

# **BROOKFIELD FOOTBALL AND CHEER, INC. BY-LAWS**

**Adopted: February 19, 2025**

## **ARTICLE I: TITLE AND INCORPORATION**

### **Section 1. Name and Affiliation**

This organization shall be known as Brookfield Football and Cheer, Inc. (hereinafter referred to as “BFC”), and shall operate as a nonprofit corporation incorporated in the State of Connecticut.

### **Section 2. Location**

The principal location of BFC shall be in the Town of Brookfield, County of Fairfield, in the State of Connecticut. The Executive Board may designate additional or alternative business addresses as necessary for the operation of BFC.

### **Section 3. Affiliation**

BFC is a member in good standing of Western Connecticut Youth Football and Cheer (WCTYFC) and shall abide by the bylaws, rules, and regulations of WCTYFC, as applicable.

### **Section 4. Additional Officers**

In addition to the officers enumerated in these bylaws, BFC may appoint or elect additional officers or administrative positions as deemed necessary by the Executive Board to carry out the functions and mission of the organization.

## **ARTICLE II: OBJECTIVES**

### **Section 1. Sportsmanship and Development**

BFC is dedicated to inspiring youth—regardless of race, creed, sex, color, or national origin—to embrace the ideals of sportsmanship, teamwork, and physical fitness through participation in football and cheerleading programs.

The objectives of BFC include:

- a. Promoting positive role models - To provide instruction and leadership through coaches, mentors, and volunteers who exemplify integrity, discipline, and sportsmanship.
- b. Fostering enjoyment and skill development - To emphasize learning, playing, and enjoying the sport in a safe and supportive environment, prioritizing participation and personal growth over competition alone.
- c. Instilling high moral standards - To promote the importance of character, respect, and responsibility in all aspects of youth development.
- d. Encouraging academic excellence and community involvement - To stress the value of academic achievement and encourage active participation in community service as vital components of personal and athletic success.

## **Section 2. Rules and Regulations**

BFC shall adhere to the Official Rules and Regulations of American Youth Football and Cheer (AYF/AYC), as well as any rules and regulations duly established by the Western Connecticut Youth Football and Cheer (WCTYFC), in which BFC is a participating member. In the event of a conflict between the two, the rules of WCTYFC shall govern, where applicable.

## **Section 3. Interpretation**

In the interpretation of these Bylaws, unless the context clearly indicates otherwise:

- a. Words importing the singular shall include the plural, and vice versa;
- b. Words importing any gender shall be interpreted as inclusive of both genders.

The Executive Board shall have the sole authority to interpret and resolve any questions or disputes regarding the meaning or intent of any provision within these Bylaws. The Board's decision shall be final and binding unless otherwise provided by law.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. Eligibility**

Membership in BFC is open to any individual who demonstrates a sincere interest in supporting the mission and objectives of the organization. Members must abide by the Bylaws, policies, and regulations of BFC, as well as those of any affiliated governing bodies, including WCTYFC and AYF/AYC, as applicable.

### **Section 2. Classes of Membership**

There shall be the following classes of membership within BFC:

a. **Player/Cheerleader Members:** Any child who meets the eligibility requirements of WCTYFC and BFC shall be eligible to participate as a Player or Cheerleader Member. Player/Cheerleader Members shall not possess any rights, duties, or obligations in the governance or management of BFC. Team assignments shall be made in accordance with BFC policy and are subject to final approval by the Executive Board.

b. **Adult Community Members:** The parent(s) or legal guardian(s) of every participating child, as well as any other adult who actively participates in BFC programs or events, shall be considered Adult Community Members. To qualify as an Adult Community Member, the parent or legal guardian of the participating athlete must either reside or work in the Town of Brookfield, Connecticut, or have special permission such as a waiver or other approved exception.

All Adult Community Members agree to be bound by the rules, regulations, and policies of BFC.

c. **Adult Community Members in Good Standing (Voting Members)**

Adult Community Members shall be recognized as Members in Good Standing, with associated voting rights, if they meet at least one of the following participation criteria within the current calendar year (January 1 to December 1):

1. Hold an elected or appointed position on the Executive Board;

2. Serve in an appointed role on the Board of Directors, or as a Head Coach, Assistant Coach, or Team Parent, and attend a minimum of four (4) monthly Board meetings between January 1 and December 1;
3. Attend a minimum of six (6) monthly Board meetings between January 1 and December 1.

