights at restaurants.
 - v. Lead / Coordinate the Cookie Dough Fundraiser.
- D) Team Parent Coordinator (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Director of Special Events.
 - ii. Serve as a Non-voting Member of the LVTYFCL Executive Board.
 - iii. Organization of Team Parents and coordination of their activities.
 - iv. Orientation / Training of Team Parents.
 - v. Lead for Team Parent Communication.
 - vi. Work with Secretary to ensure website access for Team Parents.
- E) Assistant Treasurer (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Treasurer.
 - ii. Serve as a Non-voting Member of the LVTYFCL Executive Board.
 - iii. Assist the Treasurer in all duties described in Article 5.13e, under Treasurer Responsibilities.

5.15 TITLES & JOB DESCRIPTIONS; FOOTBALL OPERATIONS BOARD –

- A) Director, Big 10 Football (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Football Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Football Operations Board.
 - iii. Lead, with the assistance of the Vice President, Football Operations, the application and interview process to select Big 10 coaches and bring recommendations to the Football Board for approval.
 - iv. Serve as the primary point of contact and maintain a presence at the practice field to address any questions from Big 10 participants, parents and/or coaches.
 - v. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL Big 10 Football Program and report on these conditions to the Football Board as circumstances warrant.
 - vi. Coordinate any post-season football tournament activities.
 - vii. Act as the alternate representative of LVTYFCL to any Football leagues or affiliations, unless otherwise designated to another Football Board Member.
 - viii. Plan & facilitate any coaches meetings for the Big 10 teams.
 - ix. Coordinate 7-on-7 activities including, but not limited to coach selection, league affiliation and member communication.
 - x. Facilitate communication between all Big 10 coaches.

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- xi. Assist the Lead Field Marshal with Game Day activities, including set-up, tear down, scoreboard operation and Field Marshal duties.
 - xii. The Director, Big 10 is not eligible for consideration as a Head Football Coach.
- B) Director, Pac 10 Football (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Football Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Football Operations Board.
 - iii. Lead, with the assistance of the Vice President, Football Operations, the application and interview process to select Pac 10 coaches and bring recommendations to the Football Board for approval.
 - iv. Serve as the primary point of contact and maintain a presence at the practice field to address any questions from Pac 10 participants, parents and/or coaches.
 - v. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL Pac 10 Football Program and report on these conditions to the Football Board as circumstances warrant.
 - vi. Plan & coordinate off-season conditioning program.
 - vii. Assist the Director, Big 10 with the coordination of 7-on-7 activities.
 - viii. Plan & facilitate any coaches meetings for the Big 10 teams.
 - ix. Coordinate 7-on-7 activities including, but not limited to coach selection, league affiliation and member communication.
 - x. Facilitate communication between all Pac 10 coaches.
 - xi. Assist the Lead Field Marshal with Game Day activities, including set-up, tear down, scoreboard operation and Field Marshal duties.
 - xii. The Director, Pac 10 is not eligible for consideration as a Head Football Coach.
- C) Director, Flag Football (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Football Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Football Operations Board.
 - iii. Lead, with the assistance of the Vice President, Football Operations, the application and interview process to select Flag coaches and bring recommendations to the Football Board for approval.
 - iv. Serve as the primary point of contact and maintain a presence at the practice field to address any questions from Flag participants, parents and/or coaches.
 - v. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL Flag Football Program and report on these conditions to the Football Board as circumstances warrant.
 - vi. Set-up and monitor all practice schedules for all teams.
 - vii. Act as the primary representative of LVTYFCL to any Flag Football leagues or affiliations.
 - viii. Coordinate the fall flag football program operations.
 - ix. Coordinate the spring flag football program operations.
 - x. Coordinate flag football summer camp
 - xi. Coordinate the set-up & tear down of the flag football fields
 - xii. Facilitate communication and meetings between all Flag coaches.

