

Constitution & Bylaws
LC Bluefins Lower Cape Bluefins, INC
A Non-Profit Organization



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Article 1: Name, Purpose, Organization and Membership

1.1 The name of the Organization shall be LC Bluefins Lower Cape Bluefins INC, which is a non-stock membership corporation under the Laws of the Commonwealth of Massachusetts. For purposes of abbreviation, acceptable names herein shall be “LCB” or “LC Bluefins”.

1.2 The Team Colors of the Organization shall be Navy Blue, Silver and White.

1.3 Lower Cape Bluefins is a non-profit organization exempt from taxation under section 501(C)(3) of the Internal Revenue Code.

1.4 The mailing address shall be P.O. Box 199, Harwich, MA 02645.

1.5 Lower Cape Bluefins participates in the Old Colony Youth Football League (OCYFL) and operates within the League Rules and Bylaws of the OCYFL. The Lower Cape Bluefins Constitution and Bylaws do not supersede OCYFL bylaws.

1.6 The purpose of the Lower Cape Bluefins shall be to promote youth football for young athletes from the following town: Harwich, Brewster, Orleans, Chatham, Eastham, Wellfleet, Truro and Provincetown, MA and to further promote the development of leadership, character, sportsmanship, tolerance, discipline and athletic ability, and to nurture youth fitness, volunteerism and a lifelong love of sports.

Article 2: Finance

2.1 A Business Checking Account has been established at Cape Cod Five Cents Savings Bank and is the only designated depository of the organization. The President shall serve as executor of the LCB checking account. The treasurer and secretary will also have access to the checking account. The treasurer shall give monthly reports on all account balances and any transactions that occurred to the Board of Directors.

2.2 Funds in the amount of \$500 or less (Debit Card or Check), by the President, Vice President or Treasurer do not require board approval. Funds \$500-\$1,000 may be used (Debit Card or Check) with the approval of The President/Vice President and 2 additional board members. Funds exceeding \$1,000 require a two thirds majority vote from the full board. Funds should

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not be withdrawn from any account in the form of cash without approval from the Board of Directors.

2.3 The Fiscal year of the Organization shall begin on January 1 and end on December 31 of the same year.

2.4 The Treasurer shall present an annual financial report and propose a recommended budget for the ensuing fiscal year during the February Board of Directors meeting.

2.5 After the annual financial report is presented to the Board of Directors, the Treasurer shall submit all necessary documents to a qualified certified public accountant for tax filing purposes.

Article 3: Governance

3.1 The governance of the Organization shall be vested in the Board of Directors.

3.2 The Board of Directors of the Organization shall consist of the following officers: President, Vice President, Secretary, Treasurer, OCYFL Representatives, Director of Fundraising, Director of Operations, Registrar and up to (1) Director-at-large. The Board of Directors shall be appointed by a simple majority vote of the current Board of Directors.

3.3 In all instances of governance not outlined within the Constitution & Bylaws of the Organization, Roberts Rules of Order shall be the governing document unless otherwise noted in the OCYFL bylaws.

3.4 The President has the authority to appoint, ad hoc, Standing Committees or Subcommittees that shall aid in the administration and facilitation of the business of the organization, however, volunteers or appointees to LCB, ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

3.5 Officers may only be removed from office by a unanimous vote of the Board of Directors, but officers being considered for removal from the board may not partake in a vote for his/her removal from office.

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3.6 A quorum (two-thirds) of Officers must be in attendance in order to vote on any matter, except when otherwise noted herein, at all regular, Special or Emergency Board Meetings.

3.7 Regular Monthly meetings of the Board of Directors shall be held at any reasonable public meeting facility. Notice to officers may take place via e-mail, text message, or any other

reasonable and accessible mode of communication. Regular monthly board meetings shall be held on the third Wednesday unless otherwise scheduled by the President.

3.8 Minutes of meetings shall be kept on file by the Secretary and shall be archived. Minute minutes shall be available for review within 48 hours.

