

Burlington Youth Cheer, Inc.

Burlington, MA 01803

BYLAWS

These are the first officially adopted bylaws of Burlington Youth Cheer, Inc.

Adopted: February 15, 2026
Burlington, Massachusetts

Table of Contents

ARTICLE 1– Name	Page 2
ARTICLE 2 – Mission Statement	Page 2
ARTICLE 3 – Objectives	Page 2
ARTICLE 4 – Goals	Page 3
ARTICLE 5 – Organization	Page 3
ARTICLE 6 – Executive Officer	Page 6
ARTICLE 7 – Board of Directors	Page 10
ARTICLE 8 – Committees	Page 11
ARTICLE 9 – Meetings	Page 12
ARTICLE 10 – Fiscal Year	Page 13
ARTICLE 11 – AYC Rules and Regulations	Page 13
ARTICLE 12 – Code of Conduct	Page 13
ARTICLE 13 – CORI Policy and Background Checks	Page 14
ARTICLE 14 – Program Handbooks	Page 14
ARTICLE 15 – Coaching Assignments	Page 14
ARTICLE 16 – State vs National Track Teams & X-Factor Bids	Page 15
ARTICLE 17 – Team Placement Procedure	Page 16
ARTICLE 18 – Scholarships	Page 16
ARTICLE 19 – Hardship Committee	Page 17
ARTICLE 20- Nationals Fundraising and Reimbursement Policy	Page 17
ARTICLE 21 – Amendments	Page 18
ARTICLE 22 – Misc. Provisions & Adoption	Page 19

Article 1 – Name

The name of this educational, nonprofit **organization** shall be **Burlington Youth Cheer, Inc.** (referred to in this document as “BYC”). The principal area of operation of the organization shall be in and around the Town of Burlington, County of Middlesex, Commonwealth of Massachusetts, but may extend into such areas as permitted by the rules and regulations of American Youth Football & Cheer.

Burlington Youth Cheer, Inc. is affiliated with **American Youth Football & Cheer, Inc.** and participates as a member of the **Bay State Youth Football and Cheer Conference**.

Article 2 – Mission Statement

The mission of Burlington Youth Cheer, Inc. (“BYC”) is to promote the wholesome development of young athletes through participation in cheerleading under positive and responsible adult leadership.

BYC is committed to providing an inclusive environment in which all participants are treated with dignity and respect, regardless of race, creed, color, religion, gender, or ability. The organization strives to instill the values of sportsmanship, teamwork, leadership, scholarship, respect, and physical fitness while strengthening community pride.

BYC expects all adults involved in the program to act in an ethical and exemplary manner and to place the welfare, safety, and best interests of the athletes above personal ambition, recognition, or competitive success. BYC shall remain free from political influence and dedicated to creating a positive experience for every participant.

Article 3 – Objectives

To carry out its mission, Burlington Youth Cheer, Inc. shall:

1. Provide organized, properly supervised practices, performances, games, and competitions in accordance with the rules and guidelines of American Youth Football & Cheer and the Bay State Youth Football and Cheer Conference.
 2. Promote the development of teamwork, self-discipline, confidence, leadership, and good sportsmanship among all participants.
 3. Encourage academic responsibility and positive citizenship.
 4. Ensure that the development of character and life skills shall take precedence over the pursuit of competitive success or individual achievement.
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Article 4 – Goals

The goals of Burlington Youth Cheer, Inc. (“BYC”) shall be to:

1. **Provide a safe and structured program-** Ensure a youth cheerleading program that is age-appropriate and protects the physical and emotional well-being of all athletes.
2. **Teach fundamental cheerleading skills-** Develop participants’ abilities through organized team practices, performances, and competitions.
3. **Operate a responsible and supervised program-** Ensure all activities are led by trained and accountable adult volunteers.
4. **Promote strong character and academics-** Encourage good sportsmanship, teamwork, self-discipline, leadership, moral character, and academic responsibility.
5. **Model positive behavior-** Recognize that BYC is a youth organization and that all participants, volunteers, and adults serve as role models for its athletes.