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- D) Director, Football Equipment and Uniforms (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Football Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Football Operations Board.
 - iii. Inventory and maintenance of all LVTYFCL football equipment and supplies.
 - iv. Securing and presenting to the VP, Football Ops for approval on all bids for the football uniforms, equipment and supplies needed including, but not limited to:
 - a. Flag & Tackle uniforms for all seasons / activities.
 - b. First aid supplies
 - c. All pads & flags
 - d. Footballs, tees, equipment bags, etc.
 - e. Practice equipment such as agility pads, tackle dummies, shields, etc.
 - v. Procurement of any approved purchases of football uniforms, equipment and supplies.
 - vi. Coordination of all uniform / equipment hand-out and turn-in processes / activities.
 - vii. Storage and security of all football equipment.
 - viii. Maintenance and cleaning of the golf cart.
 - ix. Maintenance and organization of football equipment storage.
 - x. Assembly, issuance and return of coach's bags.
 - xi. On-going assistance with equipment / uniform maintenance for football players and parents throughout the season.
 - xii. In the case of a vacated Executive Board Director of Fields & Facilities, this position will take on the responsibility for those activities specific to football operations (flag & tackle).
- E) Director, Player Safety & Coach Certification (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Football Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Football Operations Board.
 - iii. Serve in the capacity of the Player Safety Coach.
 - iv. Organization of training for coaches on rules and other football related topics as well as safety, first aid and CPR training.
 - v. Tracking and enforcement of compliance for all coaches on mandatory training including, but not limited to:
 - a. USA Football certifications / training.
 - b. Background checks.
 - c. Code of Conduct and application compliance.
 - d. Positive Coaching Alliance (PCA) training.
 - e. Concussion protocol training.
 - vi. Coordinate Concussion Baseline Testing for players as required.
 - vii. Secure and schedule Athletic Trainer / EMT services for all home games.
 - viii. As per Player Safety Coach requirements, the Director, Player Safety & Coach Certification is not eligible for consideration as a Head Football Coach.
- F) Lead Field Marshal (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Football Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Football Operations Board.

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- iii. Perform Field Marshal duties at home games in accordance to league affiliated requirements.
- iv. Prepare the Field Marshal guides prior to home games.
- v. Coordinate the training and scheduling of Field Marshals for all home games
- vi. Primary lead, with the assistance of the Football Board and any coordinated assistance, for field set-up and tear down for every home game.
- vii. Act as the alternate representative of LVTYFCL to any Football leagues or affiliations, unless otherwise designated to another Football Board Member.
- viii. Coordinate required volunteers for scoreboard operations for all home games.

5.16 TITLES & JOB DESCRIPTIONS; CHEER OPERATIONS BOARD –

- A) Director, Cheer Operations (appointed position, per Article 5.5) – the duties of this position include:
 - i. Appointed by the Vice President, Cheer Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Cheer Operations Board.
 - iii. Assist VP, Cheer Ops and Cheer Operations Board with general operational duties.
 - iv. Securing and presenting to the VP, Cheer Ops for approval on all bids for the cheer uniforms, equipment and supplies needed including, but not limited to:
 - a. Cheer uniforms for all seasons / activities.
 - b. First aid supplies.
 - c. All additional equipment and returnable items.
 - v. Procurement of any approved purchases of cheer uniforms, equipment and supplies.
 - vi. Coordination of all uniform / equipment hand-out and turn-in processes / activities.
 - vii. Storage and security of all cheer equipment.
 - viii. In the case of a vacated Executive Board Director of Fields & Facilities, this position will take on the responsibility for those activities specific to cheer operations.
 - ix. Responsible for the selection, purchase and sale of cheer specific spirit wear.

- B) IRCA Coordinator (appointed position, per Article 5.5) – the duties of this position include:
 - i. Appointed by the Vice President, Cheer Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Cheer Operations Board.
 - iii. Assist VP, Cheer Ops and Cheer Operations Board with general operational duties.
 - iv. Act as the primary representative of LVTYFCL to any Cheer leagues or affiliations, unless otherwise designated to another Cheer Board Member.

- C) Director, Cheer Special Events (appointed position, per Article 5.5) – the duties of this position include:
 - i. Appointed by the Vice President, Cheer Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Cheer Operations Board.
 - iii. Assist VP, Cheer Ops and Cheer Operations Board with general operational duties.
 - iv. Managing the selection, procurement and sale of cheer specific spirit wear.
 - v. Coordination of all cheer specific special events and fund-raisers.

5.17 TITLES & JOB DESCRIPTIONS; LACROSSE OPERATIONS BOARD –

- A) Director, Lacrosse Operations (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Lacrosse Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Lacrosse Operations Board.
 - iii. Assist VP, Lacrosse Ops and Lacrosse Operations Board with general operational duties.
 - iv. Organization of training for coaches on rules and other lacrosse related topics as well as safety, first aid.
 - v. Tracking and enforcement of compliance for all coaches on mandatory training including, but not limited to:
 - a. US Lacrosse certifications.
 - b. Background Checks.
 - c. Code of Conduct and Application compliance.
 - d. Positive Coaching Alliance (PCA) training.
 - e. Concussion protocol training.
 - vi. Coordinate Concussion Baseline Testing for players as required.
 - vii. Secure and schedule Athletic Trainer / EMT services for all home games.
 - viii. Assist with Game Day activities, including set-up, tear down, scoreboard operation, etc.
 - ix. Plan and facilitate activities and community outreach that grows the program and sport in a positive way.
- B) Director, U15/13 (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Lacrosse Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Lacrosse Operations Board.
 - iii. Lead, with the assistance of the VP of Lacrosse Operations, the application and interview process to select U15/13 coaches and bring recommendations to the Lacrosse Board for approval.
 - iv. Serve as the primary point of contact and maintain a presence at the practice field to address any questions from U15/13 participants, parents and/or coaches.
 - v. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL U15/13 Lacrosse Program and report on these conditions to the Lacrosse Board of Directors as circumstances warrant.
 - vi. Plan and coordinate off-season conditioning program.
 - vii. Plan and coordinate offseason activities and tournaments for U15\13 and bring recommendations to the Lacrosse Board for approval.
 - viii. Plan and facilitate any coaches meetings for the U15\13 teams.
 - ix. Facilitate communication between all U15\13 coaches.
 - x. Assist with Game Day activities, including set-up, tear down, scoreboard operation, etc.
- C) Director, U11/9 (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Lacrosse Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Lacrosse Operations Board.