Only those individuals meeting the above criteria prior to December 1 shall be eligible to vote in the December Annual Meeting for the election of the Executive Board. Once earned, “Member in Good Standing” status shall remain in effect for the calendar year, unless revoked.

In order for meeting attendance to count toward participation, you must arrive within 15 minutes of the start of the meeting.

#### d. Loss of Good Standing

An Adult Community Member in Good Standing may, at the sole discretion of the Executive Board or a duly appointed committee, be reclassified as not in good standing for violations including but not limited to:

- Breach of the American Youth Football & Cheer Adult Code of Conduct;
- Breach of the American Youth Football & Cheer Coaches Code of Conduct;
- Violation of the Spectator Code of Conduct, as outlined below.

#### e. Spectator Code of Conduct

All Spectators—including Adult Community Members, their children, and guests—attending BFC events (including practices and games) shall adhere to the following standards:

1. Display the highest level of courtesy, fair play, and sportsmanship toward players, cheerleaders, coaches, officials, other teams, and fellow spectators.
2. Comply with all rules and regulations of facilities and fields used by BFC.
3. Follow the verbal and written instructions provided by Coaches & the Executive Board.

### **Section 3. Financial Aid Program**

Brookfield Football and Cheer (BFC) is committed to making its programs accessible to all eligible youth in the Brookfield community, regardless of financial means. To that end, BFC offers a Financial Aid Program to assist families who demonstrate need.

#### a. Purpose

The Financial Aid Program is intended to provide partial or full coverage of registration fees for eligible participants. Financial aid is awarded at the discretion of the Executive Board, and may be limited by the availability of funds. BFC reserves the right to decline aid to any applicant who fails to meet the required criteria established by the Executive Board.

#### b. Eligibility and Application

To be considered for financial aid, applicants must:

- Request an official Financial Aid Application from the BFC Registrar, or find it on our website;
- Submit a fully completed application for each athlete requesting aid (one application per child);
- Submit the application by the designated registration fee deadline set annually by BFC.

#### c. Review Process

Each application will be reviewed by the President, Treasurer, and Registrar, who will make a recommendation to the Executive Board.

The Executive Board shall then vote on the recommendation, with a majority vote required to approve financial aid.

**d. Conditions of Approval**

Approved applicants will receive a reduction in registration fees in exchange for completing ten (10) volunteer hours per family, in addition to any existing team commitments. Volunteer hours will be assigned by a member of the Executive Board.

Failure to complete the required volunteer hours or to comply with the terms and conditions of the Financial Aid Program may result in:

- Revocation of financial aid for the current year; and/or
- Ineligibility to participate in BFC programs in the following season.

## **ARTICLE IV: EXECUTIVE BOARD**

### **Section 1. General Powers**

The Executive Board shall be responsible for managing the business, affairs, and overall operation of Brookfield Football and Cheer (BFC), in accordance with these Bylaws and the mission of the organization.

### **Section 2. Number, Tenure, and Qualifications**

The Executive Board shall consist of nine (9) members, elected by the voting membership of BFC. The following officers shall comprise the Executive Board:

- President
- Vice President
- Secretary
- Treasurer
- Football Commissioner
- Cheerleading Commissioner
- Football Registrar
- Cheerleading Registrar
- Scholastic Coordinator

All elected Executive Board members shall begin their terms in January following their election at the December annual meeting.

#### **Staggered Elections**

To ensure continuity of leadership, Executive Board elections shall be held on a staggered biennial basis:

- In even-numbered years, the following positions shall be elected:  
President, Secretary, Cheerleading Commissioner, Scholastic Coordinator, Football Registrar

- In odd-numbered years, the following positions shall be elected:  
Vice President, Football Commissioner, Treasurer, Cheerleading Registrar

Each elected officer shall serve a two-year term.

### **Section 3. Committees**

The Executive Board shall have the authority to create and appoint committees as it deems necessary for the effective functioning of BFC. The Board may prescribe the powers, duties, and scope of each committee, and may dissolve committees at its discretion.

### **Section 4. Vacancies**

Any vacancy occurring on the Executive Board, regardless of the cause, may be filled by appointment via a majority vote of the remaining Executive Board members. The appointed individual shall serve for the remainder of the unexpired term of the vacated position.

### **Section 5. Removal**

Any Executive Board member may be removed from office by a majority vote of the full Executive Board whenever, in the Board's judgment, such removal serves the best interests of BFC. Removal shall be without prejudice to the individual's future participation in the organization.