Article 5 – Organization

5.1 General

The Board of Directors and their elected Executive Officers shall be responsible for the general management of the affairs, funds, records, and property of Burlington Youth Cheer, Inc. (“BYC”). The Board shall manage all properties, real and personal, belonging to BYC and may acquire or dispose of such property at its discretion.

The Board shall act on matters of policy, conduct, and other business deemed necessary. Membership of the Board may vary from year to year, with a goal to maintain a **maximum of ten (10) Board members and up to eight (8) Executive Officers.**

The Board shall meet at least **eight (8) times per year** to conduct regular business. Additional meetings may be called to cover specific agenda items. Special meetings may be called by the President or upon the request of three (3) or more Board members. A quorum shall consist of a majority (51%) of the total **voting members** of the Board.

The Executive Board shall have the authority to **suspend or remove** any Board member, coach, or active volunteer for conduct deemed prejudicial to the good name or purposes of BYC. Written notice specifying the charges shall be provided at least **three (3) days in advance**. The individual shall have the right to appeal to the full Board within **five (5) days** of the notice. Progressive disciplinary measures shall be applied for multiple offenses. Immediate suspension of participation in BYC activities may be imposed by the Executive Board until the matter is resolved.

5.2 Executive Officers

The **Executive Officers** are responsible for leadership and day-to-day management of BYC. All have **voting rights** and contribute to quorum.

Positions:

1. **Chairperson**
 2. **President**
 3. **Director of Fundraising / 1st Vice President**
 4. **Secretary**
 5. **Treasurer**
 6. **Cheer Director**
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5.3 Board of Directors

The Board of Directors provides operational and program support to Burlington Youth Cheer, Inc. (“BYC”). Voting members of the Board shall have voting rights and count toward quorum. Certain support positions may serve as non-voting, ex-officio members of the Board and shall not count toward quorum.

Voting Positions:

1. Registrar
2. Social Media / Webmaster
3. Tax Compliance Officer

Non-Voting (Ex-Officio) Positions:

1. Assistant Director(s) of Fundraising
2. Assistant Registrar

Non-voting members may participate in discussions and committee work but shall not vote on Board matters.

Assistant positions are appointed annually by the President with approval of the Board of Directors unless otherwise determined by Board action.

5.4 Eligibility

- Current Board members must have at least **one (1) season of active participation** in BYC, including six (6) months as a Board member.
- The Board may vote to **waive eligibility requirements** if no qualified member is available.

5.5 Terms of Office

- Executive Officers and Board of Directors shall serve a **one-year term**, beginning in January and ending the following January, or until their successors are duly elected and qualified.

5.6 Elections and Appointments

A) Elections

1. Elections shall be held annually at the first Board meeting in January.
2. Officers shall be elected by a **simple majority** of Board members present.
3. Nominations must be submitted to the President by the date specified on the nomination form. The full slate shall be provided to the Board at least **two (2) days prior** to the meeting.
4. Nominations will **not** be accepted at the January meeting, except if a position has no candidate on the slate.
5. If multiple candidates are nominated for a position, the candidate receiving the highest number of votes via **signed or initialed ballot** shall be elected. A **roll call vote** may be used instead of a ballot.
6. All elected Officers and Board members shall serve their **full term**, regardless of association changes.

B) Executive Board Eligibility and Coaching

- Executive Officers (President, Vice President, Treasurer, Secretary) **may not** serve as Head Coach while holding an Executive position.
- An Executive Officer may serve as Head Coach **only if no other volunteer is available**, and with approval by **majority vote** of the Board.
- Standard eligibility requirements for an Executive position may be **waived** if no other qualified member is willing to serve.