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- iii. Lead, with the assistance of the VP of Lacrosse Operations, the application and interview process to select U11/9 coaches and bring recommendations to the Lacrosse Board for approval.
 - iv. Serve as the primary point of contact and maintain a presence at the practice field to address any questions from U11/9 participants, parents and/or coaches.
 - v. Investigate complaints, irregularities and conditions viewed as detrimental to the LVTYFCL U11/9 Lacrosse Program and report on these conditions to the Lacrosse Board of Directors as circumstances warrant.
 - vi. Plan and coordinate off-season conditioning program.
 - vii. Plan and coordinate offseason activities and tournaments for U11/9 and bring recommendations to the Lacrosse Board for approval.
 - viii. Plan and facilitate any coaches meetings for the U11/9 teams.
 - ix. Facilitate communication between all U11/9 coaches.
 - x. Assist with Game Day activities, including set-up, tear down, scoreboard operation, etc.
- D) Director, Lacrosse Equipment and Uniforms (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Lacrosse Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Lacrosse Operations Board.
 - iii. Inventory and maintenance of all LVTYFCL lacrosse equipment and supplies.
 - iv. Securing and presenting to the VP, Lacrosse Ops for approval on all bids for the lacrosse uniforms, equipment and supplies needed including, but not limited to:
 - a. Lacrosse uniforms for all seasons / activities.
 - b. First aid supplies
 - c. All helmets, pads and equipment.
 - d. Practice equipment such as cones, goals, etc.
 - v. Procurement of any approved purchases of lacrosse uniforms, equipment and supplies.
 - vi. Coordination of all uniform / equipment hand-out and turn-in processes / activities.
 - vii. Storage and security of all lacrosse equipment.
 - viii. Maintenance and cleaning of the equipment.
 - ix. Maintenance and organization of lacrosse equipment storage.
 - x. Assembly, issuance and return of coach's bags.
 - xi. On-going assistance with equipment / uniform maintenance for lacrosse players and parents throughout the season.
 - xii. In the case of a vacated Executive Board Director of Fields & Facilities, this position will take on the responsibility for those activities specific to lacrosse operations.
- E) Director, Parent Coordinator and Liaison (appointed position, per Article 5.5) – the duties of this position include:
- i. Appointed by the Vice President, Lacrosse Operations.
 - ii. Serve as a Voting Member of the LVTYFCL Lacrosse Operations Board.
 - iii. Plan and coordinate Lacrosse specific activities with cross-functional Executive Board Directors (Concessions, Special Events, Team Parent Coordinator).
 - iv. Plan and facilitate parent lead and or volunteer efforts specific to Lacrosse.
 - v. Act as advocate for parent concerns and feedback over and above sports related concerns.

ARTICLE VI – Meetings

6.1 NOTICES –

Except as may otherwise be required in these by-laws, any notice to any Board Member may be delivered personally, by mail or by electronic mail. If mailed, the notice shall be deemed to have been delivered when deposited in the United States mail, addressed to the addressee at his or her last known address in the records of LVTYFCL, postage prepaid.

6.2 QUORUM –

- A. EXECUTIVE BOARD - A quorum of the Executive Board will exist when a majority of the eligible voting Board Members are present. In the absence of voting Officer or Director, a designated ex-officio member shall be entitled to vote for the Officer or Director they report to as an assistant at the time a vote is called and counts towards a quorum. A quorum for the Executive Board is defined as greater than 50% of the voting members present, regardless if they actually vote or not, and at least one (1) of either the President, Secretary or Treasurer is in attendance to Chair.
- B. FOOTBALL, CHEER AND LACROSSE OPERATIONS BOARD - A quorum of the Operations Boards will exist when a majority of the Board Members are present, defined as greater than 50% of the voting members present, regardless if they actually vote or not.

6.3 RULES OF ORDER –

Roberts Rules of Order shall be used to govern the proceedings of all meetings of LVTYFCL, except where they are in conflict with the established by-laws and amendments of LVTYFCL.

