



## CONSTITUTION AND BY-LAWS

|  |          |
|--|----------|
| <b>ARTICLE I ~ ORGANIZATION</b>                    | <b>3</b> |
| SECTION 1.1 NAME                                   | 3        |
| SECTION 1.2 ADDRESS                                | 3        |
| SECTION 1.3 GOVERNMENT                             | 3        |
| SECTION 1.4 STATUS                                 | 3        |
| SECTION 1.5 VOLUNTEERS                             | 3        |
| <b>ARTICLE II ~ OBJECTIVES</b>                     | <b>3</b> |
| SECTION 2.1 PROGRAMS                               | 3        |
| SECTION 2.2 GOALS                                  | 3        |
| <b>ARTICLE III ~ MEMBERSHIP</b>                    | <b>3</b> |
| SECTION 3.1 DEFINITIONS                            | 3        |
| A) PARTICIPANT                                     | 3        |
| B) PARENT OR GUARDIAN                              | 3        |
| C) COACHES   | 3        |
| SECTION 3.2 ELIGIBILITY                            | 3        |
| A) AGES OF PARTICIPANTS                            | 3        |
| B) PAYMENT OF REGISTRATION FEES                    | 3        |
| SECTION 3.3 AFFILIATIONS                           | 4        |
| A) REQUIREMENTS                                    | 4        |
| B) OTHER PROGRAMS                                  | 4        |
| SECTION 3.4 SUSPENSION OR TERMINATION              | 4        |
| A) CONDUCT   | 4        |
| B) BOARD ACTION                                    | 4        |
| C) RULES AND RULES VIOLATION COMMITTEE             | 4        |
| D) HEARING   | 4        |
| E) ADVISORS  | 4        |
| F) PROTESTS  | 4        |
| G) REINSTATEMENT                                   | 4        |
| <b>ARTICLE IV ~ ORGANIZATIONAL RULES</b>           | <b>5</b> |
| SECTION 4.1 ESTABLISHMENT OF RULES                 | 5        |
| SECTION 4.2 LEAGUE AFFILIATIONS                    | 5        |
| SECTION 4.3 DIVISIONS OF PLAY                      | 5        |
| SECTION 4.4 PARENTAL CONCERNS                      | 5        |
| <b>ARTICLE V ~ BOARD OF DIRECTORS AND OFFICERS</b> | <b>5</b> |
| SECTION 5.1 ROLL AND RESPONSIBILITIES              | 5        |
| SECTION 5.2 EXECUTIVE BOARD                        | 5        |
| SECTION 5.3 ELECTIONS                              | 5        |
| SECTION 5.4 TERMS OF OFFICE                        | 6        |
| SECTION 5.5 CHANGES IN NUMBER OF MEMBERS           | 6        |
| SECTION 5.6 VACANCIES                              | 6        |
| SECTION 5.7 ORDER OF SUCCESSION                    | 6        |
| SECTION 5.8 TITLES AND JOB DESCRIPTIONS            | 6        |
| A) PRESIDENT                                       | 6        |
| B) VICE PRESIDENT                                  | 7        |
| C) SECRETARY                                       | 7        |
| D) TREASURER                                       | 7        |
| E) VICE PRESIDENT OF FOOTBALL                      | 8        |
| F) DIRECTOR(S) OF FOOTBALL 1 and 2                 | 8        |
| G) VICE PRESIDENT OF CHEERLEADING                  | 8        |
| H) DIRECTOR(S) OF CHEERLEADING 1 and 2             | 9        |
| I) DIRECTOR OF FIELDS AND EQUIPMENT                | 9        |
| J) DIRECTOR OF CONCESSIONS                         | 9        |
| K) DIRECTOR OF FUNDRAISING AND WEARABLES           | 10       |
| SECTION 5.9 VOTING                                 | 10       |
| SECTION 5.10 COMPENSATION OR LOANS                 | 10       |
| A) DIRECTOR COMPESATION                            | 10       |
| B) LOANS TO OR GUARANTEES FOR DIRECTORS            | 10       |
| SECTION 5.11 REMOVAL                               | 10       |