C) Term of Office

- Executive Officers serve a **one-year term**, January to January, or until successors are duly elected and qualified.
- Executive Officers may be removed for **non-performance or cause** by majority vote of the Board.

D) Expenditures

- Executive Officers may make expenditures **within the approved annual budget**.

- Expenditures **outside the approved budget** or exceeding a specific category require prior approval from the **President or designated Executive Officers**.

E) Appointments

- The Executive Board position of **Cheerleading Director** shall be **appointed by the President** and approved by a **majority of the Executive Board** following January elections.
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5.7 Vacancies

1. **General Vacancies:** In the event of death, resignation, removal, or permanent incapacity of any Executive Officer of Burlington Youth Cheer, Inc. (“BYC”), **except the President**, the Board shall elect a successor to fill the vacancy for the remainder of the term, in accordance with these bylaws.
 2. **President Vacancy:** If the office of President becomes vacant, the Vice President shall assume the role of President for the remainder of the current term.
 3. **Other Officer Vacancies:** A vacancy in any other Executive Officer position shall be filled by a majority vote of the Officers and Directors present at a regular or special Board meeting.
 4. **Removal for Non-Performance:** If a Board Member or Director fails to perform the duties of their office, or is otherwise unable to fulfill those duties, the Officers and Directors may remove the individual from office by a **two-thirds (2/3) vote** at a regular or special Board meeting.
 - Seven (7) days’ notice of the meeting must be provided to all Board members and Directors.
 - Any Board Member or Director unable to attend due to an emergency may submit an absentee ballot, provided they are in good standing.
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Article 6- Executive Officers

6.1 Chairperson – Strategic Leadership, Governance & Oversight

The Chairperson is an Executive Officer appointed by the Board to provide strategic leadership and oversight, ensuring Burlington Youth Cheer, Inc. (“BYC”) fulfills its mission. This role focuses on governance, long-term planning, and Board guidance, without involvement in day-to-day program operations, which remain the responsibility of the President.

Responsibilities:

- Serve as a thought partner, sounding board, and coach to the Board and Executive Officers.

- Guide the Board in setting mission, vision, and long-term strategy.
- Ensure Board discussions remain aligned with BYC’s purpose and impact.
- Advise on major risks, opportunities, and organizational transitions.

Voting:

- The Chairperson may vote when present but is not required for quorum.
- For special or time-sensitive votes, including electronic votes, the Chairperson’s absence does not prevent action; their vote is considered advisory.

6.2 President – Chief Executive Officer

The President is the Chief Executive Officer of Burlington Youth Cheer, Inc. (“BYC”) and is responsible for overall leadership, direction, and day-to-day operations. The President ensures that BYC fulfills its mission, goals, and objectives in accordance with the bylaws, policies, and the rules of American Youth Football & Cheer and the Bay State Youth Football and Cheer Conference.

Responsibilities:

- Preside over all Board meetings and facilitate discussion.
- Ensure compliance with BYC, national, and conference rules and policies.
- Attend League Meetings (or send representative) and keep Officers and Directors informed of relevant information from national, conference, or league meetings.
- Serve as BYC’s official representative and sign Board-approved contracts or documents.
- Appoint committee chairs and serve as an ex-officio member of all committees.
- Support and coordinate the work of Officers, Directors, and committees.
- Provide general supervision of the affairs, programs, and activities of the organization.
- Receive concerns or complaints and determine appropriate resolution or referral to the Board.

Purpose:

This structure allows the President to provide operational leadership while fully participating in Board decisions, ensuring effective governance and organizational oversight.

6.3 Director of Fundraising – 1st Vice President

The Director of Fundraising (1st Vice President) provides leadership and oversight of fundraising activities to support the financial stability and growth of Burlington Youth Cheer, Inc. (“BYC”). The Director works in partnership with the President, Board, and Assistant Director(s) of Fundraising to develop sustainable revenue sources for the organization.