6.4 ORDER OF BUSINESS –

Meetings will be called to order by the Board Chairs. In the case of the Executive Board, this is the President. In the case of the Football, Cheerleading or Lacrosse Operations Boards, the Vice President of Operations for that specific board / sport. In their absence, the presiding Officer will call the meeting to order. No Board meeting may be closed if a member in good standing has new business to introduce. The Chair or presiding Officer may in the general administration of the meeting set time limits on presentations, discussions and deliberations but may not allow an item to be called for resolution unless the full membership present agrees suitable time has been allowed for all sides to be heard.

6.5 TYPES OF MEETINGS –

- A) EXECUTIVE BOARD MEETINGS: The Board of Directors may provide, by resolution, the date, time and place of Executive Board meetings. Executive Board of Director meetings may be held by conference telephone, if convened in accordance with Section 6.6 (B).
- B) FOOTBALL, CHEERLEADING AND LACROSSE BOARD MEETINGS: The Operations Boards may provide, by resolution, the date, time and place of Operations Board meetings. Operations Board meetings may be held by conference telephone, if convened in accordance with Section 6.6 (B).
- C) ANNUAL ELECTION MEETING: Elections for the LVTYFCL Board of Directors will be conducted at the annual election meeting held in December. Regular business may also be conducted at this meeting. A minimum of two (2) months prior to the annual election meeting, the Board will give notice to the membership as a whole when nominations for LVTYFCL Board Members will be accepted. At this time the Board will also select an Elections Committee to

oversee the voting process, to count the votes cast and to report the results to the membership present.

- i. Nominations: Nominations for Board positions must be made at the regularly scheduled Executive Board meeting one month prior to the date scheduled for the annual election meeting. No nominations may be made at the annual election meeting for consideration unless they are to fill a position where no nominees accepted a nomination at the previous meeting. Any voting LVTYFCL member who meets the Board Eligibility requirements defined in Article 5.12 of these Bylaws in order for a nomination to be accepted. All nominations must be seconded by a standing member of the Executive Board. If more than one person is nominated for a position, all members in good standing present at the time a vote is called for by the presiding Officer will cast votes. The Election Committee will total votes and results will be announced.
 - ii. Eligibility and Voting Rules: In order to be eligible to vote in an election a member must be in good standing and must have either paid in full their registration fees or have made arrangements for registration that have been approved by the Board.
- D) SPECIAL OR EMERGENCY BOARD MEETINGS:
- i. Executive Board - The President of the Board of Directors may call for a Special Executive Board meeting at any time. Upon written receipt of a request for a special meeting from any two Board members the President must call and give notice of special meetings of the Executive Board. Only the LVTYFCL Board President may call for an emergency Executive Board meeting. Those authorized to call Special or Emergency Executive Board meetings may fix the time and place of the meeting place. Special Executive Board meetings may be held by telephone conference, if convened in accordance with Section 6.6(B).
 - ii. Football, Cheerleading and Lacrosse Operations Boards - The Vice President of Operations for the specific board / sport may call for a Special Operations Board meeting at any time. Upon written receipt of a request for a special meeting from any two Operations Board members the Vice President of Operations for the specific board / sport must call and give notice of special meetings of the Operations Board. Only the Vice President of Operations for the specific board / sport may call for an emergency Operations Board meeting. Those authorized to call Special or Emergency Operations Board meetings may fix the time and place of the meeting place. Special Operations Board meetings may be held by telephone conference, if convened in accordance with Section 6.6(B).
- E) SPECIAL YEAR END MEETING: A special end of the year meeting will be held to close out the books for the fiscal year and to review the final financial report for the previous season. This meeting will be presided over by the current President and the entire Board of Directors and should be attended by the incoming Board members and Officers. No new business may be introduced. At this meeting only resolutions having to do specifically with the financial reports and books may be voted on by the Executive Board. The financial report prepared by the Treasurer is expected to include an accurate accounting of the real property owned and the additional assets acquired during the fiscal year just ending. It should also include a detailed listing of every expense paid and the name of the business or individual that was paid, including the date of the transaction. Any details of the transaction regarding the reason for the expense, documentation on when the Board authorized its approval and contact information on the parties to whom the expenses were paid is also expected. After acceptance and approval by the Board, the Secretary shall add these records to the archives

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of LVTYFCL and an abstract of the documents shall be added to the meeting minutes. The time, date and location of this meeting will be announced at the annual election meeting.

6.6 ATTENDANCE –

- A) REQUIREMENTS:** Members of the Board of Directors are expected to regularly attend meetings that have been scheduled. Individual incidents of missing a meeting are not to be considered; however missing three regularly scheduled Executive or Operations Board meetings in a row may be considered grounds for removal of a Board member from office. Any Board member may call for the removal of a member under the rules and a meeting on the issue may be called after proper notice is given per Article 5.11.