|   |           |
|---|-----------|
| <b>ARTICLE VI ~ MEETINGS</b>  | <b>10</b> |
| SECTION 6.1 NOTICES   | 10        |
| SECTION 6.2 QUORUM  | 10        |
| SECTION 6.3 RULES OF ORDER  | 11        |
| SECTION 6.4 ORDER OF BUSINESS   | 11        |
| SECTION 6.5 TYPES OF MEETINGS   | 11        |
| A) REGULAR BOARD MEETINGS   | 11        |
| B) EXECUTIVE BOARD MEETINGS   | 11        |
| C) ANNUAL ELECTION MEETING  | 11        |
| i) Nominations  | 11        |
| ii) Eligibility and Voting Rules                                      | 11        |
| iii) Member in Good Standing  | 12        |
| D) SPECIAL OR EMERGENCY BOARD MEETINGS                                | 12        |
| E) SPECIAL YEAR END MEETING   | 12        |
| SECTION 6.6 ATTENDANCE  | 12        |
| A) REQUIREMENTS   | 12        |
| B) TELEPHONE PARTICIPATION  | 12        |
| <b>ARTICLE VII ~ COMMITTEES</b>                                       | <b>12</b> |
| SECTION 7.1 APPOINTED COMMITTEES                                      | 12        |
| A) CREATION OF COMMITTEES   | 12        |
| B) SELECTION OF MEMBERS   | 12        |
| C) REQUIRED PROCEDURES  | 12        |
| D) COMMITTEE AUTHORITY  | 13        |
| SECTION 7.2 STANDING COMMITTEES                                       | 13        |
| <b>ARTICLE VIII ~ FINANCIAL, ACCOUNTING AND REGISTRATION</b>          | <b>13</b> |
| SECTION 8.1 FISCAL YEAR   | 13        |
| SECTION 8.2 DEPOSITS  | 13        |
| SECTION 8.3 BOOKS AND RECORDS   | 13        |
| SECTION 8.4 CONTRACTS   | 13        |
| SECTION 8.5 LOANS   | 13        |
| SECTION 8.6 CHECKS, DRAFTS AND FINANCIAL INSTRUMENTS                  | 13        |
| SECTION 8.7 PROHIBITED TRANSACTIONS                                   | 13        |
| A) PROHIBITION AGAINST SHARING IN RLSFCO EARNINGS                     | 13        |
| B) OTHER PROHIBITIONS   | 13        |
| SECTION 8.8 PROHIBITED ACTIVITIES                                     | 14        |
| SECTION 8.9 INDEMNIFICATION   | 14        |
| SECTION 8.10 REGISTRATION   | 14        |
| SECTION 8.11 SPONSORS   | 14        |
| SECTION 8.12 BUDGET   | 14        |
| SECTION 8.13 PURCHASE ORDER PROCEDURES                                | 14        |
| <b>ARTICLE IX ~ COACHES</b>   | <b>14</b> |
| SECTION 9.1 HEAD COACHES  | 14        |
| SECTION 9.2 ASSISTANT COACHES   | 15        |
| SECTION 9.3 OVERSIGHT   | 15        |
| SECTION 9.4 SELECTION   | 16        |
| <b>ARTICLE X ~ AMENDMENTS</b>   | <b>16</b> |
| SECTION 10.1 REVISIONS  | 16        |
| <b>ARTICLE XI ~ INTERPRETATIONS</b>                                   | <b>16</b> |
| SECTION 11.1 RESPONSIBILITIES   | 16        |
| <b>ARTICLE XII ~ PROGRAM DISSOLUTION</b>                              | <b>16</b> |
| SECTION 12.1 DISTRIBUTION OF PROPERTY                                 | 16        |
| <b>ARTICLE XIII ~ ADDENDUMS AND FORMS</b>                             | <b>16</b> |
| SECTION 13.1 RLAPD PROCEDURE/ OPERATIONAL MANUAL                      | 16        |
| SECTION 13.2 HART HILL SHED AGREEMENT BETWEEN AYSO, RLSFCO AND RLAPD  | 16        |
| SECTION 13.3 RLSFCO PARENTS MANUAL                                    | 16        |
| SECTION 13.4 RLSFCO FOOTBALL MANUAL                                   | 16        |
| SECTION 13.5 RLSFCO CHEERLEADING MANUAL                               | 16        |
| SECTION 13.6 RLSFCO COACHES APPLICATION                               | 16        |
| SECTION 13.7 RLSFCO COACHES STANDARD OF CONDUCT                       | 16        |
| SECTION 13.8 RLSFCO STANDARDS OF CONDUCT FOR PLAYERS AND CHEERLEADERS | 16        |
| SECTION 13.9 RLSFCO WAIVER  | 16        |
| SECTION 13.10 RLSFCO BOARD MEMBER APPLICATION                         | 16        |
| SECTION 13.11 PARENTS CODE OF ETHICS                                  | 16        |
| SECTION 13.12 NON-VOLUNTEER FEE FORM                                  | 16        |
| <b>ACCEPTANCE OF BY-LAWS</b>  | <b>17</b> |
| <b>REVISION HISTORY</b>   | <b>18</b> |



## **ARTICLE I ~ ORGANIZATION**

### **SECTION 1.1 NAME**

This organization shall be known as the Round Lake Spartans Football and Cheerleading Organization, from this point forward in this document referred to as RLSFCO.

### **SECTION 1.2 ADDRESS**

The official mailing address of the RLSFCO shall be: Post Office Box 957, Round Lake, IL 60073.

### **SECTION 1.3 GOVERNMENT**

The affairs of the RLSFCO shall be carried on and managed by its Executive Board and Board of Directors as indicated within this document.

### **SECTION 1.4 STATUS**

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

### **SECTION 1.5 VOLUNTEERS**

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

## **ARTICLE II ~ OBJECTIVES**

### **SECTION 2.1 PROGRAMS**

To provide a supervised program of football and cheerleading for the youth of the Greater Round Lake Area, Avon Township and surrounding communities.

### **SECTION 2.2 GOALS**

The program shall be well balanced and shall include an organized and supervised schedule of instructional practices and instructional or competitive football games and cheerleading competitions. Supervised instruction in the rules of football/ cheerleading and the development of good conduct and sportsmanship are the goals of the program.

## **ARTICLE III ~ MEMBERSHIP**

### **SECTION 3.1 DEFINITIONS**

Membership in RLSFCO falls into three categories: Participants, Parents or Guardians and Coaches. Participants, Parents and Guardians are members of the RLSFCO at the time they complete season registration until the first day of registration of the next season. Unless qualified as members by virtue of being parents or guardians of a participant, Coaches are granted membership in RLSFCO from the time their selection as a Coach is approved by the Executive Board until the end of the season for which they have been selected to coach.

- A) **PARTICIPANT:** A participant is any youth who meets the age requirements, who is fully paid or otherwise registered and who is actively participating in football, cheerleading or poms.
- B) **PARENT OR GUARDIAN:** The Parent(s) and/ or legal guardian(s) of any current participant will the right to vote as members of RLSFCO in the yearly election of the Board members.
- C) **COACHES:** Granted membership in RLSFCO while engaged as coaches. Head coaches and assistant coaches have no voting rights on the selection of members of the Board members unless the meet the criteria of Article III, section 3.1, sub-section B.

### **SECTION 3.2 ELIGIBILITY**

- A) **AGES OF PARTICIPANTS:** Children in grades Kindergarten through 8<sup>th</sup> grade are eligible to participate in RLSFCO, subject to league restrictions and rules.
- B) **PAYMENT OF REGISTRATION FEES:** Memberships become active upon payment of the registration fees established by the Board of Directors. No youth within the Greater Round Lake Area, Avon Township and surrounding communities will be denied the right to participate in the program due to family hardship. The President and Treasurer shall vote on the acceptance of participants in questionable situations.



---

### **SECTION 3.3 AFFILIATIONS**

- A) **REQUIREMENTS:** Members shall not be required to be affiliated with any other organization or group to qualify as members of the RLSFCO.
- B) **OTHER PROGRAMS:** While members, participants shall not be actively engaged in the participation, promotion and/ or operation of any other area youth football or cheerleading program.