Responsibilities:

- Develop, coordinate, and supervise fundraising programs, events, and initiatives, with support from Assistant Director(s) of Fundraising.
 - Cultivate sponsorships, donations, and community partnerships.
 - Chair fundraising committees, recruit and oversee volunteers, and provide oversight of subcommittees as needed.
 - Coordinate raffles, approved revenue-generating activities, and National fundraising initiatives such as “canning,” bake sales, and calendar raffles, with assistance from the Assistant Director(s).
 - Oversee program merchandise and swag, including orders, inventory, and distribution, with assistance from the Assistant Director(s).
 - Work with the Treasurer to ensure proper handling, accounting, and reporting of funds.
 - Establish and oversee special fundraising efforts for teams advancing to National competitions.
 - Perform other duties as assigned by the President or Board.
 - Preside at meetings or functions in the absence of the President when requested.
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6.4 Treasurer

The Treasurer is the chief financial officer of Burlington Youth Cheer, Inc. (“BYC”) and is responsible for the custody, management, and oversight of all organizational funds and financial records, ensuring transparency, accuracy, and compliance with Board direction.

Responsibilities

The Treasurer shall:

- Receive, safeguard, and deposit all funds into Board-approved accounts.
- Maintain complete and accurate records of all receipts, deposits, and expenditures.
- Disburse funds as authorized by the Board and in accordance with the approved budget.
- Present regular financial reports to the Board, which shall be entered into the meeting minutes.
- Prepare and recommend an annual budget for Board approval.
- Provide year-end financial statements and supply documents required for tax preparation, audit, or regulatory filings.
- Deliver records and materials to the organization’s tax compliance officer or tax preparer annually.
- Perform other duties customary to the office or assigned by the President or Board.

Records Access

Financial records shall be available for inspection by the Board upon request.

Expenditure Approval:

Expenditures that are **not included in the Board-approved budget**, or that exceed **\$250 per transaction (or another amount set by the Board)**, must receive prior approval from the Board

of Directors. In situations requiring action before the next scheduled Board meeting, the Executive Board may authorize the expenditure, provided the decision is reported to the full Board at the next meeting and entered into the minutes.

6.5 Secretary

The Secretary maintains the official records of Burlington Youth Cheer, Inc. (“BYC”) and supports effective communication, documentation, and organizational compliance.

Responsibilities:

- Record and maintain accurate minutes of Board and membership meetings and provide prior minutes for review and approval.
 - Distribute meeting notices and agendas as directed by the President.
 - Maintain attendance records.
 - Preserve official documents, records, and correspondence of the organization.
 - Assist Officers and Directors with compliance and required documentation.
 - Coordinate and track CORI/SORI background checks for Officers, Directors, and coaches; individuals who do not complete or pass required checks are ineligible to serve. All information shall remain confidential.
 - Serve on committees or perform other duties as assigned by the President or Board.
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6.6 Cheer Director

The Cheer Director is responsible for the leadership, organization, and day-to-day operation of the cheerleading program for Burlington Youth Cheer, Inc. (“BYC”). This role ensures all activities comply with the rules of American Youth Football & Cheer (AYC), the Bay State Youth Football and Cheer Conference, and other governing bodies. The Cheer Director serves as the primary liaison between cheer coaches and the Board.

Responsibilities:

- Oversee cheer teams, activities, and day-to-day program operations.
- Recruit, recommend, and supervise Head and Assistant Coaches, subject to Board approval.
- Provide leadership, communication, and guidance to coaches, including meetings as needed.
- Ensure coaches meet all certification and training requirements.
- Attend league or conference meetings and report relevant information to the Board.
- Coordinate with the Registrar regarding rosters and required documentation.
- Address initial concerns involving athletes, coaches, or volunteers and elevate matters to the President or Board when appropriate.

- Assist in securing volunteers necessary for program operations.
- Maintain knowledge of and enforce AYC, conference, and safety rules.