TELEPHONE PARTICIPATION: If authorized by the presiding Officer, the Officers, Directors or any designated committee of LVTYFCL may participate in a Board or committee meeting by means of a conference telephone or similar communications equipment. Teleconferencing will only be permitted if all persons entitled to participate in the meeting received proper notice of the telephone meeting (see section 6.1), and provided all persons participating in the meeting can hear each other at the same time. A Board Member participating in a conference telephone meeting is deemed present in person at the meeting. The chairperson of the meeting may establish reasonable rules as to conducting the meeting by phone.

ARTICLE VII – Committees

7.1 APPOINTED COMMITTEES –

- A) CREATION OF COMMITTEES:** The Board of Directors may create committees for the purpose of assisting the Officers and Directors or otherwise carry out the purposes of the LVTYFCL and appoint members to serve on them. For committees formed by the Executive Board, the committee must have one or more Executive Board member as a sponsor and participant. For committees formed by the Operations Board, the committee must have one or more Operations Board member as a sponsor and participant. Volunteers from the full membership may serve on these committees.
- B) SELECTION OF MEMBERS:** The creation of a committee and appointment of members to it must be approved by a majority vote of the Board of Directors prior to the official formation of the committee. For committees formed by the Executive Board, the Executive Board must approve. For committees formed by the Operations Board, the Operations Board must approve and the selections must be ratified by a majority vote of the Executive Board.
- C) REQUIRED PROCEDURES:** Rules of these Bylaws which govern meetings, notice, quorum and voting requirements and action without meetings apply to committees and their members unless specifically instructed by The Board of Directors. The committees should keep regular minutes of their proceedings and report the same to the Board of Directors. All committees are subject to all the procedural rules governing the operation of the Board of Directors.
- D) COMMITTEE AUTHORITY:** Each committee may exercise the specific Board authority that the Board of Directors confers upon it in the resolution creating the committee. Provided, however, a committee may not:
- i. Approve the dissolution, merger, or the sale, pledge, or transfer of any of the corporation's assets.

- ii. Elect, appoint, or remove Directors or fill vacancies on the Board of Directors or on any of its committees
- iii. Adopt, amend, or repeal the articles or bylaws.

7.2 STANDING COMMITTEES –

The Board of Directors may add standing committees by resolution at any time as the need is viewed to exist. These committees must have a specific charge or missions assigned to them by the Board and are required to meet regularly and report to the Board on the responsibilities they have been assigned.

A) RULES AND VIOLATIONS COMMITTEE: At the second meeting of each calendar year, the Executive Board shall appoint a Rules and Violations Committee. This committee will stand for the balance of the calendar year and may be called upon to deal with rules infractions as well as conduct investigations for charges that may lead to suspension or termination from membership in LVTYFCL in cases where the infraction is not sport specific, the Operations Board has been unable to reach resolution or the member wishes to escalate beyond the Operations Board. Upon receiving any incidents, infractions or concerns brought forth this committee will be required to meet and begin investigation within 72 hours. This committee will have as its members Officer or Director representation from each of the three (3) Operations Boards (football, cheerleading and lacrosse), a voting member of the Executive Board that is not one of the aforementioned Operations Board representatives and a representative from the coaches of football, cheerleading and lacrosse. This committee will elect its own chairman and vice-chairman from the Officers and/or Directors on the committee, who will lead the committee and record the minutes of the committee's activities respectively. In the event the chairman is unable to attend or conduct a meeting, the vice-chairman will conduct the meeting and shall designate another member of the committee to act on their behalf recording the proceedings minutes. Quorum for this committee shall be five of the seven members. Rules of these Bylaws that govern meetings, notice, quorum and voting requirements will apply to all activities of this committee. If during the course of the season a member of this committee must be replaced for any reason, the Board will nominate candidates and select replacements as needed from the nominees. Approval of the original committee and any replacement members must be a 2/3-majority vote of the Executive Board.

B) BYLAWS COMMITTEE: The committee shall be charged with a general review of these bylaws as currently adopted and report to the Board of Directors suggested revisions to the bylaws. The report should also include the reasons the committee viewed the revisions it suggests as beneficial or improvements to the current bylaws. This committee will stand for the balance of the calendar year and may be called upon to deal with any member contestations or concerns of the LVTYFCL bylaws. This committee will have as its members Officer or Director representation from each of the three (3) Operations Boards (football, cheerleading and lacrosse), a voting member of the Executive Board that is not one of the aforementioned Operations Board representatives and two additional Officers and/or Directors. This committee will elect its own chairman and vice-chairman who will lead the committee and record the minutes of the committee's activities respectively. In the event the chairman is unable to attend or conduct a meeting, the vice-chairman will conduct the meeting and shall designate another member of the committee to act on their behalf recording the proceedings minutes. Quorum for this committee shall be five of the seven members. Rules of these Bylaws that govern meetings, notice, quorum and voting

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requirements will apply to all activities of this committee. If during the course of the season a member of this committee must be replaced for any reason, the Board will nominate candidates and select replacements as needed from the nominees. Approval of the original committee and any replacement members must be a 2/3-majority vote of the Executive Board.