### **SECTION 3.4 SUSPENSION OR TERMINATION**

- A) **CONDUCT:** As stated in Article II section 2.2, the goal of the program is to provide supervised instruction in the rules of football/ cheerleading and the development of good conduct and sportsmanship. It is the expectation that all Participants, Parents, Guardians, Coaches and Board Members maintain proper conduct while engaged in activities as a member of RLSFCO.
- B) **BOARD ACTION:** If the conduct of any member(s) is deemed by the Executive Board to be detrimental to the best interests of RLSFCO, the Executive Board has the authority by virtue of a 2/3 – majority vote to discipline or suspend the voting rights or terminate the membership of any member for rules infractions or for failing/ refusing to actively participate in the functions and programs of the organization.
- C) **RULES AND RULES VIOLATION COMMITTEE:** The Executive Board has the authority to assemble a Rules Violation Committee as they see fit, otherwise the Executive Board will serve as the Rules Violation Committee. This committee is charged with review and resolution of minor rules infractions or problems. In the case of an offense in which suspension or termination may be considered this committee may be charged with the initial investigation of the incident , interviews and discussions with the parties involved and the formulation of a recommendation or report of their findings to the Executive Board. The Executive Board will not be bound to accept the recommendation of this committee and may vote to hear from those involved before voting on a decision.
- D) **HEARING:** A minimum of two (2) calendar days in advance of the meeting where the dispute is to be considered, the member involved shall be notified of the meeting date, time and location. The member shall also be informed of the general nature of the charges and given the opportunity to appear at the hearing to answer the charges. Failure to provide such a notice by the Executive Board or Rules Violation Committee will result in an extension of the time to allow such a notice to occur prior to the hearing or adjudication of the matter. Failure to appear at the hearing by the member in question shall not be a consideration by the committee when issuing a decision on the charges.
- E) **ADVISORS:** In the case of participant, the head coach for the team of the participant charged with an offense shall also be informed of the nature of the charges. The coach may, but is not obligated to, appear in the capacity of an advisor with the participant, the parents or guardians.
- F) **PROTESTS:** To be considered, written protest of the Rules Violation Committee decision must be received by the Executive Board within 14 days of the original decision date in dispute. The protest must clearly state the nature of the protest, refer to the specific rule(s) or By-Law(s) that the protesting member feels was misinterpreted or ignored in rendering a decision as well as ask for a reconsideration of its decision. The Executive Board will then review the request and will issue a final written decision within 7 days of receipt of the protest. While a protest of this final decision of the Executive Board can be submitted for the record, the decision of the Executive Board is final.
- G) **REINSTATEMENT:** If the Executive Board votes to reverse the previous decision, the party involved will immediately be reinstated as a member of the RLSFCO. The Executive Board may attach conditions or provisions to the reinstatement that must be met and/ or maintained. If these conditions or provisions are not met and/ or maintained, the previous decision will be final. In the case of a member being terminated from the RLSFCO membership, reapplication of membership can not occur until next season. The Executive Board must approve any reinstatement request submitted after a termination has occurred by a 2/3 majority vote of those present and voting.



---

## **ARTICLE IV ~ ORGANIZATIONAL RULES**

### **SECTION 4.1 ESTABLISHMENT OF RULES**

The Board of Directors has the authority to establish the rules for play and participation in the RLSFCO program. The Board may vote to adopt for use rules that have been established by a league or other affiliation. In the event, the Board of Directors retains the ultimate decision making authority on the application of rules adopted for use as it relates to RLSFCO.

### **SECTION 4.2 LEAGUE AFFILIATIONS**

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

### **SECTION 4.3 DIVISIONS OF PLAY**

In accordance with the rules adopted for use, divisions or play/participation will be assigned to all participants in the program. The guidelines for determining which division each participant falls into will be clearly communicated to parties interested. Any challenge to the division assignment of and individual participant must be presented to the Director in writing for resolution by the Board of Directors. The Board will render a final decision on the challenge within 14 days of receipt of the challenge.

### **SECTION 4.4 PARENTAL CONCERNS**

All parental concerns will be directed to a member of the Board of Directors who will follow the procedures outlined in these Articles for adjudication of issues.

## **ARTICLE V ~ BOARD OF DIRECTORS AND OFFICERS**

### **SECTION 5.1 ROLL AND RESPONSIBILITIES**

Members of the Board of Directors are charged with operation of the program, oversight of all aspects of the activities RLSFCO engages in and maintaining the best interests of a self-perpetuating program. Each Director has assigned to them specific responsibilities they are expected to perform on behalf of the entire Board. If an individual Board Member is not completing their responsibilities, the Board as a whole must take on completion of remaining activities until a suitable replacement has been duly selected. These Directors serve as the officers of the RLSFCO and as such have voting rights on issues presented to the Board. Assistants to these Directors serve as non-voting, *ex-officio* members of the Board. They are members by virtue of their office. Each *ex-officio* member may attend Board meetings, offer motions and resolutions for consideration and participate in discussion; however, *ex-officio* members shall only be entitled to vote if the Director they report to as an assistant is absent for the meeting at the time the vote is called. They may then vote in place of the Director.

### **SECTION 5.2 EXECUTIVE BOARD**

The Executive Board for the RLSFCO shall consist of the President, the Vice President, the Secretary, the Treasurer, the Vice President of Football and the Vice President of Cheerleading. The Executive Board will meet at least once a month and will also call special meetings as needed to review league business that requires its attention. In order for a quorum of the Executive Board to exist four of the six members must be present. Executive Board meetings may be conducted under the rules outlined in Article VI, section 6.5, sub-section B.

### **SECTION 5.3 ELECTIONS**

An Annual Election Meeting for the RLSFCO to elect members for positions open on the Board will be held in conjunction with the end of the year awards ceremony. See Article VI, section 6.5, sub-section C Annual Election Meeting for details.



#### **SECTION 5.4 TERMS OF OFFICE**

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

- |   |                                   |
|---|-----------------------------------|
| A) PRESIDENT                              | (even)                            |
| B) VICE PRESIDENT                         | (odd)                             |
| C) TREASURER                              | (even)                            |
| D) SECRETARY                              | (odd)                             |
| E) VICE PRESIDENT OF FOOTBALL             | (even)                            |
| F) DIRECTOR OF FOOTBALL 1 (2 YR term)     | (Odd-appointed by VP of Football) |
| G) DIRECTOR OF FOOTBALL 2 (2 YR term)     | (Odd-appointed by VP of Football) |
| H) DIRECTOR OF FIELDS AND EQUIPMENT       | (even)                            |
| I) VICE PRESIDENT OF CHEERLEADING         | (even)                            |
| J) DIRECTOR OF CHEERLEADING 1 (2 YR term) | (Odd-appointed by VP of Cheer)    |
| K) DIRECTOR OF CHEERLEADING 2 (2 YR term) | (Odd-appointed by VP of Cheer)    |
| L) DIRECTOR OF FUNRAISING                 | (odd)                             |
| M) DIRECTOR CONCESSIONS                   | (odd)                             |

The remaining Board positions will be appointed by the president or appropriate Director, with a majority approval vote of the Executive Board, to serve one-year terms. In the event a Director elected to a two-year term wishes to seek election to a position that is up for consideration while still having one year remaining on their current term, they may announce to the Board their intention to seek this position with the understanding that the Board will then fill the remaining year of the term by appointment of a replacement.