Article 4: Duties of Officers and Directors

4.1 The **President** of the Board of Directors of Lower Cape Bluefins shall:

- A) Represent the Organization in the general public and must facilitate all LCB Regular Meetings;
- B) Shall oversee the nomination of officers on the Board of Directors;
- C) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (Postseason Banquet) and serve as the supervisor of said events or functions;
- D) Address disputes/complaints from the general public and refer to the board if and when necessary;
- E) Enforce OCYFL policies and principles;
- F) Protect the use and dissemination of all official LCB property;
- G) Ensure that field permits are secured and coordinate the practice and game schedule with the appropriate delegates or officials.
- H) Attend all mandatory OCYFL meetings including the Presidents meeting in June (If OCYFL Representative is unable to attend). If the President or the OCYFL Representative is unable to attend the Vice President shall attend and be authorized to vote on any and all rule changes, league realignments ect.

4.2 The **Vice President** of the Board of Directors of Lower Cape Bluefins shall:

- A) Assist the President in all activities and responsibilities outlined above;

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- B) Fulfill the duties of President in the President's absence;
- C) Assist all other board members in their roles;
- D) Works hand in hand with Director of Operations;
- E) Enforce all regulations, rules and codes as they pertain to coaches.

4.3 The **Treasurer** of the Board of Directors of Lower Cape Bluefins shall:

- A) Maintain a day-to-day record of all financial transactions pertaining to LCB funds and accounts;
- B) Keep and maintain all LCB official documents and financial records;
- C) Prepare and submit monthly financial reports to the Organization;
- D) Oversee all banking functions and communications, electronic or otherwise;
- E) Collect and deposit all income funds for the Organization;
- F) In absence of the President, the Treasurer shall sign all checks/financial documents when allowed;
- G) Prepare a year-end financial report for the Organization and prepare or delegate each year its state and federal filings and tax returns.

4.4 The **Secretary** of the Board of Directors of Lower Cape Bluefins shall:

- A) Document, oversee and manage all minutes of all Board or Directors meetings and any other duties affiliated with minutes of meetings;
- B) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification;
- C) Meeting minutes to be available for review within 48 hours;
- D) Organize and facilitate communication with parents regarding important dates, schedules and program policies;
- E) Create and distribute communication materials such as newsletters to keep parents, players and the public informed about program updates and events.

4.5 The **Registrar** of the Board of Directors of Lower Cape Bluefins shall:

- A) Maintain a player and volunteer database;
- B) Help coordinate player registration;
- C) Document and maintain official rosters;
- D) Work with the secretary to communicate registration information to parents;
- E) Create and maintain weigh-in documents in accordance with OCYFL Bylaws.

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4.6 The **OCYFL Representatives** of the Board of Directors of Lower Cape Bluefins shall:

- A) Attend all OCYFL meetings, as required, and report their findings to the Organization each month;
- B) Serve as the Organization's representatives to the OCYFL in all matters;
- C) Schedule games, game date and time changes, field changes, practice, time or date changes and report all said changes to both the OCYFL and the LCB Board for immediate posting online;
- D) Submit an annual report at the meeting at the close of each season in an overview or synopsis-style format that encapsulates all issues as they pertain to the OCYFL representatives.

4.7 The **Director of Operations** of the Board of Directors of Lower Cape Bluefins shall:

- A) Recruit and facilitate the recruitment of prospective coaches at the close of each season or prior to an ensuing season, but shall not be limited to a finite period of time when recruiting efforts may take place;
- B) Work with the coaches and board members to design and continually grow a LCB Playbook for Head Coaches to pull plays from to keep uniformity amongst the program and to make the transitions between teams easier for the players;
- C) Conduct meetings and training sessions with the coaching staff; individually or collectively;
- D) Coordinate with the LCB Board if there is a need to post open coaching positions;
- E) Maintain inventory of player equipment and uniforms and recommend expenditures for the same each season;
- F) Order new equipment, with board approval;
- G) Coordinate coaches' apparel;
- H) Arrange and coordinate equipment reconditioning as required or necessary;
- I) Supervise equipment distribution, equipment repairs and/or replacement, equipment destruction or donation and equipment return at the end of each season;
- J) Submit a written inventory of equipment to the Board of Directors at the January meeting;
- K) Act as a liaison between Town Officials and the LCB Board;
- L) Coordinate field usage for both practice and games;
- M) Schedule EMTs for game day;
- N) Works hand in hand with Vice President;
- O) Has the option to form a subcommittee with board approval.