Program Administration:

- Coordinate practice schedules, facilities, competitions, clinics, camps, and choreography.
- Communicate schedules, requirements, and updates to coaches and families.
- Conduct a preseason parent meeting outlining expectations and program information.
- Work with the President to review and update the Handbook annually.

Equipment and Uniforms:

- Appoint or oversee a designee responsible for uniform and equipment distribution and collection.
- Recommend equipment and supply needs, with purchases subject to Board approval.

Article 7- Board of Directors

7.1 Registrar

The Registrar is responsible for overseeing all athlete registration, roster management, scholastic reporting, and compliance matters, ensuring that Burlington Youth Cheer, Inc. (“BYC”) operates in accordance with AYC and Bay State Conference rules. The Registrar serves as the lead authority on roster certification, team book readiness, and scholastic compliance.

Responsibilities:

- Collect, maintain, and manage athlete registration records and documentation.
- Maintain official rosters and oversee electronic registration systems (e.g., iSportz).
- Ensure compliance with AYC and conference documentation requirements, including birth certificates and eligibility verification.
- Prepare and maintain team books for certification and compliance reviews; attend required meetings, book checks, and certification events.
- Collect report cards from eligible athletes and coordinate submission to the Bay State Conference, including any required conversion or grading in accordance with conference standards.
- Notify Head Coaches of missing or incomplete paperwork and restrict athlete participation until issues are resolved.
- Provide regular compliance updates to the Board.
- Serve as chairperson of the Registration & Compliance Committee and appoint Assistant Registrars or volunteers as needed.

7.1a Assistant Registrar

The Assistant Registrar supports the Registrar in all registration, roster, and compliance duties. This role may take the lead on scholastic reporting, including collection and processing of athlete

report cards in compliance with Bay State Conference standards. The Assistant Registrar may also oversee other registration or compliance tasks as delegated by the Registrar and may form subcommittees or appoint volunteers to assist with these responsibilities.

7.2- Assistant Director(s) of Fundraising

- Supports the Director of Fundraising in planning and executing all fundraising activities.
 - Assists with National Fundraising efforts, including organizing and overseeing initiatives such as “canning,” bake sales, calendar raffles, and other similar activities, and may form sub-committees to support these efforts.
 - Coordinates volunteers for events and assists with sponsorship outreach.
 - Oversees program merchandise and swag, including coordinating orders, managing inventory, and ensuring distribution to participants and supporters.
 - Assists with oversight of fundraising sub-committees as needed.
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7.3- Social Media/Webmaster

- Manages BYC’s social media channels and website, ensuring content is accurate and up to date.
 - Promotes program events, announcements, and updates to families and the community.
 - Recruits team-level volunteers to capture photos and create shareable content.
 - Performs additional duties as assigned by the President or Board.
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7.4- Tax Compliance Officer

- Prepares and files all required nonprofit tax returns and financial reports.
 - Coordinates with the Treasurer and Board to ensure compliance with federal, state, and local reporting requirements.
 - Maintains records and provides documentation to support filings and audits.
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Article 8 – Committees

Executive Board members may form committees as needed to assist in carrying out their duties. The President shall appoint the Chairperson of each committee. The First Vice President shall coordinate committees and report their status at the monthly Board meetings.

Committee members are advisory and support roles only and do not have voting rights on the Board unless they hold a separate elected or appointed Board position.

Article 9 – Meetings

Burlington Youth Cheer (“BYC”) holds several types of meetings to conduct business and maintain effective governance:

9.1 Annual Meeting

The Annual Meeting shall be held each January. Reports may be requested from the President, Treasurer, Secretary, Cheer Director, and Committee Chairs. Board members must be notified at least ten (10) days in advance.

9.2 Special Meetings

Special meetings may be called by the President at the request of three (3) Board members or twenty percent (20%) of the membership. Notice, including the meeting purpose, must be given at least three (3) days prior. Only business specified in the notice may be conducted.