#### **SECTION 5.5 CHANGES IN NUMBER OF MEMBERS**

The number of Directors may be increased or decreased by amendment to these By-Laws, but no decreases shall have the effect of shortening the term of any Board member currently holding a position. The number of Board members shall not be less than thirteen (13).

#### **SECTION 5.6 VACANCIES**

In the case of a vacancy in a position the Board of Directors due to resignation, death, illness or removal, the Board of Directors may consider not filling the position until the next regularly scheduled election, provided the workload of the vacant position can be adequately distributed to the remaining members. The President may also consider nomination of a member who meets election criteria to serve the remainder of the vacancy. This nomination must be approved by a majority vote of the Board of Directors.

#### **SECTION 5.7 ORDER OF SUCCESSION**

The presiding order of the Board of Directors is President, Vice President, Secretary and Treasurer. No executive Board Meeting may be held lacking a quorum.

#### **SECTION 5.8 TITLES AND JOB DESCRIPTIONS**

- A) PRESIDENT - The duties of the President position include:
- i) Run all Board meetings outlined in these By-Laws except where noted otherwise.
  - ii) Conduct the affairs of the RLSFCO and execute the policies established by the Board of Directors.
  - iii) Present a report of the condition of the RLSFCO programs at the special year-end meeting.
  - iv) Perform the duties outlined in these By-Laws assigned to the President.
  - v) Communicate to the Board of Directors such matters as require action and direction and to make suggestions on resolutions with the intent of meeting the goals contained in these By-Laws.
  - vi) Designate in writing or by communication during a meeting of the Board, Directors, Officers, or other representatives who are empowered to execute in the name of the RLSFCO agreements, leases or other instruments, which have received the prior approval of the Board.



- 
- vii) Investigate complaints, irregularities and conditions viewed as detrimental to the RLSFCO and report on these conditions to the Board of Directors as circumstances warrant.
  - viii) Serve as a member of the RLSFCO Executive Board.
  - ix) Prepare and submit an annual budget to the Board of Directors for approval and once adopted, assume responsibility for the proper execution of the budget in accordance with Article VIII, section 8.12.
- B) VICE PRESIDENT – In the event the President is unable for any reason to complete the responsibilities assigned, the Vice President shall assume the duties of the President. In the event the President is unable to attend a meeting; the Vice President has the authority for purposes of the meeting to act on behalf of the RLSFCO as the presiding Officer at the meeting. additionally, the Vice President shall:
- i) Assume responsibility for investigation of all insurance issues including claims.
  - ii) Report to the President in advance of budget preparation of any expenses anticipated.
  - iii) Perform the duties outlined in the By-Laws assigned for the Vice President.
  - iv) Serve as a member of the RLSFCO Executive Board.
  - v) Act as the marketing director of the RLSFCO and secure sponsors covered in Article VIII, section 8.11.
- C) SECRETARY – The duties of Secretary include:
- i) Record the activities of the RLSFCO and maintain the permanent files, records, mailing lists and documentation as needed.
  - ii) Perform the duties outlined in these By-Laws assigned to the Secretary.
  - iii) Report to the President in advance of budget preparation of any expenses anticipated.
  - iv) Maintain all correspondence on behalf of the RLSFCO including:
    - a) Notice of meetings:
    - b) Notification (in writing) to members or Directors of their dismissal from the RLSFCO.
  - v) Any correspondence not specifically assigned to another Board member by default is the responsibility of the Secretary.
  - vi) Prepare weekly 'Chalk Talk' for distribution to all participants.
  - vii) Act a liaison for the Football and Cheerleading VP's and Directors in securing all facilities through the Round Lake Area Park District.
  - viii) Serve as a member of the RLSFCO Executive Board.
  - ix) Record, prepare and present for approval the minutes of meetings. In addition, preserve and archive the records of these minutes as directed by the Board.
  - x) Operation and maintenance of the RLSFCO website.
  - xi) Arrange for the printing and distribution of the annual yearbook.
  - xii) Public relations. i.e. newspapers and website.
- D) TREASURER – The duties of Treasurer include:
- i) Perform the duties outlined in these By-Laws assigned to the Treasurer.
  - ii) Receive all monies and securities on behalf of the RLSFCO and deposit them in the bank or financial institution approved by the Board of Directors.



- iii) Keep records of all receipts and disbursements made on behalf of the RLSFCO. Approve the expenses for purposes of payment or reimbursement and draw checks or other instruments as needed.
  - iv) Monitor and report monthly on the compliance of each area of revenue and expense with the budget approved by the Board.
  - v) Report to the President in advance of budget preparation of any expenses anticipated.
  - vi) Prepare the final budget report as outlined in Article VI, section 6.5, sub-section (E) and present this report to the Board for review and approval.
  - vii) Serve as a member of the RLSFCO Executive Board.
  - viii) Prepare and file for annual tax returns. (if applicable)
- E) VICE PRESIDENT OF FOOTBALL – The duties of VP of Football include:
- i) Receiving applications and interviewing coaches for approval by the Board for all football teams in the RLSFCO program.
  - ii) Organization of training for coaches on rules and other football related topics as well as safety, first aid and CPR training.
  - iii) Leading the efforts in setting standards for excellence for RLSFCO football programs.
  - iv) Perform the duties outlined in these By-Laws assigned to the Vice President of Football.
  - v) Report to the President in advance of budget preparation of any expenses anticipated.
  - vi) Serve as a member of the RLSFCO Executive Board.
  - vii) Acting as a member, or appointing such person to represent the RLSFCO to any leagues or affiliations.
  - viii) Planning, organizing and leading any scheduled coaches meetings.
- F) DIRECTOR(S) OF FOOTBALL 1 and 2 - The duties of Football Director(s) include:
- i) Director(s) of Football – empowered to conduct all responsibilities assigned to the VP of Football in their absences. In addition, the Director(s) of Football shall perform and duties delegated to them by the Board and or Vice President of Football.
  - ii) Developing/ coordinating a practice schedule and assignment of field locations.
  - iii) Inventory and maintenance of all RLSFCO Football equipment.
- G) VICE PRESIDENT OF CHEERLEADING – The duties of VP of Cheerleading include:
- i) Receiving applications and interviewing coaches for approval by the Board for all cheer and pom squads in the RLSFCO program.
  - ii) Organization of training for coaches on rules and other cheerleading related topics as well as safety, first aid and CPR training.
  - iii) Leading the efforts in setting standards for excellence for RLSFCO cheer and pom programs.
  - iv) Perform the duties outlined in these By-Laws assigned to the Vice President of Cheerleading.
  - v) Report to the President in advance of budget preparation of any expenses anticipated.
  - vi) Serve as a member of the RLSFCO Executive Board.