CONCESSIONS COMMITTEE: In situations where concessions operations are not out-sourced and are managed by the Executive Board, the committee shall be charged with managing the duties required to appropriately manage concessions for both the spring Lacrosse and fall Football and Cheer seasons. These duties include, but are not limited to, management of the concessions stand and volunteers on game day, developing a menu, managing the financials, purchasing supplies, prepping and facilitating the set-up and tear down of remote concessions and coordinating volunteers. This committee will stand for the balance of the calendar year. This committee will have as its members the Director of Concessions or another voting Executive Board Member in instances where that position is vacant. This Officer or Director will serve as the committee chairman. This committee will elect its own vice-chairman who record the minutes of the committee's activities respectively. In the event the chairman is unable to attend or conduct a meeting, the vice-chairman will conduct the meeting and shall designate another member of the committee to act on their behalf recording the proceedings minutes. The remainder of this committee should be made up of volunteers from the full membership and should be comprised of a minimum of four (4) additional members, to a maximum of eight (8). Quorum for this committee shall be 4/5's of the committee size. Rules of these Bylaws that govern meetings, notice, quorum and voting requirements will apply to all activities of this committee. If during the course of the season a member of this committee must be replaced for any reason, the committee will nominate candidates and select replacements as needed from the nominees. Approval of the original committee and any replacement members must be a 2/3-majority vote of the Executive Board.

ARTICLE VIII – Finance and Accounting

8.1 FISCAL YEAR –

LVTYFCL's fiscal year shall be from March 1st through February 28th.

8.2 FINANCIAL INSTITUTION –

The LVTYFCL shall maintain 4 separate accounts at a bank or financial institution the Executive Board has approved. The 4 accounts shall be specific to the Executive Board and each of the 3 sport specific Operations Boards; Football Operations, Cheer Operations and Lacrosse Operations.

8.3 ACCOUNTS –

LVTYFCL shall operate with 4 separate accounts and budgets.

- A) Executive Account - The Executive Board will have its own bank account for the purpose of managing LVTYFCL wide funds. Changes to this account, including those that have account access, the institution of choice or any transference of funds to other accounts can only be made via a majority vote of the Executive Board. The monies in this account will be specifically used towards supporting the Areas of Responsibility associated to the Executive Board as described in Article 5.2.

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- B) Football Operations Account – The Football Operations Board will have its own bank account for the purpose of managing football specific funds. Changes to this account, including those that have account access, the institution of choice or any transference of funds to other accounts can only be made via a majority vote of the Football Operations Board and approval through a majority vote of the Executive Board. The monies in this account will be specifically used towards supporting the Areas of Responsibility associated to the Executive Board as described in Article 5.3.
- C) Cheer Operations Account - The Cheer Operations Board will have its own bank account for the purpose of managing cheer specific funds. Changes to this account, including those that have account access, the institution of choice or any transference of funds to other accounts can only be made via a majority vote of the Cheer Operations Board and approval through a majority vote of the Executive Board. The monies in this account will be specifically used towards supporting the Areas of Responsibility associated to the Executive Board as described in Article 5.3.
- D) Lacrosse Operations Account - The Lacrosse Operations Board will have its own bank account for the purpose of managing lacrosse specific funds. Changes to this account, including those that have account access, the institution of choice or any transference of funds to other accounts can only be made via a majority vote of the Lacrosse Operations Board and approval through a majority vote of the Executive Board. The monies in this account will be specifically used towards supporting the Areas of Responsibility associated to the Executive Board as described in Article 5.3.

8.3 DEPOSITS –

All monies received on behalf of LVTYFCL shall be deposited in the name of LVTYFCL in the appropriate account as determined by the Board of Directors. The Treasurer and/or the President of LVTYFCL shall oversee the deposit of all funds of LVTYFCL in banks and other depositories.

8.4 FINANCIAL BOOKS & RECORDS –

The Treasurer and Secretary of LVTYFCL shall keep correct and complete books and records of account and shall keep them at a location of storage and archive approved by the Executive Board

8.4 CONTRACTS –

The Executive Board may authorize any member, officer or representative, to enter into any contract or execute or deliver any instruments in the name of and on behalf of LVTYFCL with a majority vote. Such authorization may be general or confined to specific instruments.