9.3 Executive Officers Meetings

The President may convene meetings of the Executive Officers to address matters requiring a smaller quorum. A summary of discussions and outcomes must be reported to the full Board at the next regular meeting.

9.4 Quorum and Voting

All Executive Officers and Board members are voting members, each with one vote. A quorum consists of 51% of voting members. Decisions require a majority vote of those present. The Chairperson may vote when present, but their vote is not required for quorum. For special or time-sensitive votes, including electronic or unanimous consent votes, the Chairperson’s absence does not prevent action; their vote is advisory.

9.5 Electronic Voting

The President may authorize electronic votes to conduct business between meetings. Voting rules mirror in-person meetings: a majority of all voting members must participate, and approval requires a majority of all voting members. Votes must be distributed to all members with a clear description and deadline, and results recorded by the Secretary. **Chairperson Voting:** The Chairperson may vote when present, but their vote is **not required for quorum**.

9.6 Monthly Meetings & Attendance

The Board shall meet at least **eight (8) times per year** or more as determined by the Executive Board. Attendance is expected of all members. Absences must be reported in advance; repeated unexcused absences may result in review or removal by majority vote. The year-end meeting reviews annual reports, budgets, and plans. The President may reschedule meetings in emergencies with notice to all members.

9.7 Closed Meetings & Non-Board Participation

Board meetings are closed. Non-Board members may request to address the Board by contacting the President and Secretary in advance. Such requests will be added as a special agenda item at the next regular meeting.

Article 10 – Fiscal Year

The fiscal year of BYC shall begin on April 1st of each year and end on March 31st of each year.

Article 11 – AYC Rules and Regulations

Burlington Youth Cheer, Inc. (“BYC”) shall comply with all official rules and regulations established by American Youth Cheer (AYC) and the Bay State Youth Football and Cheer Conference. A copy of these rules and regulations shall be made available to all Board members and Head Coaches. The Cheer Director and Head Coaches are responsible for staying informed of any updates or changes each season and ensuring they are implemented in all BYC activities. All athletes, coaches, and volunteers must adhere to these rules and regulations at all times.

Article 12 – Code of Conduct

All members, coaches, volunteers, athletes, parents, and spectators of Burlington Youth Cheer, Inc. (“BYC”) are expected to uphold the highest standards of sportsmanship, safety, and respect in all program activities. All participants shall comply with the **AYC Code of Conduct** and the **BYC Handbook**, which establishes program-specific rules for practices, competitions, and team interactions.

The **BYC Board** has authority to enforce these standards and may impose disciplinary action, including progressive measures such as probation, suspension, or removal from the program for violations. Discipline may carry over between seasons.

The **BYC Handbook**, updated annually, contains detailed expectations for coaches, athletes, volunteers, parents, and spectators, including rules on safety, team conduct, practice procedures, and spectator behavior. Handbook rules are enforceable by the Board and may be amended each year without requiring changes to the bylaws.

The Board may establish a **review or appeals process** to address alleged violations of the Code of Conduct or Handbook rules, ensuring fair and consistent application.

Article 13 – CORI Policy (Background Checks)

All coaches, volunteers, and Board members of Burlington Youth Cheer, Inc. (“BYC”) are required to complete and pass a CORI/SORI background check prior to assuming their role. The Secretary (or designee) shall coordinate and track completion of these checks, and anyone who declines or does not pass will not be permitted to serve. All information will be kept confidential, and background checks shall be updated as required by BYC policy or applicable law to ensure continued eligibility.

Article 14 – Program Handbooks

Burlington Youth Cheer, Inc. (“BYC”) shall maintain two official program handbooks: one for Coaches and one for Parents/Participants. These handbooks shall govern program policies and procedures, including, but not limited to, attendance, refunds, grievance procedures, coaching budgets, and reimbursements. The handbooks shall be maintained by program leadership and may be updated from time to time at their discretion. Updates shall be communicated to the Board of Directors. All members, coaches, and participants are expected to comply with the policies outlined in the applicable handbook.