- vii) Acting as a member, or appointing such person to represent the RLSFCO to any leagues or affiliations.
  - viii) Planning, organizing and leading any scheduled coaches meetings.
- H) DIRECTOR(S) OF CHEERLEADING 1 and 2 - The duties of Cheer Director(s) include:
- i) Director(s) of Cheerleading – empowered to conduct all responsibilities assigned to the VP of Cheerleading in their absences. In addition, the Director(s) of Cheerleading shall perform and duties delegated to them by the Board and/ or Vice President of Cheerleading.
  - ii) Developing/ coordinating a practice schedule and assignment of field or indoor locations.
  - iii) Inventory and maintenance of all RLSFCO Cheer equipment.
  - iv) Issue and return of Cheer equipment and uniforms for coaches and participants in the program.
  - v) Securing the storage facilities of the RLSFCO.
- I) DIRECTOR OF FIELDS AND EQUIPMENT – The duties of Fields and Equipment Director include:
- i) Securing and presenting to the Board of Directors for approval all bids for the operating supplies needed for the program.
  - ii) Procurement of any Board approved purchases of supplies or equipment
  - iii) Inventory and maintenance of all RLSFCO equipment.
  - iv) Issue and return of football equipment and uniforms for coaches and participants in the program. This effort will be assisted by the Directors of Football.
  - v) Report to the President in advance of budget preparation of any expenses anticipated.
  - vi) Securing the storage facilities of the RLSFCO.
  - vii) Organization, set-up, improvement and maintenance of the fields and grounds for practice and competition.
  - viii) Assistant(s): In the event the Board of Directors has authorized the position, The Assistant Director(s) of Fields and Equipment is empowered to conduct all the responsibilities assigned to the Director of Fields and Equipment in their absence. In addition, the Assistant Director shall perform any duties delegated to them by the Board and/ or the Director.
- J) DIRECTOR OF CONCESSIONS – The duties of Concessions Director include:
- i) Securing and presenting to the Board of Directors for approval all bids for the concessions supplies needed.
  - ii) Procurement of any Board approved purchases of concession supplies.
  - iii) Assistance to the Vice President in developing a volunteer schedule for concession activity needs.
  - iv) Inventory and maintenance of all RLSFCO concession inventory and supplies. Reporting of initial and final inventories, values and losses to the Treasurer as required.
  - v) Report to the President in advance of budget preparation of any expenses anticipated.
  - vi) Reporting to the Board of Directors on the activity in concession.
  - vii) Securing the concession facilities of the RLSFCO.



- viii) Assistant(s): In the event the Board of Directors has authorized the position, The Assistant Director(s) of Concessions is empowered to conduct all the responsibilities assigned to the Director of Concessions in their absence. In addition, the Assistant Director shall perform any duties delegated to them by the Board and/ or the Director.
- K) DIRECTOR OF FUNDRAISING AND WEARABLES – Duties include:
  - i) Securing and presenting to the Board of Directors for approval all bids for the wearable items needed.
  - i) Procurement of any Board approved purchases of wearables.
  - ii) Assistance to the Vice President in developing a volunteer schedule for wearable activity needs.
  - iii) Inventory and maintenance of all RLSFCO wearables. Reporting of initial and final inventories, values and losses to the Treasurer.
  - iv) Report to the President in advance of budget preparation of any expenses anticipated.
  - v) Reporting to the Board of Directors on the activity in wearables.
  - vi) Securing the wearable inventory of the RLSFCO.
  - vii) Organizing with the Directors of Football and Cheerleading any special purchases for the coaching staffs.

#### **SECTION 5.9 VOTING**

Each member of the Board of Directors will have one (1) vote on all issues before the Board, with the exception of the policy on Assistants outlined in Article V, section 5.1. Except as specifically noted in these By-Laws, general resolutions placed before the Board of Directors require a simple majority vote in order to pass. Any sitting member of the Board of Directors may call for a roll call vote on an issue. The President may vote only in the case of a tie on matters that require a simple majority vote to pass. The voting record of individual Board members on any resolution or decision will not be recorded in the minutes unless called for by a sitting member of the Board.

#### **SECTION 5.10 COMPENSATION OR LOANS**

- A) DIRECTOR COMPENSATION: The Board of Directors may, upon approval of the majority of that Board, reimburse a Director for expenses incurred while conducting business on behalf of the RLSFCO. The Directors shall not be paid a salary or fee for attending the meeting. A Director may not serve on the Board as an employee and receive compensation.
- B) LOANS TO OR GUARANTEES FOR DIRECTORS: RLSFCO may not lend money to or guarantee the obligation of a member of the Board.

#### **SECTION 5.11 REMOVAL**

A member of the Board of Directors may be removed from office by a  $\frac{3}{4}$  majority vote by the Board. Prior to removal the member shall be afforded the opportunity to respond to any charges brought against them and shall be entitled to the same procedure for notice, hearing and protest provided for in these By-Laws. If a Board member is summarily dismissed from service to the Board; notice shall be conveyed by the Secretary in writing to their last known place of residence.

### **ARTICLE VI ~ MEETINGS**

#### **SECTION 6.1 NOTICES**

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

#### **SECTION 6.2 QUORUM**

A quorum of the Board of Directors will exist when a majority of the eligible voting Board members are present. In the absence of the Director the Assistant Director being present and serving as the *ex-officio* Board member may vote in their place and count toward the quorum. Executive Board quorums are covered in Article VI, section 5.2.



### **SECTION 6.3 RULES OF ORDER**

Roberts Rules of Order shall be used to govern the proceedings of all meetings of the RLSFCO, except where they are in conflict with the established By-Laws and Amendments of the RLSFCO.