8.5 LOANS –

LVTYFCL shall not allow anyone to contract on behalf of it for indebtedness for borrowed money unless the Executive Board authorizes such a contract by resolution through 2/3s majority vote. LVTYFCL shall not allow anyone to issue evidence of LVTYFCL's indebtedness unless the Executive Board authorizes the issuance by resolution. The authorization may be general or specific.

8.6 CHECKS, DRAFTS & FINANCIAL INSTRUMENTS –

- A) Executive Account - The President and Treasurer may sign and issue LVTYFCL checks, drafts or other orders for payment of money from the Executive Account. The Treasurer only may issue

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any other notes or other evidence of indebtedness and then only after approval by the Executive Board. The Executive Board shall also determine by resolution the manner in which these documents will be signed and issued. All checks or other financial instruments in excess of \$500 must be signed by a minimum of two authorized Executive Board members.

- B) Football Operations Account - The Vice President, Football Operations; President and Treasurer may sign and issue LVTYFCL checks, drafts or other orders for payment of money from the Football Operations Account. The Treasurer only may issue any other notes or other evidence of indebtedness and then only after approval by the Football Operations and Executive Boards. The Football Board shall also determine by resolution the manner in which these documents will be signed and issued. All checks or other financial instruments in excess of \$500 must be signed by a minimum of two authorized Board members.
- C) Cheer Operations Account - The Vice President, Cheer Operations; President and Treasurer may sign and issue LVTYFCL checks, drafts or other orders for payment of money from the Cheer Operations Account. The Treasurer only may issue any other notes or other evidence of indebtedness and then only after approval by the Cheer Operations and Executive Boards. The Cheer Board shall also determine by resolution the manner in which these documents will be signed and issued. All checks or other financial instruments in excess of \$500 must be signed by a minimum of two authorized Board members.
- D) Lacrosse Operations Account - The Vice President, Lacrosse Operations; President and Treasurer may sign and issue LVTYFCL checks, drafts or other orders for payment of money from the Lacrosse Operations Account. The Treasurer only may issue any other notes or other evidence of indebtedness and then only after approval by the Lacrosse Operations and Executive Boards. The Lacrosse Board shall also determine by resolution the manner in which these documents will be signed and issued. All checks or other financial instruments in excess of \$500 must be signed by a minimum of two authorized Board members.

8.7 PROHIBITED TRANSACTIONS –

- A) PROHIBITION AGAINST SHARING IN LVTYFCL EARNINGS: No Director, Officer, committee member or person connected with LVTYFCL shall receive at any time any of the net earnings or profit from the operations of the program. This shall not prevent LVTYFCL's payment to any person of reasonable compensation for services rendered to or for LVTYFCL for authorized purposes as determined by the Executive and/or Operations Boards.
- B) OTHER PROHIBITIONS: Neither LVTYFCL, nor its Directors, nor its Officers have any power to cause LVTYFCL to do any of the following with Related Parties:
 - i. Make any substantial purchase of securities or other property, for more than adequate consideration in money or money's worth.
 - ii. Sell any substantial part of its assets or other property, for less than an adequate consideration in money or money's worth.

For the purpose of this subsection, Related Parties means any person who has made a substantial contribution to LVTYFC, or with a brother, sister, spouse, ancestor, or lineal descendant of the person giving, or with a business directly or indirectly controlled by the person giving.

8.8 PROHIBITED ACTIVITIES –

No Board of Directors member, Officer or representative of LVTYFCL shall take any action or carry on any activity by or on behalf of LVTYFCL not permitted to be taken or carried on by an exempt organization under section 501(c)(3) of the Internal Revenue Code.

8.9 INDEMNIFICATION –

LVTYFCL shall indemnify its Officers, Directors and Coaches to the extent permitted by law. The LVTYFCL Board of Directors shall have the power to purchase and maintain liability insurance on behalf of any person who is or was a Participant, Director, Officer, Coach or representative of LVTYFCL. This insurance shall be for the expressed purpose of protecting against any liability asserted against such person and incurred by such person in any capacity or arising out of any sanctioned activities or participation authorized by the Board of Directors by these Articles, Amendments or Board resolutions.

8.10 REGISTRATION –

Participants are requested to pay a registration fee on registration day. The date(s) for registration shall be as set by The Football, Cheer and Lacrosse Operations Boards respectively and shall be communicated to the general public in a manner determined by the Operations Boards and approved by the Executive Board. Processes for Registration are specific to the sport and outlined in these bylaws in the respective Operations, Policies and Procedures sections for each sport.

8.11 SPONSORS –

The Executive Board will determine Sponsor fees for each season and retains the authority to approve or decline any firm seeking to sponsor the LVTYFCL.