Article 15 – Coaching Assignments

All coaches, head or assistant, must comply with AYC rules, complete required certifications, and submit a CORI before the season. Coaches must follow the Code of Conduct. Coaching appointments expire at the end of each season; reappointment for the following year requires Board approval and completion of all requirements.

All coaching decisions must support the **safety, development, and mission of the program.**

Head Coaches

- Manage their teams and assign Assistant Coaches, with all assistants approved by the Cheer Director and Board.
- Determine the competitive level at which their team will participate.
- Follow all AYC rules regarding team sizes and league regulations.
- Collaborate with the Cheer Director to create a **Team Specific Parent/Athlete Contract**, which must include: attendance policy, blackout dates, and state or national competition track requirements. All parents and athletes must sign and return the contract before the start of the season.
- If a Head Coach cannot continue, the Cheer Director may appoint a temporary replacement until a permanent coach is approved by the Board.

Selection of Head Coaches

- When there is more than one candidate for a Head Coach position, the Board may form a **Selection Committee** to interview and recommend candidates.
- All final appointments are made by a vote of the full Board.

Teams Without a Head Coach

If a team does not have an approved Head Coach, the Cheer Director and Board will use their best efforts to recruit and secure a qualified volunteer prior to the start of the season. However, neither the Cheer Director nor the President shall be required or obligated to assume coaching responsibilities for that team.

Until a Head Coach is approved by the Board, athletes assigned to that team may be placed on a waitlist and shall not begin team activities.

Article 16 – State vs National Track Teams & X Factor Bids

These policies provide consistency from year to year and align with the program’s philosophy of balancing competitive experience with age-appropriate participation. This policy also ensures parents and participants understand the level of competition and expectations upfront.

16.1- State Track vs National Track Teams: The following guidelines define team participation in state and national track competitions:

1. **6U Teams:** Will participate in **local/exhibit-only competitions**.
 2. **8U Teams:** Will participate in **local and state track competitions**, but **will not advance to nationals**.
 3. **10U, 12U, and 14U Teams:** Will participate in **national track competitions**.
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16.2- X Factor Bids

All 10U–16U teams will declare for AYC X-Factor Bid consideration at the time of September team declarations, unless otherwise approved by the President and Cheer Director. Only properly declared teams are eligible.

AYC may award one (1) X-Factor bid per age division to a team that did not otherwise qualify for Nationals. Teams must be prepared to accept and compete if selected.

The Board of Directors retains final authority over all declarations and commitments.

Article 17- Team Placement Procedures

Team placements shall follow the **AYC Age Matrix** and all applicable conference and national eligibility rules, which serve as the governing framework for athlete assignment. The placement process is collaborative and athlete-centered, prioritizing safety, competitive balance, and program success.

Process:

- The Cheer Director coordinates athlete evaluations and team assignments.
- The Cheer Director shall work in collaboration with the Head Coaches of each team when determining placements.
- Considerations may include, but are not limited to, age eligibility, experience, skill level, maturity, safety, and roster needs.

Final Authority:

Every effort should be made to reach agreement among the Cheer Director and coaching staff. However, in the event consensus cannot be reached, the **President shall have final authority** regarding team placement decisions.

Article 18 – Scholarships

Burlington Youth Cheer, Inc. (“BYC”) may award scholarships to graduating senior members who have actively volunteered in the program and plan to attend a college or university of their choice. The number and total dollar amount of scholarships may vary each year based on the financial status of the organization. The BYC Board of Directors shall review all applicants and select recipients by majority vote. The Board retains discretion over the allocation of scholarships among eligible participants. **Budget Compliance:** All scholarships shall operate within the limits of the annual budget approved by the Board.