### **SECTION 6.4 ORDER OF BUSINESS**

Meetings will be called to order by the President. In their absence, the presiding officer will call the meeting to order. No board meeting may be closed if a member in good standing has new business to introduce. See Article VI, section 6.5, sub-section(C) (iii). The president or presiding officer may in the general administration of the meeting set time limits on presentations, discussions and deliberations but may not allow an item to be called for resolution unless the full membership present agrees suitable time has been allowed for all sides to be heard. The Agenda for the Board meetings will utilize the following outline:

#### **CALL TO ORDER**

#### **ROLL CALL**

- 1.0 PARK DISTRICT GUEST(S)
- 2.0 APPROVAL OF MINUTES
- 3.0 PUBLIC COMMENT
- 4.0 TREASURER'S REPORT
- 5.0 REGISTRATION
- 6.0 CALENDAR OF EVENTS
- 7.0 FOOTBALL UPDATE
- 8.0 CHEER UPDATE
- 9.0 GOLF OUTING UPDATE
- 10.0 SHED UPDATE
- 11.0 WEBSITE UPDATE
- 12.0 FUNDRAISING UPDATE
- 13.0 BOARD MEMBER COMMENTS
- 14.0 PRESIDENT COMMENTS

#### **ADJOURNMENT**

### **SECTION 6.5 TYPES OF MEETINGS**

- A) **REGULAR BOARD MEETINGS:** The Board of Directors shall hold a regular meeting at least once per month. These meetings shall be open to the membership to attend. It shall be the first item of business for the new incoming Board of Directors to establish the date, time and place to be designated for these meetings.
- B) **EXECUTIVE BOARD MEETINGS:** The Board of Directors may provide, by resolution, the date, time and place of additional Executive Board meetings. Executive Board of Directors meetings may be held by conference telephone, if convened in accordance with Article VI, section 6.6, sub-section B.
- C) **ANNUAL ELECTION MEETING:** Elections for the RLSFCO Board of Directors will be held at the annual election meeting held at the end of the season. A minimum of four (4) weeks prior to the election meeting, the Board will give notice to the membership as a whole when nominations for RLSFCO Board members will be accepted. At this time the Board will also select an Elections Committee to oversee the voting process, to count the votes cast and to report the results to the membership present. Details of this committee are discussed in Article VII of these By-Laws.
  - i) **Nominations:** Nominations for Board positions must be in writing (Board Application Form) and presented to the Board of Directors one week prior to the Annual Election Meeting. Any voting RLSFCO member may submit a nomination. In order for the nomination to be accepted the nominee must also be voting RLSFCO member in good standing, have been a RLSFCO member in good standing for at least one (1) year prior to nomination and must be present to accept the nomination. If more than one person is nominated for a position, all members in good standing present at the time a vote is called for by the presiding officer will cast votes. The Election Committee will total votes and results will be announced. To be eligible for nomination for the positions of President, Vice President of Football and Vice President of Cheerleading the individual must have held a current Board of Directors position for at least one (1) year.
  - ii) **Eligibility and Voting Rules:** In order to be eligible to vote in an election a member must be in good standing and must have either paid in full their registration fees or have made arrangements for registration that have been approved by the Board.



- iii) Member in Good Standing: A member in good standing must be the parent or legal guardian of a participant in RLSFCO. No member of the voting family can be currently under suspension or have been removed from the RLSFCO for misconduct under the rules. There can be no outstanding obligations to RLSFCO in the forms of overdue equipment or financial instruments.
- D) SPECIAL OR EMERGENCY BOARD MEETINGS: The President of the Board of Directors may call for a special Board meeting at any time. Upon written receipt of a request for a special meeting from any two Board members the President must call and give notice of special meetings of the Board of Directors. Only the RLSFCO Board President may call an Emergency meeting. Those authorized to call Special or Emergency Board meetings may fix the time and place of the meeting place. Special Board of Director meetings may be held by telephone conference, if convened in accordance with Article VI, section 6.6, subsection B.
- E) SPECIAL YEAR END MEETING: A special end of the year meeting will be held to close out the books for the fiscal year and to review the final financial report for the previous season. This meeting will be presided over by the outgoing President and Board of Directors and should be attended by the incoming Board members and Officers. No new business may be introduced. At this meeting only resolutions having to do specifically with the financial reports and books may be voted on by the Board. The financial report prepared by the Treasurer is expected to include an accurate accounting of the real property owned and the additional assets acquired during the fiscal year just ending. It should also include a detailed listing of every expense paid and the name of the business or individual that was paid, including the date of the transaction. Any details of the transaction regarding the reason for the expense, documentation on when the Board authorized its approval and contact information on the parties to whom the expenses were paid is also expected. The treasurer should coordinate securing a complete listing of all members of the RLSFCO of the fiscal year ending. After acceptance and approval by the Board, the Secretary shall add these records to the archives of the RLSFCO and an abstract of the documents shall be added to the meeting minutes. The time, date and location of this meeting will be announced after the Annual Election Meeting.

#### **SECTION 6.6 ATTENDANCE**

- A) REQUIREMENTS: Members of the Board of Directors are expected to regularly attend meetings that have been scheduled. Individual incidents of missing a meeting are not to be considered, however missing three regularly scheduled Board meetings in a row may be considered grounds for removal of a Board member from office. Any Board member may call for the removal of a member under the rules and a meeting on the issue may be called after the proper notice is given. See Article V, section 5.11.
- B) TELEPHONE PARTICIPATION: If authorized by the Board of Directors, the Board of Directors or any designated committee of the RLSFCO may participate in a Board or committee meeting by means of a telephone conference or similar communications equipment. Teleconferencing will only be permitted if all persons entitled to participate in the meeting received proper notice of the telephone meeting (see Article VI, section 6.1), and provided all persons participating in the meeting can hear each other at the same time. A Director participating in a conference telephone meeting is deemed present in person at the meeting. The Chairperson of the meeting may establish reasonable rules as to conducting the meeting by phone.

### **ARTICLE VII ~ COMMITTEES**

#### **SECTION 7.1 APPOINTED COMMITTEES**

- A) CREATION OF COMMITTEES: The Board of Directors may create committees and appoint members of the Board to serve on them. Each committee must have one or more Board members. Volunteers from the full membership may serve on these committees when considered appropriate by the Board.
- B) SELECTION OF MEMBERS: The creation of a committee and appointment of members to it must be approved by a majority vote of the Board of Directors when the action is taken.
- C) REQUIRED PROCEDURES: Rules of these By-Laws which govern meetings, notice, quorum and voting requirement and action without meetings do not apply to committees and their members unless specifically instructed by the Board of Directors. The committees should keep regular minutes of their proceedings and report the same to the Board of Directors. All committees are subject to all the procedural rules governing the operation of the Board of Directors.



- D) **COMMITTEE AUTHORITY:** Each committee may exercise the specific Board authority that the Board of Directors confers upon it in the resolution creating the committee. Provided, however, a committee may not:
- i) Approve the dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporation's assets.
  - ii) Elect, appoint, or remove Directors or fill vacancies on the Board of Directors or on any of its committees; or
  - iii) Adopt, amend, or repeal the Articles or By-Laws.