### **Section 6. Conflict of Interest**

If the Executive Board determines that a conflict of interest exists regarding any matter, the issue shall be decided by a majority vote of the Board members present.

### **Section 7. Executive Board Member Duties**

#### **a. President**

The President shall be the principal officer of BFC and shall serve as the chief executive and representative of the organization.

Duties of the President shall include:

- Presiding over all Executive Board meetings and any general membership meetings;
- Supervising and coordinating the overall business and affairs of BFC;
- Overseeing the implementation of BFC policies and enforcement of all bylaws and regulations;
- Acting as the official liaison and representative to the Western Connecticut Youth Football and Cheer (WCTYFC);
- Having authority to execute contracts, leases, and other legal instruments on behalf of BFC, provided such actions have received prior approval by the Executive Board;
- Appointing committees and task forces, subject to Board approval, and overseeing their activities;

- Performing all duties incident to the office of the President, and such other duties as may be assigned by the Executive Board.

#### **b. Vice President**

The Vice President shall assist the President in the performance of their duties and help ensure the smooth operation of all BFC activities.

Duties of the Vice President shall include:

- Assisting the President in overseeing the day-to-day activities of the organization and the implementation of BFC and AYF/C policies during practices, games, meetings, and other official functions;
- Being responsible for maintaining insurance coverage for all players, cheerleaders, and BFC property, ensuring compliance with organizational and league requirements;
- Assisting the President and other Executive Board members with special projects and initiatives that support the growth and promotion of BFC;
- Assuming the duties of the President in their absence or incapacity, and presiding over meetings in the President's absence;
- Temporarily assuming the office of President should the position be vacated, until a formal election or appointment is made by the Executive Board;
- Performing such other duties as may be assigned by the President or the Executive Board.

#### **c. Secretary**

The Secretary shall be responsible for maintaining accurate records of BFC and supporting effective communication within the organization.

Duties of the Secretary shall include:

- Recording the minutes of all Executive Board and general membership meetings, and maintaining official records of BFC business;
- Distributing meeting minutes to all Executive Board members within ten (10) calendar days following each meeting, and ensuring that approved minutes are posted to the BFC website prior to the next scheduled meeting;
- Maintaining and updating official mailing lists, contact databases, and organizational files;
- Preparing and distributing all official correspondence on behalf of the Executive Board;
- Securing a location for all monthly Executive Board meetings and providing public notice of the meeting time and place;
- Assisting the President and Executive Board members with special projects that contribute to the ongoing growth and promotion of BFC.

#### **d. Treasurer**

The Treasurer shall be the chief financial officer of BFC and shall be responsible for the receipt, safeguarding, and disbursement of all funds belonging to the organization.

Duties of the Treasurer shall include:

- Managing all financial transactions of BFC, including funds received and expended in the name of the organization;

- Preparing and presenting a monthly financial report at each Executive Board meeting, with printed or emailed copies available for review and community distribution as needed;
- Overseeing the collection, deposit, and accounting of all incoming funds, including but not limited to:
  - Player and cheerleader registration fees, Fundraising income, Cheerleading competition ticket sales, Banquet and concession revenue, 50/50 raffles, Donations, Spirit wear sales & Special event proceeds
- Ensuring that all deposits are made into an FDIC-insured financial institution;
- Managing the payment of all organizational expenses, including but not limited to: insurance premiums, reimbursements, refunds, equipment purchases, and other approved disbursements;
- Coordinating with the BFC-designated Certified Public Accountant (CPA) to ensure proper classification of transactions and timely filing of taxes;
- Ensuring the transition of records and guidance materials to the incoming Treasurer by maintaining and transferring the BFC Treasury Box;
- Assisting the President and Executive Board members with special projects that support the continued growth and promotion of BFC.

**e. Football Commissioner**

The Football Commissioner shall oversee all football-related operations within BFC and ensure compliance with organizational and league policies.