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4.8 The **Director of Fundraising** of the Board of Directors of Lower Cape Bluefins shall:

- A) Coordinate all concessions sales/contracts and the receipt of monies and distribute funds to the treasurer;
- B) Coordinate fundraising events or initiatives;
- C) Order souvenir merchandise and maintain a written inventory of the same;
- D) Develop new fundraising initiatives and set reasonable fundraising goals for the Organization.

4.9 The **Director-at-Large** of the Lower Cape Bluefins Board of Directors shall:

- A) Serve in any capacity as deemed necessary by the Board of Directors;
- B) Attend all monthly meetings and be authorized to vote as a regular board member.

4.10 Past Presidents may serve as Ex. Officio members of the Board of Directors but have no voting privileges as outlined in Roberts Rules of Order. The Past President may attend board meetings and offer advice, guidance or engage in debates or discussion in a year of transition.

Article 5: Succession Plan, The Process and Board Meetings

5.1 Nomination and Appointing new officers of the Board of Directors

- A) The President shall present nominations to the Board of Directors for the new officers during the January and/or February Board of Directors meetings;
- B) 30 days after the Nomination is presented, the Board Members shall vote to accept or reject the nominations. Passing votes shall require a 2/3 majority vote;
- C) If there are positions that need to be filled, the President may nominate new officers during any Board of Directors meeting.

5.2 Board Meeting regulations

- A) The board of directors shall not consist of less than 7 nor more than 9 members. These shall include the president, vice-president, secretary, treasurer, fundraising coordinator, registrar, director of operations, OCYFL league representative and 1 member at large.

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The board shall have the authority to fill vacancies on the board if this arises between annual meetings;

- B) Policies shall be adopted by the board of directors as needed to aid in the enjoyment, learning, and encouragement of all players to continue to participate in LCB football;
- C) Membership shall be any person whose child is enrolled to have an active participation to effect the objectives of the league, or to those that volunteer or are voted in as honorary members;
- D) Board members shall attend all scheduled meetings unless excused by the president;
- E) Regular monthly board meetings will be held during the year excluding August and December;
- F) Two unexcused consecutive absences shall result in consideration for removal;
- G) Board members may be dismissed by a two-thirds majority vote of the board;
- H) The board of directors shall enforce the playing rules of OCYFL and LCB. The board will approve all football coaches. Disciplinary action, if necessary, of any football coach, parent, or league official will be administered by the board;
- I) The Lower Cape Bluefins Association Inc officers, sponsors, coaches, and supervisory personnel are not responsible for injuries to persons or damage to property other than insurance coverage.

Article 6: Amendments to the Bylaws

6.1 The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors. Bylaws may be amended annually at the Annual Meeting or during the course of a Special Meeting that meets the quorum standard; all board of directors members must be given a minimum 72 hour notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members; the President shall appoint a standing bylaws committee that shall review all bylaws amendment proposals; amendment proposals must be reviewed by the bylaws committee prior to consideration at an annual or special meeting and two readings at a regular board meeting must precede a vote to effect alteration or amendment; bylaws readings may take place at regular board meetings.

Article 7: Coaches

7.1 Selection of Head Coaches and Coaching Staff

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- A) Individuals who wish to coach a Lower Cape Bluefins team must first apply with the board, in writing, via the official LCB coach's application. Coaches shall be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of LCB objectives;
- B) No walk-on personnel shall be permitted on the practice or game field without express, prior permission of the President and passing a CORI;
- C) As a general rule, if a head coach wishes to return as the head coach in the same position in an ensuing season, he shall be given the right of first refusal to serve in that same position, granted he remains in good standing with the Organization;
- D) There shall be no rule precluding a coach from switching to a new or different division or level in any given season, nor shall the coach be deemed as having tenure in any position, regardless of right of first refusal; in an instance where the Board of Directors feels it is best for the program that a coach serve at a level other than the one he primarily chooses, it may vote to place that head coach where they deem he may serve the program best;
- E) Assignment of head coaches shall be made at the sole discretion of the Board of Directors. The board must consider a prospective coach's overall support of the organization, leadership of his team and staff, interaction with players' parents, technical competence and dedication to the program and its goals;
- F) All coaches must complete concussion training as well as submit to a background (CORI) check;
- G) All coaches must wear proper athletic or official LCB gear to all practices; official LCB coaches' shirts, jackets or foul weather gear must be worn to all games in addition to khaki shorts or pants on game days;
- H) Head coaches are expected to maintain and may delegate to a staff member the care of a daily player attendance report;
- I) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the President or VP within 24 hours of the receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments or other communications from parents of players;
- J) The chain of command to handle complaints from parents shall be as follows: Head Coach, President, Board of Directors;
- K) All coaches shall be required to adhere to all directives and responsibilities as outlined and indicated in the LCB Official Coaches' Code of Conduct.