8.12 BUDGET –

Working with the President for the Executive Board and each Vice President for their respective Operations Boards in determining the expenses to be anticipated for the respective operations and span of responsibility, the Treasurer shall draft and present a budget for the upcoming year to the Executive Board prior to the beginning of registration for the upcoming season specific to each sport. Approval of the final budget for the upcoming season must be made by April 1st of the current season for Football, Cheer and non-sport specific Operations and by February 1st of the current season for Lacrosse Operations.

ARTICLE IX – Bylaws Revisions, Amendments and Attachments**9.1 REVISIONS & AMENDMENTS –**

The Executive Board shall have the power to make, alter, amend or repeal the bylaws of LVTYFCL provided that such alteration, amendment, or repeal that would not adversely impact the rights of sitting members of the Board of Directors for their current term. Any revisions to Articles 12, 13 and 14, Operations – Policies and Procedures, must also be approved by the respective Operations Boards.

Approval for bylaws revisions and amendments, with the exceptions of Articles 12, 13 & 14, must go through the Bylaws committee for review and committee response in the form of endorse, do not endorse and any suggested revisions. Once presented to the Board with the Bylaws Committee recommendations, approval requires a majority vote from the Executive Board.

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Bylaws revisions and amendments to Articles 12, 13 & 14 must go through the respective Operations Boards for review and approved with a majority vote. Approved changes are required to be presented to the Executive Board for review and, if any objections are voiced, are subject to a majority vote of the Executive Board as well.

9.2 AMENDMENTS LOG –

A log summarizing all approved revisions and amendments to these bylaws shall be maintained by the Bylaws Committee. The log should contain the date the vote was ratified by the Executive Board, the declaration of ratification and a summary of the revisions and amendments.

An example of an Amendments Log entry:

June 3, 2014 as ratified by a passing vote of the Board of Directors - Update Organization Name from Lake Villa Township Youth Football and Cheerleading (LVTYFC) to Lake Villa Township Youth Football, Cheerleading and Lacrosse (LVTYFCL). (Every occurrence within the Bylaws).

9.3 SIGNATURE PAGE –

Any revisions or amendments to these bylaws will require an updated signature page to be signed by the elected officers of the Executive Board, specifically:

- President
- Vice President – Football Operations
- Vice President – Cheer Operations
- Vice President – Lacrosse Operations
- Treasurer
- Secretary

The most recent signed version (official copy) of these bylaws must be kept on file by the Secretary. An updated signature page does not need to be maintained on the LVTYFCL website. On-line postings of this document must include a blank signature page with a notice that the actual can be viewed upon request.

9.4 ATTACHMENTS –

Attachments, for the purpose of these bylaws, are considered documents that support the Articles within. Documents approved by the Executive Board as items supporting the organization or those approved by the Operations Boards in support of operations defined in Articles 12, 13 & 14.

ARTICLE X – Interpretations

10.1 INTERPRETATIONS –

The interpretation of these Bylaws or any rules or Amendments passed shall rest with the Bylaws Committee.

ARTICLE XI – Program Dissolution

11.1 DISTRIBUTION OF PROPERTY –

Upon dissolution of LVTYFCL and after all outstanding debts and claims have been satisfied, The Board of Directors shall as its final act, distribute the remaining assets of LVTYFCL to similar organizations with similar objectives. These organizations which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code as it is currently written or may be in the future.

Signature Page

The above Constitution / By Laws and the following amendments have been formally confirmed and adopted by the Lake Villa Township Youth Football, Cheerleading and Lacrosse on this day (12/15/2017) by the LVTYFCL Board as represented by the signatures of the duly elected Executive Board in office at this time.

President

Vice President – Football Operations

Official Signature Page on File with the LVTYFCL Board of Directors

Vice President – Cheer Operations

Vice President – Lacrosse Operations

Secretary

Treasurer

Attachments

This is a list of Attachments to these Bylaws. Attachments are defined as appending documents that are prepared to serve as additional explanations or clarifications to the Bylaws and/or contain additional governing documentation for the operations of specific sports.

Attachment 1 – League Affiliations; as specified in Article 4.1 of these bylaws, contains the documented current league affiliations for the sports programs / seasons of the LVTYFCL.

Attachment 2 – Football Operations: Policies and Procedures; contains the documented current policies and procedures specific to the LVTYFLC Football Operations that are not covered by, and are in support of, those published through affiliated leagues.

Attachment 3 – Cheer Operations: Policies and Procedures; contains the documented current policies and procedures specific to the LVTYFLC Cheer Operations that are not covered by, and are in support of, those published through affiliated leagues.

Attachment 4 –Lacrosse Operations: Policies and Procedures; contains the documented current policies and procedures specific to the LVTYFLC Lacrosse Operations that are not covered by, and are in support of, those published through affiliated leagues.

Amendments

Current version of the By-Laws includes all Amendments incorporated by the Board of Directors prior to December 15, 2017. Future amendments will be captured in this section.