Duties of the Football Commissioner shall include:

- Recruiting and presenting Head Coach candidates to the Executive Board for review and approval;
  - Any candidate deemed ineligible shall be removed from consideration.
  - Interviews will be conducted by the Football Commissioner & the President with final recommendations submitted to the Executive Board for approval.
- Enforcing policies outlined in Article II, Section 2 and Article III, Section 2(a);
- Ensuring all football coaches obtain and maintain the required certifications, and are provided with opportunities for additional training;
  - Proof of certifications shall be submitted to the Football Registrar.
- Coordinating the scheduling and securing of practice fields, scrimmages, and the completion of necessary forms with Brookfield Parks & Recreation;
- Ensuring medical coverage (EMTs) is present at all home games as required by BFC or WCTYFC;
- Distributing game schedules and reporting scores to WCTYFC each Sunday evening during the season;
- Leading efforts to recruit players from local schools and the Brookfield community;
- Acting as liaison between Brookfield High School and BFC, especially in matters that involve coordination between programs;

- Addressing and resolving player, parent/guardian, or team-related issues brought to their attention;
- Representing BFC at WCTYFC football meetings;
- Identifying and promoting offseason growth opportunities, including clinics, camps, or training sessions;
  - At least one camp or clinic consisting of a minimum of three (3) cumulative hours must be conducted prior to July 1st each year;
- Ensuring that each football team has an end-of-year banquet planned and scheduled no later than December 31st;
- Reporting any safety concerns or issues promptly to the Executive Board;
- Assisting the President and Executive Board members with special projects that support the continued growth and promotion of the BFC football program.

Note: The Football Commissioner shall not serve as Head Coach of any BFC football team.

#### **f. Cheerleading Commissioner**

The Cheerleading Commissioner shall oversee all cheerleading-related operations within BFC and ensure full compliance with organizational, league, and safety policies.

Duties of the Cheerleading Commissioner shall include:

- Recruiting and presenting Head Coach candidates to the Executive Board for review and approval;
  - Any candidate deemed ineligible shall be removed from consideration.
  - Enforcing policies outlined in Article II, Section 2 and Article III, Section 2(a).
- Ensuring all coaching staff obtain and maintain required certifications and are offered opportunities for continued education and training;
  - Certification records shall be submitted to the Cheer Registrar.
- Securing practice sites, scheduling practices, and distributing game schedules to teams and families;
- Coordinating communication with cheerleaders, parents/guardians, and the community, ensuring transparency and accessibility;
- Participating in the recruitment of cheerleaders from local schools and the Brookfield community;
- Representing BFC at all WCTYFC cheer-related meetings;
- Organizing and submitting all required cheerleading program paperwork to WCTYFC or other governing bodies in a timely and complete manner;
- Making budget recommendations and securing association funding for necessary cheer-related expenses;
- Collaborating with the Equipment Coordinator to:
  - Ensure there are enough uniforms and equipment for all cheer teams;
  - Select seasonal items including cheer sneakers, bows, briefs, socks, etc.

- Providing guidance on appropriate cheer music and ensuring compliance with American Youth Cheer (AYC) level guidelines, particularly for competition routines;
- Coordinating cheer team placements and making level recommendations for each squad's competition category;
- Addressing and resolving any issues involving cheerleaders, parents/guardians, or team dynamics;
- Seeking and promoting offseason growth opportunities, including training sessions, camps, or clinics;
- Reporting any safety concerns or incidents to the Executive Board;
- Ensuring that each cheer team has an end-of-year banquet planned & scheduled by December 31st;
- Assisting the President and Executive Board members with special projects that support the continued growth and promotion of the BFC cheerleading program.

Note: The Cheerleading Commissioner shall not serve as Head Coach of any BFC cheer team.

#### **g. Football Registrar**

The Football Registrar shall manage the registration and eligibility of all football participants and ensure compliance with American Youth Football (AYF) registration requirements.

Duties of the Football Registrar shall include:

- Overseeing the complete registration process for all football players in accordance with AYF guidelines and deadlines;
- Ensuring all required player documentation and forms are accurately completed, collected, and properly filed;
- Maintaining strict confidentiality of all player and parent information, and operating under the highest standards of ethical decision-making;
- Performing data entry and maintaining accurate record keeping throughout the registration process;
- Notifying players and families that no athlete shall be permitted to practice without fully completed paperwork on file;
  - It is recommended that all documentation be in order by July 1st;
- Providing the Football Commissioner with monthly registration updates from the time registration opens through the validation process;
- Participating in the league validation process as requested, ensuring that all documentation is prepared and compliant;
- Assisting with the distribution of football equipment (helmets, pads, uniforms, pants) and verifying that registration payments & paperwork have been received before issuing equipment;
- Collaborating with the President, Vice President, Football Commissioner, and coaching staff to properly place players on teams, using the current AYF/C Age Criteria for the enrollment period;
- Assisting the President and Executive Board members with special projects that support the growth and promotion of the BFC football program.