7.2 Process of Discipling Coaches:

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- A) Any conduct or behavior that violates the LCB Coaches Code of Conduct will not be permitted;
- B) Disciplinary action to be determined by LCB Board of Directors and either the President or Vice President shall notify the coach of final disciplinary outcome;
- C) Coaches will receive verbal notification of any disciplinary action followed by a written statement from the President or Vice President;
- D) Coaches standing with the LCB organization, and their past history, will be taken into account when deciding disciplinary action;
 - a) *Appeal Process*: Coaches can appeal the results of the disciplinary action taken against them to the Board of Directors within 48 hours of them being notified of such action. This must be in written format (i.e. letter, email). If the Board of Directors receives an appeal they have the right to schedule a hearing with the coach.

Article 8 Players, Roster and Teams

8.1 Code of Conduct

- A) All players are subject to the Lower Cape Bluefins Code of Conduct.

8.2 Formation of Rosters and Player Selection

- A) Players shall be placed on their respective team pre-season rosters according to date of birth;
- B) If permitted by the OCYFL, a player may be moved up one level (division) for safety reasons. If a player exceeds the weight limit for their age group, the head coach shall review the player's options with the player, the parent and the President. The player shall have the option to remain with the team at their age group and practice understanding that they will not be eligible to play in a game until they meet the weight standard or may elect to move up to the next age division/level and be able to participate in games. This does not supersede any OCYFL ruling or bylaw.

Article 9: Code of Conduct Policy

9.1 Player/Parent Code of Conduct

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- A) The Lower Cape Bluefins require that the following Code of Conduct shall apply to all participants in our program. This includes players, coaches, Board of Directors, volunteers and parents in attendance at games, practices or events.

The Lower Cape Bluefins shall, in all instances, be guided by the core values of safety, integrity, respect, and good sportsmanship. All participants are expected to exhibit behavior that adheres to these core values at all times, in any activity or situation that is related to the Lower Cape Bluefins.

- B) Players:

Violations of the Code of Conduct for players shall include, but are not limited to, profanity or inappropriate language, taunting, hazing or any other degrading activity, arguing or showing disrespect to football officials or coaches. Violations may result in a verbal and or written warning (1st offense); suspension (2nd offense); and/or expulsion (3rd offense).

- C) Adults:

At any Lower Cape Bluefins event, practice or game, any adult who: 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude; 4) cannot control their language or actions with an official, coach, player, volunteer or fellow parent,

shall be asked to leave that event. He or she shall receive a written warning regarding their behavior. In addition, his or her child shall be immediately removed from the Lower Cape Bluefins event. Any adult who commits a second similar offense during the same season shall be banned from attending Lower Cape Bluefins events for the remainder of the season. In addition, the offending adult's child may be barred from participation for the remainder of the season.

Any adult who physically assaults an official, coach, player, fellow parent or volunteer shall be banned from the Lower Cape Bluefins program and their child shall be removed for the remainder of the season.

Parents/fans are prohibited from being on the playing field/sidelines during practice/games unless they are a coach-appointed volunteer serving a specific purpose and have passed a CORI run by LCB.

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The Lower Cape Bluefins shall follow a zero-tolerance policy for any type of slander or negative comments aimed at any player or coach, expressed or stated, directly or indirectly, on social media.

The Board of Directors may review any Code of Conduct infractions violations or incidences as outlined above. All suspensions and/or expulsions shall be at the sole discretion of the Board of Directors. A head coach may give a recommendation for discipline for a player who commits a first-offense violation or infraction of the Code of Conduct.

All parents/guardians agree to abide by the Bylaws of the OCYFL and the Lower Cape Bluefins Bylaws outlined herein. Failure to do so may result in dismissal from the league. Any complaints or concerns that need to be escalated to the OCYFL, may be addressed through the Lower Cape Bluefins OCYFL League Representative.