Distribution of Award:

Unless otherwise determined by a vote of the Board, scholarship payments shall be issued directly to the scholarship recipient. **Recipients must provide proof of enrollment in an accredited college or university (such as an acceptance letter or enrollment verification) prior to receiving payment.** BYC shall have no obligation to remit payment to an educational institution, third party, or external organization on the recipient's behalf.

Article 19 – Hardship Committee

Burlington Youth Cheer, Inc. (“BYC”) shall maintain a Hardship Committee, consisting of the President, Director of Fundraising, and Treasurer, to review financial hardship requests from participants. All requests shall be handled confidentially, with the Committee reporting only the total funds allocated to the full Board, ensuring discretion for individual families while maintaining overall financial transparency.

Budget Compliance: Hardship allocations for nationals shall be based on funds raised specifically for that purpose during the season. If additional funds are needed beyond what has been raised, the Committee shall request approval from the Board before allocating additional assistance.

Article 20: Nationals Fundraising and Reimbursement Policy

Burlington Youth Cheer, Inc. (“BYC”) may organize or approve fundraising activities for athletes who qualify for national competitions. The purpose of these efforts is to help families offset travel and participation expenses.

20.1 Designation of Recipient

At registration, a Parent/Guardian Designation Form shall be completed identifying the individual authorized to **receive** reimbursement funds.

- All reimbursement checks shall be made payable to the athlete.
 - BYC will release or deliver the check only to the person listed on the designation form.
 - BYC will not release funds to any other individual and will not divide or reissue payments.
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20.2 Shared Custody

When parents or guardians share custody, they must agree on one designated recipient. If agreement cannot be reached, BYC may require a custody agreement, court order, or other legal documentation before releasing funds. BYC reserves the right to delay payment until this information is provided.

20.3 Receipt of Funds

At the time of distribution, the designated recipient must sign an acknowledgment confirming receipt of the check made payable to the athlete.

20.4 Responsibility for Disputes

BYC is not responsible for disagreements between parents or guardians regarding the possession, endorsement, deposit, or use of funds. BYC will follow the written designation or legal documentation provided and will not mediate or intervene in family matters.

20.5 Confidentiality

Fundraising totals and reimbursement information will not be shared with non-designated individuals unless required by law.

Article 21 – Amendments

The Board shall review the By-Laws annually to ensure they accurately reflect the program. Any Board member may propose changes, which must be submitted in writing. Proposed amendments are reviewed and voted on at the March Board meeting and, if approved by a two-thirds (2/3) vote of Board members present, take effect on April 1 of that year. Amendments may also be considered at a special Board meeting called for that purpose, provided all members receive written notice at least seven (7) days in advance.

Article 22 – Misc. Provisions & Adoption

These Bylaws are the first adopted Bylaws of Burlington Youth Cheer, Inc. (“BYC”) and take effect immediately upon approval by the Board of Directors, superseding any prior informal or provisional rules. If any provision is found invalid or unenforceable, the remaining provisions remain in full force and effect.

Officers, directors, and volunteers acting in good faith on behalf of BYC shall be indemnified to the fullest extent permitted by law. Board members shall disclose any actual or potential conflicts of interest and recuse themselves from related decisions.

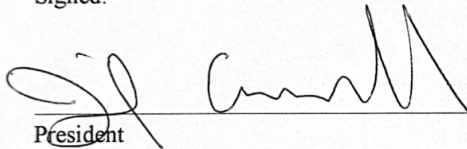
The Board shall review these Bylaws annually to ensure they accurately reflect the organization’s structure, operations, and policies. Program-specific rules, including practice, safety, and Code of Conduct expectations, are maintained in the BYC Handbook and may be updated annually without amending these Bylaws.

Governing Law: Commonwealth of Massachusetts.

Adoption:

These Bylaws were reviewed, approved, and adopted by the Board of Directors of Burlington Youth Cheer, Inc. on this **15th day of February, 2026**. This represents the first official set of Bylaws and they are in full force and effect as of the date of adoption.

Signed:



President