## **h. Cheer Registrar**

The Cheer Registrar shall manage the registration and eligibility of all cheerleading participants and ensure full compliance with American Youth Cheer (AYC) requirements and organizational procedures.

Duties of the Cheer Registrar shall include:

- Overseeing the registration process for all cheerleading participants, ensuring full compliance with AYC guidelines and deadlines;
- Ensuring all required player documentation and forms are accurately completed, collected, and properly filed;
- Maintaining strict confidentiality of all player and parent information, and adhering to the highest standards of ethical conduct;
- Ensuring that all paperwork is fully completed and accurate;
  - Participants shall not be allowed to practice until all required documentation has been submitted and verified;
  - All paperwork is recommended to be submitted and verified by July 1st;
- Performing necessary data entry and maintaining accurate registration records;
- Providing the Cheer Commissioner with monthly registration updates from the time registration opens through the validation period;
- Participating in the league validation process when requested by the Cheer Commissioner or Executive Board;
- Assisting with the distribution of cheerleading uniforms and equipment, verifying that registration payments & paperwork have been received before release of items;
- Collaborating with the President, Vice President, Cheer Commissioner, and coaching staff in determining appropriate team placements in accordance with current AYC Criteria for the active enrollment period;
- Assisting the President and Executive Board members with special projects that support the growth and promotion of the BFC cheerleading program.

## **i. Scholastic Coordinator**

The Scholastic Coordinator shall be responsible for ensuring that all BFC participants meet the academic eligibility standards required for participation, as set forth by American Youth Football & Cheer (AYF/C) and WCTYFC.

Duties of the Scholastic Coordinator shall include:

- Reviewing each participant's final report card to verify compliance with scholastic fitness standards for participation;
- Immediately notifying the Executive Board of any participant who does not meet academic eligibility requirements;
  - The Executive Board will then determine any necessary steps or interventions to support the participant in achieving scholastic compliance;
- Collecting progress reports from participants who are initially deemed ineligible, and evaluating their continued academic standing to determine if participation may continue;

- Calculating and confirming academic eligibility and maintaining accurate scholastic records;
- Distributing AYF/C scholarship applications to eligible participants and conducting follow-up as necessary;
- Reviewing completed applications and submitting a finalized scholastic report, along with all supporting documentation, to the League Scholastic Coordinator;
- Coordinating the BFC scholarship program for two (2) graduating high school seniors affiliated with BFC;
- Disseminating and promoting WCTYFC scholarship information to eligible families and athletes;
- Assisting the President and Executive Board members with special projects related to the academic growth, recognition, and promotion of BFC athletes.
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## **ARTICLE V: COORDINATOR DUTIES**

### **SECTION 1. GENERAL PROVISIONS**

Coordinators are appointed by the Executive Board to manage specific operational functions essential to the success of Brookfield Football and Cheer (BFC). Each Coordinator is expected to fulfill their role in a professional, ethical, and timely manner. Coordinators report to the Executive Board and may be invited to attend meetings, though they do not have voting rights unless otherwise specified.

All Coordinators must:

- Act in the best interests of BFC athletes and families;
- Adhere to all BFC and AYF/C rules, regulations, and codes of conduct;
- Maintain accurate records and open communication with the Executive Board.

### **SECTION 2. EQUIPMENT & FIELD COORDINATOR**

The Equipment & Field Coordinator(s) shall be responsible for managing all aspects of equipment and field operations for both football and cheerleading. This position reports directly to the President, with additional oversight from the Football & Cheer Commissioners and Vice President.

Duties shall include, but are not limited to:

- Overseeing the inventory, ordering, issuing, receiving, and reconditioning of all football and cheer equipment;
- Coordinating the distribution and collection of participant gear and uniforms at the start and end of the season;
- Maintaining a log of all checked-out equipment and ensuring timely return from participants;
- Seeking Executive Board approval for any purchases exceeding \$200;
- Ensuring all equipment is safe, functional, and compliant with current standards and league guidelines;
- Managing field setup and field breakdown duties:

- Fields must be set up by the first team playing and taken down by the last team playing on each game day;
- Includes setting up markers, chains, and other equipment;
- Coordinating trash removal and general field cleanliness;
- Maintaining the security of field equipment and storage areas throughout the season;
- Communicating with team coaches to ensure all field tasks are carried out effectively;
- Coordinating game day parking logistics and providing direction to volunteers.
- Managing on-field security during games and events, ensuring that only authorized personnel (field crew, coaches, players, and Board Members) are present on the field.