D) Allegations or evident violations of the Code of Conduct shall be reported to the Disciplinary Committee for review. The Disciplinary Committee shall consist of no less than (3) board members and shall be appointed by the President. The Disciplinary Committee shall report its findings to the Board of Directors; the Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches or volunteers and no other LCB representative shall intervene or render decisions thereunto pertaining.

Article 10: Policies & Procedures (Miscellaneous)

10.1 General Procedures and Policies

- A) No LCB Board of Directors' officer shall affect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency;
- B) Only pre-approved volunteers may be on the practice or game fields at any time, for any reason. Permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, essential game day volunteers (excluding weigh-in representatives), OCYFL Representatives, Board of Directors members, credentialed members of the media, yardage and down marker volunteers, gate and concessions

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volunteers, official “team mom” or “team dad,” team mascot, cheerleaders and coaches;

- C) No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to;
- D) Any person who wishes to serve the Organization in any capacity who has not submitted a background check information sheet for the current season shall not be permitted on the playing or practice field with the sole exception being a parent attending to an injured child. All members of the Board of Directors are responsible for assuring that no personnel enter the playing or practice fields or facilities who has not yet filled out and passed review of the background information sheet and Code of Conduct. Any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject to immediate removal from the facility or fields;
- E) All affiliates, members, coaches, officers or volunteers of the Organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees;
- F) Lower Cape Bluefins is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, LCB shall never discriminate against any volunteer, officer, coach, player or affiliate based on gender, age, creed, race or sexual orientation.

Article 11: Scholarships

11.1 Youth Athlete Financial Assistance

- A) The Lower Cape Bluefins (LCB) shall provide scholarships to incoming youth athletes based upon demonstrated financial need;
- B) The number of scholarships awarded each season shall be determined by the LCB Board of Directors, taking into consideration the organization’s overall financial stability and available resources;
- C) Any individual seeking financial assistance must complete the LCB Scholarship Application and submit it to the Board of Directors within the designated timeframe. Incomplete or late applications may not be considered;
- D) All scholarship applications shall be reviewed by the Board of Directors. Approval of scholarships shall require a formal vote by the Board. Scholarships will be granted at the discretion of the Board based on financial need and available funding.

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11.2 High School Scholarship Program

- A) LCB shall offer scholarship and/or financial assistance opportunities to graduating high school students within the Nauset, Monomoy and Cape Cod Regional Tech school districts;
- B) The amount of each scholarship and the number of scholarships awarded annually shall be determined by a vote of the Board of Directors on a year-to-year basis, based on the organization's financial position and priorities;
- C) Priority for scholarship consideration shall be given to applicants who:
 - a) Have participated in at least two (2) seasons with the Lower Cape Bluefins; and
 - b) Have completed at least one (1) year of football at their respective high school.
- D) Final selection of scholarship recipients shall be made by a majority vote of the Board of Directors.

Article 12: Indemnification

12.1 The organization shall indemnify any and all current and former Officers and Directors of the Organization and Program Entities, or any person who may serve at its request as an officer or director, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being or having been Officers or Directors of the organization or a program entity, except in relation to matters as to which any such Officer or Director or person shall be adjudged in such proceeding to be liable for negligence or misconduct in the performance of duty.

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ADOPTION AND RATIFICATION

The foregoing Bylaws of the LC Bluefins Lower Cape Bluefins, INC. Organization, Articles 1 through 12, are hereby adopted and ratified as amended and are made part of the permanent organization's records of the Lower Cape Bluefins youth football organization. A copy of these bylaws are on file with the state of Massachusetts Office of the Attorney General, Division of Public Charities.

President (Print) Megan Braun
Signature Megan Braun
Date 3/18/26

Vice President (Print) Jashya Adams
Signature Jashya Adams
Date 3/18/26

Secretary (Print) Hannah Brazill
Signature Hannah Brazill
Date MARCH 18, 2026

Treasurer (Print) Jenni Rancourt
Signature Jenni Rancourt
Date 3/18/26

League Rep (Print) Jen Keilty
Signature Jen Keilty
Date 3/18/26

Registrar (Print) Kathy McNamara
Signature Kathy McNamara
Date 3/18/26

Fundraising Coordinator (Print) Krystal Adams
Signature Krystal Adams
Date 3/18/2026

Approved by unanimous vote on 3/18/26
Signed on this day 3/18/26