#### **SECTION 7.2 STANDING COMMITTEES**

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

### **ARTICLE VIII ~ FINANCIAL, ACCOUNTING AND REGISTRATION**

#### **SECTION 8.1 FISCAL YEAR**

RLSFCO fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

#### **SECTION 8.2 DEPOSITS**

All monies received on behalf of RLSFCO shall be deposited in the name of the RLSFCO in the Bank or financial institution the Board of Directors has approved. All payments shall be drawn from accounts only by check or other instrument of currency as may be signed by persons authorized by resolution of the Board of Directors to do so. The treasurer of the RLSFCO shall oversee the deposit of all funds of the RLSFCO in banks and other depositories. The Board of Directors shall authorize by resolution the exact location of the Banks and depositories.

#### **SECTION 8.3 BOOKS AND RECORDS**

The Treasurer and Secretary of the RLSFCO shall keep correct and complete books and records of accounts. Additionally RLSFCO shall keep minutes of the proceedings of its Board of Directors and shall keep them at a location of storage and archive approved by the Board. Included in these items shall be a record of its Directors, giving the names and addresses of all Directors.

#### **SECTION 8.4 CONTRACTS**

The Board of Directors may authorize any member, officer or representative to enter into any contract, execute or deliver any instruments in the name of and on behalf of RLSFCO and such authorization may be general or confined to specific instruments.

#### **SECTION 8.5 LOANS**

RLSFCO shall not allow anyone to contract on behalf of it for indebtedness for borrowed money unless the Board of Directors authorizes such a contract by resolution. RLSFCO shall not allow anyone to issue evidence of RLSFCO's indebtedness unless the Board of Directors authorizes the issuance by resolution. The authorization may be general or specific.

#### **SECTION 8.6 CHECKS, DRAFTS AND FINANCIAL INSTRUMENTS**

The Board of Directors shall authorize by resolution which Officer(s) or member(s) may sign and issue RLSFCO checks, drafts or other orders for payment or money. The Treasurer only may issue any other notes or other evidence of indebtedness and then only after approval by the Board of Directors. The Board of Directors shall also determine by resolution the manner in which these documents will be signed and issued. All checks or other financial instruments must be signed by a minimum of two (2) authorized Board members.

#### **SECTION 8.7 PROHIBITED TRANSACTIONS**

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



- ii) Sell any substantial part of its assets or other property, for less than an adequate consideration in money or money's worth. For the purpose of this subsection, Related Parties means any person who has made a substantial contribution to the RLSFCO, or with a brother, sister, spouse, ancestor, or lineal descendent of the person giving, or with a business directly or indirectly controlled by the person giving.

#### **SECTION 8.8 PROHIBITED ACTIVITIES**

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

#### **SECTION 8.9 INDEMNIFICATION**

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

#### **SECTION 8.10 REGISTRATION**

Participants are requested to pay a registration fee on registration day. The date(s) for registration shall be as set by the Board of Directors and shall be communicated to the general public in a manner determined by Board resolution.

#### **SECTION 8.11 SPONSORS**

Business sponsorship will be paid in advance of the season. The Director of Fundraising will determine sponsor fees for each season with the approval of the Board of Directors. The Board of Directors retains the authority to approve or decline any firm seeking to sponsor the RLSFCO.

#### **SECTION 8.12 BUDGET**

Working with each Director in determining the expenses to be anticipated for the respective responsibilities, the President with the assistance of the Treasurer shall draft and present a budget for the upcoming year to the Board of Directors prior to the beginning of registration for the upcoming season. Approval of the final budget for the upcoming season must be made by March 31<sup>st</sup> of the current season.

#### **SECTION 8.13 Purchase Order Procedures**

- A) Purchases made by any Board member exceeding \$200 require a purchase order number.
- B) Purchasers exceeding \$500 require a minimum of three (3) quotes in addition to a purchase order number.
- C) Purchase orders are administered through the Treasurer.

### **ARTICLE IX ~ COACHES**

#### **SECTION 9.1 HEAD COACHES**

The Head Coach for each team in each division has the responsibility for the Assistant Coaches as well as the participants assigned to their team. Setting practice schedules, inspection of equipment, coordination of information to parents or guardians and day to day decisions on the management of their team are also the responsibilities of the Head Coach. As the grass roots leaders of the program the entire coaching staff is charged with teaching the youth in the program fundamentals of the sport, good sportsmanship and knowledge of the rules. Additionally the coaching staff should try to teach participants respect for themselves, their teammates and competitors, officials, referees and coaches. The Directors of Football and Cheerleading will schedule periodic meetings and training sessions for the coaches. Attendance at these sessions is mandatory. The Board of Directors will replace coaches who habitually fail to attend these required meetings. Head Coaches are required to:

- A) Know the rules of participation.
- B) Be trained in league rules, regulations and currently certified in first aid and CPR.
- C) Come to practice prepared.
- D) Encourage participants to excel.
- E) Treat everyone with respect.
- F) Assume responsibility for any of the Assistant Coaches they present to the Board of Directors for approval.



- G) In the case of football, monitor the playing time of each participant and ensure it is equitable to the policies of the program.

### **SECTION 9.2 ASSISTANT COACHES**

The Assistant Coaches may assist the Head Coach and be delegated certain responsibilities for the operation of a team within the guidelines established for the program. As the grass roots leaders of the program the entire coaching staff is charged with teaching the youth in the program fundamentals of the sport, good sportsmanship and knowledge of the rules. Additionally the coaching staff should try to teach participants respect for themselves, their teammates and competitors, officials, referees and coaches. The Directors of Football and Cheerleading will schedule periodic meetings and training sessions for the coaches. Attendance at these sessions is mandatory. The Board of Directors will replace coaches who habitually fail to attend these required meetings.