### **SECTION 3. CONCESSION COORDINATOR**

The Concession Coordinator shall be responsible for the operation and oversight of the concession stand during all BFC home games and designated events. This position reports directly to the Treasurer and supports the overall game day experience and fundraising efforts of the organization.

Duties shall include, but are not limited to:

- Procuring all necessary supplies, food, beverages, and equipment for concession operations;
- Overseeing the setup, breakdown, cleaning, and trash disposal for the concession stand before and after each event;
- Ensuring that the concession area operates in compliance with all local health and safety regulations;
- Assisting the President and Executive Board members with any special projects related to the continued growth and promotion of the BFC program.

### **SECTION 4. FUNDRAISING & SPECIAL EVENTS COORDINATOR**

The Fundraising & Special Events Coordinator shall be responsible for planning and executing fundraising efforts and organizing special events that support the financial stability and community engagement of Brookfield Football and Cheer (BFC). This position works in close collaboration with the Executive Board and reports to both the President and Treasurer.

Duties shall include, but are not limited to:

- Identifying and proposing new fundraising opportunities, including donation campaigns, sponsorships, raffles, and merchandise sales;
- Working with the Executive Board to create and maintain revenue streams that align with the mission and goals of BFC;
- Scheduling, coordinating, and executing special events such as:
  - Spirit Night
  - Youth Night at Brookfield High School
  - End-of-season banquets
  - Other family or community events as determined by the Executive Board;
- Accurately tracking and recording all fundraising monies collected, and providing a detailed written report of all fundraising activities and financial results to the Treasurer;

- Ensuring all sponsors and donors are properly acknowledged and appreciated;
- Assisting the President and Executive Board members with any special projects that support the growth, promotion, and success of the BFC program.

## **ARTICLE VI: MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

The Brookfield Football and Cheer (BFC) organization shall conduct a monthly meeting at a pre-designated time and location. The purpose of these meetings is to review operations, receive reports, make decisions, and ensure alignment with the goals and mission of BFC. All Executive Board members are expected to attend.

### **SECTION 2. ANNUAL MEETING**

The Annual Meeting of BFC members shall be held in December of each year. The business conducted at this meeting shall include, but is not limited to:

- The election of officers for the Executive Board, per the staggered biennial schedule;
- Summary reports of the year's activities, operations, and expenditures provided by the Secretary, Treasurer, and any other relevant Directors or Coordinators as requested by the President;
- An open forum for discussion of the organization's future direction and goals.

### **SECTION 3. SPECIAL MEETINGS**

Special meetings of the Executive Board may be called at the request of the President, or by majority vote of the Executive Board. Notice of any special meeting must be given to all Executive Board members at least 48 hours in advance.

- Notice may be delivered in writing, electronically, or verbally;
- The notice shall include the specific purpose and the business to be transacted at the meeting, and only those subjects will be discussed.

### **SECTION 4. QUORUM**

A majority of the Executive Board members must be present at any meeting in order to constitute a quorum for the transaction of official business.

- If a quorum is not present, no votes may be taken, and the meeting shall be adjourned or rescheduled.
- Attendance via electronic means (e.g., Zoom or phone call) may count toward quorum if approved by the President.

### **SECTION 5. VOTING**

Each attending Executive Board Member shall be entitled to one vote on all matters concerning the daily operations and business of Brookfield Football and Cheer (BFC).

- Adult Community Members in Good Standing shall retain voting rights only with respect to the annual election of the Executive Board, as outlined in Article III, Section 2C.
- Voting for Executive Board positions shall be conducted via paper ballot.

- In the event a position is unopposed, the nominee must still receive a majority vote from those present.
  - If the nominee fails to receive a majority vote, the position shall be declared open to the public and re-balloted accordingly.
  - The final vote, whether for a contested or uncontested race, must yield a majority in order for the position to be filled.

Absentee ballots for the Executive Board election will be accepted under the following conditions:

- The voter must be an Adult Member in Good Standing;
- The absentee vote must be submitted in writing, signed by the member, and either:
  - Notarized, or
  - Hand-delivered in a sealed envelope to the President prior to the election meeting;
- Proxy voting is not permitted under any circumstances.

## **SECTION 6. RULES OF ORDER**

All meetings of BFC shall be governed by Robert's Rules of Order – Newly Revised, except in cases where such rules are inconsistent with the BFC bylaws. In such cases, the bylaws shall take precedence.

## **SECTION 7. NOMINATIONS**

Nominations for positions on the Executive Board and/or Board of Directors shall be conducted during the November meeting immediately preceding the December annual election.

- Any Adult Member in Good Standing may nominate another Adult Member in Good Standing for one or more open positions.
- A nominee may be nominated for more than one position, but may only run for one Executive Board seat.
- All nominees must be present at the November meeting to accept the nomination, or must submit a written explanation to the President prior to the meeting to be considered.
- If no Member in Good Standing is nominated or accepts a given position, the role shall be declared open to the public and advertised accordingly in January.

## **ARTICLE VII: FINANCIAL AND ACCOUNTING**

### **SECTION 1. FINANCIAL MANAGEMENT**

The Executive Board shall determine all matters pertaining to the finances of Brookfield Football and Cheer (BFC). All funds shall be deposited into a designated common treasury or treasuries under the custody and control of the Treasurer, and disbursed only in accordance with Executive Board approval and these bylaws.

The Treasurer and President shall be the authorized signatories on all bank accounts of the BFC.

### **SECTION 2. CONTRACTS**

The Executive Board may authorize any officer(s) to enter into contracts or execute and deliver any instruments in the name of and on behalf of BFC.

### **SECTION 3. SOLICITATION OF FUNDS**

No individual or group may solicit funds in the name of BFC without prior written approval by the Executive Board.

- All funds raised through such activities must be deposited into the official BFC treasury.
- All fundraising efforts must be sanctioned by the Executive Board and align with the mission and values of the organization.

### **SECTION 4. CHECKS, DRAFTS, AND DISBURSEMENTS**

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of BFC shall require the signature of the Treasurer and the President.

- Receipts must be submitted and retained for all expenses paid out.
- Under no circumstances shall personal checks be cashed against BFC funds.

### **SECTION 5. NOT-FOR-PROFIT STATUS**

BFC shall operate exclusively as a not-for-profit organization.

No officer or member of the organization shall receive, directly or indirectly, any salary, compensation, or other financial benefit from the organization for services rendered in their official capacity.

### **SECTION 6. FISCAL YEAR**

The fiscal year of Brookfield Football and Cheer shall begin on January 1st and end on December 31st of each calendar year.

## **ARTICLE VIII: COACHES**

### **SECTION 1: MEMBERSHIP**

Any adult interested in a coaching position must notify the Football Commissioner or Cheer Commissioner and the Secretary via email. Head coaches must be at least 21 years of age. All candidates will be disclosed and discussed during an Executive Board meeting, where the Commissioners will share their recommendations.

Prospective Head Football Coaches will be recommended by the Football Commissioner, and prospective Head Cheer Coaches will be recommended by the Cheer Commissioner. In the event multiple candidates are interested in the same Head Coaching position, an interview will be conducted by the President and the relevant Commissioner (Football or Cheer), using a standardized set of questions.

All coaches must abide by the "Coaches Code of Conduct" as stated in the American Youth Football and Cheer Rules and Regulations.

The Head Coach shall be responsible for the actions of their players, coaching staff, parents & spectators on the practice and playing fields, ensuring that all adhere to the Code of Conduct.

Head Coaches are required to disclose all prospective assistant coaches and other coaching staff members to the Football or Cheer Commissioner, who will present the names to the Executive Board for discussion. Any concerns regarding proposed assistant coaches or staff will be addressed by the Executive Board.

## **SECTION 2: COACHES COMMITTEES (If needed)**

### **A. Football:**

In the event of a grievance, a Coaches Committee will be formed and chaired by the Football Commissioner. Members of the committee shall include the Football Commissioner and the Head Football Coaches for the upcoming season. The committee's duties may include accepting applications for Assistant Coaches, conducting interviews if necessary, and recommending Assistant Coaches. Additionally, the committee is responsible for hearing any grievance or complaint pertaining to a Coach or team.

If the grievance involves a committee member, that member may be excused from the grievance procedure for that particular case. Following their review, the Football Committee will inform the Executive Board of their recommendations.

### **B. Cheer:**

In the event of a grievance, a Coaches Committee will be formed and chaired by the Cheer Commissioner. Members of the committee shall include the Cheer Commissioner and the Head Cheer Coaches for the upcoming season. The committee's duties may include accepting applications for Assistant Coaches, conducting interviews if necessary, and recommending Assistant Coaches. The committee is responsible for hearing any grievance or complaint pertaining to a Coach or squad.

If the grievance involves a committee member, that member may be excused from the grievance procedure for that particular case. Following their review, the Cheer Committee will inform the Executive Board of their recommendations.

## **ARTICLE IX: GRIEVANCE PROCEDURE**

### **SECTION 1. SUBMISSION OF COMPLAINT**

All complaints concerning any aspect of BFC shall be submitted in writing, signed by the complainant, and delivered to any member of the Executive Board within a timely manner. Upon receipt, the Executive Board will convene and may form a Coaches Committee if necessary. The Coaches Committee will review the complaint, meet as needed, and submit a written recommendation to the Executive Board.

The Executive Board will then meet to discuss the recommendation and take appropriate action to resolve the issue. A written resolution will be communicated to the complainant within a reasonable timeframe following a thorough investigation of the complaint. Once submitted, a formal complaint may not be withdrawn by the complainant but may be dismissed solely by the Executive Board.

If the complainant is not satisfied with the Executive Board's decision, they may escalate the matter to the WCTYFC in accordance with the WCTYFC escalation guidelines.

Should a complaint be submitted in violation of the WCTYFC or AYF/C Chain of Command procedures, and if such violation results in a fine being imposed on BFC, the individual responsible for the improper submission shall be held accountable for paying said fine.

## **ARTICLE X: DISCIPLINE, SUSPENSION, AND TERMINATION**

### **SECTION 1. MEMBER**

The Executive Board shall have the authority to discipline, suspend, or terminate the membership of any member—regardless of membership class—whose conduct is deemed detrimental to the best interests of Brookfield Football and Cheer (BFC). Such action requires a two-thirds (2/3) majority vote of the Executive Board members present at any duly constituted meeting.

The member in question shall receive prior notice of the meeting at which such disciplinary action is to be considered. This notice shall include the general nature of the allegations. The member shall be given the opportunity to appear before the Executive Board to respond to the charges before any final action is taken.

### **SECTION 2. PLAYER/CHEERLEADER**

In the case of a player or cheerleader member, the Executive Board shall notify the head coach of the respective team or squad. The coach shall attend a hearing as an advisor, accompanied by the player/cheerleader and their parent(s) or legal guardian(s), before a duly appointed committee of the Executive Board.

This committee shall have full authority to suspend or revoke the player's or cheerleader's rights to future participation in the BFC program, consistent with the disciplinary standards and procedures established by the American Youth Football & Cheer (AYF/C) guidelines.

## **ARTICLE XI: BYLAWS**

### **SECTION 1: AMENDMENTS**

Amendments to the By-Laws shall not be considered after November 1st of any year, unless such amendments pertain to a safety issue.

All proposed amendments must be made available to the Adult Community in good standing both on the BFC website and in physical form prior to the vote. Additionally, all amendments must be presented, heard, and discussed with the Adult Community in good standing before a vote is taken.

These By-Laws may be amended, altered, or repealed in whole or in part by a majority vote of the Executive Board at any duly organized meeting. Notice of the proposed amendment(s) must be given at the meeting preceding the meeting where the vote is to occur. No amendments may be adopted at any meeting unless a majority of the Executive Board members are present.

## **ARTICLE XII: DISTRIBUTION OF PROPERTY UPON DISSOLUTION**

A vote of the Executive Board is required to disband the BFC or to merge with another organization. Upon dissolution of BFC, and after all outstanding debts and claims have been

satisfied, the Executive Board shall distribute the remaining property and assets of the organization to an organization or organizations that maintain objectives similar to those of the BFC and that qualify as exempt under Section 501(c) of the Internal Revenue Code, or any future corresponding provision.

### **ARTICLE XIII: OUT OF TOWN PLAYERS**

BFC shall adhere to the rules established by AYF/C regarding “Out of Town” players. For the purposes of this policy, as of 2022, Bridgewater residents are not considered “Out of Town” players.

The registration of “Out of Town” players shall be subject to approval by the Executive Board, in consultation with the coaching staff.

In the event of high registration numbers, “Out of Town” players will be placed on a waitlist until the Football or Cheer Commissioner determines that they can be registered.

### **ARTICLE XIV: COMMUNITY OUTREACH**

BFC is committed to fostering strong ties within the local community and promoting the values of teamwork, sportsmanship, and healthy living. To this end, BFC will actively engage in community outreach activities including, but not limited to, youth clinics, school visits, community service projects, etc.

The Executive Board will work collaboratively to identify and participate in opportunities that support the growth, visibility, and positive impact of the BFC program within the community.

These by-laws have been adopted on as of February 19, 2025.