### **SECTION 9.3 OVERSIGHT**

The primary oversight of the football coaching staffs and cheerleading/ pom coaching staffs resides with the Director of Football and the Director of Cheerleading, respectively. These directors may be assisted as needed by their Assistant Directors. The Directors are expected to lead the efforts to establish standards of excellence for the program in conditioning, educations of the rules, skill development and equal participation. The Directors are also the first representatives of the Board of Directors charged with monitoring and enforcing the rules and policies for participation by the Board. Any violation of policy as established by the Rules will be reported to the appropriate Director. It shall be the initial responsibility for the appropriate Director to determine if the violation is minor or serious in nature. The Director and/ or Assistant shall meet with the coach, participant, parent or guardian in question and shall determine one of the following:

- A) There has not been a violation of the rules or policies established.
- B) The violation appears by definition to be minor in nature. In this case one or more of the following course(s) of action should be expected:
- i) An informal (verbal) reprimand can be issued.
  - ii) A written warning can be issued. This shall be viewed as a form of probation. In the event of another similar occurrence during the season, the subsequent infraction will be viewed as a deliberate and knowledgeable act. A subsequent breaking of the same policies or rules will be subject to punishment as determined. In the case of a participant, either the Head Coach or the Director must inform the parent or guardian. The Vice President of the program must be informed of the incident and a record of it must be logged. No further reporting of the incident is required unless a repeat violation occurs.
  - iii) The individual may be removed immediately from participation for the balance of the game, session or competition in progress. In the case of a participant, the Director must inform the parents or guardian personally. The Vice President of the program must be informed of the incident and a record of it must be logged. The Director will also be required to report the incident to the Board of Directors at the next regularly scheduled meeting. In the case of a parent, guardian or coach they may be required to report to the Board at the next regularly scheduled meeting to explain the incident.
  - iv) A written reprimand may be issued accompanied by a suspension from a practice. This is only an option in the case of a participant and when used, the Director must inform the parents or guardian of the action personally. The Vice President of the program must be informed of the incident and a record of it must be logged. The Director will also be required to report the incident to the Board of Directors at the next regularly schedule meeting and shall make arrangements to have the coach involved attend s well.
- C) The violation is determined to be or likely to be serious in nature. In this case the following actions must take place, the Director must immediately contact the Vice President of the program. Investigation of the situation will become the responsibility of the Board of Directors. In addition, the Director must immediately report the situation to the Board President who will do the following:
- i) Schedule a special Board meeting to advise the Board of Directors of the situation and possible charges.
  - ii) Contact the Vice President of the program and establish a mutually agreeable period of time for the Board to conduct its investigation and a date, time and place for the Board to report its findings.



iii) Together with another Board member personally contact the individual(s) involved and advise them of the actions being taken. In the case of a participant, this contact should be with both the participant and the parents or legal guardian.

#### **SECTION 9.4 SELECTION**

The Vice President of Football and the Vice President of Cheerleading will determine candidates for Head coaches. The candidates can be submitted for consideration by personal application to the Vice President, by nomination by the Board of Directors or by petition of the membership. The Vice Presidents shall interview the candidates under consideration and may be accompanied by their respective Assistant Director(s). The VP's will present their recommendations to the Board of Directors for approval. The Head Coaches will subsequently be responsible for submitting their selections for Assistant Coaches to the Board of Directors for approval a minimum of 4 weeks prior to the start of the season.

### **ARTICLE X ~ AMENDMENTS**

#### **SECTION 10.1 REVISIONS**

The Board of Directors shall have the power to make, alter, amend or repeal the By-Laws of the RLSFCO provided that such alteration, amendment or repeal that would not adversely impact the rights of sitting members of the Board of Directors. Communication of the intent to consider such amendments or alterations to the By-Laws must be part of the notice given all Board members prior to the meeting in accordance with Article VI, section 6.1. Maintenance of the By-Laws and attachment of any approved amendments is the responsibility of the Secretary.

### **ARTICLE XI ~ INTERPRETATIONS**

#### **SECTION 11.1 RESPONSIBILITIES**

The interpretation of these By-Laws or any rules or Amendments passed shall rest with the Executive Board.

### **ARTICLE XII ~ PROGRAM DISSOLUTION**

#### **SECTION 12.1 DISTRIBUTION OF PROPERTY**

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

### **ARTICLE XIII ~ ADDENDUMS AND FORMS**

- SECTION 13.1 RLAPD PROCEDURE/ OPERATIONAL MANUAL**
- SECTION 13.2 HART HILL SHED AGREEMENT BETWEEN AYSO, RLSFCO AND RLAPD**
- SECTION 13.3 RLSFCO PARENTS MANUAL**
- SECTION 13.4 RLSFCO FOOTBALL MANUAL**
- SECTION 13.5 RLSFCO CHEERLEADING MANUAL**
- SECTION 13.6 RLSFCO COACHES APPLICATION**
- SECTION 13.7 RLSFCO COACHES STANDARD OF CONDUCT**
- SECTION 13.8 RLSFCO STANDARDS OF CONDUCT FOR PLAYERS AND CHEERLEADERS**
- SECTION 13.9 RLSFCO WAIVER**
- SECTION 13.10 RLSFCO BOARD MEMBER APPLICATION**
- SECTION 13.11 PARENTS CODE OF ETHICS**
- SECTION 13.12 NON-VOLUNTEER FEE FORM**





**ACCEPTANCE OF BY-LAWS**

The above constitution and By-Laws have been formally confirmed and adopted by the RLSFCO during a regularly scheduled meeting of the Board of Directors as represented by the signatures of the duly elected Board of Directors in office at the present time.

|                                     |               |
|-------------------------------------|---------------|
| _____<br>PRESIDENT                  | _____<br>DATE |
| _____<br>VICE PRESIDENT             | _____<br>DATE |
| _____<br>TREASURER                  | _____<br>DATE |
| _____<br>SECRETARY                  | _____<br>DATE |
| _____<br>VICE PRESIDENT OF FOOTBALL | _____<br>DATE |
| _____<br>DIRECTOR OF FOOTBALL 1     | _____<br>DATE |
| _____<br>DIRECTOR OF FOOTBALL 2     | _____<br>DATE |

|   |               |
|---|---------------|
| _____<br>DIRECTOR OF FIELDS AND EQUIPMENT | _____<br>DATE |
| _____<br>VICE PRESIDENT OF CHEERLEADING   | _____<br>DATE |
| _____<br>DIRECTOR OF CHEERLEADING 1       | _____<br>DATE |
| _____<br>DIRECTOR OF CHEERLEADING 2       | _____<br>DATE |
| _____<br>DIRECTOR OF FUNRAISING           | _____<br>DATE |
| _____<br>DIRECTOR CONCESSIONS             | _____<br>DATE |

Signatures are present on original document adopted on 06/12/06 and archived.

Future revisions will state the meeting date of adoption and modification.



---

## REVISION HISTORY

| Approval Date                                   | Description of Change   |
|---|---|
| 06/12/06  | Complete revision and acceptance of existing By-Laws.   |
| As reflected in the meeting minutes of 11/12/07 | Change years of election for Dir. of Fields to even years, Dir. of Fundraising and Dir. Concessions to Odd years to balance yearly elected positions. |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |