

**ARTICLE 4** Open nominations will be taken at the September and October meetings for the November elections. See Article 6A. At the November election meeting anyone running for an eligible position and not elected may run for any other eligible position. Floor nominations will not be accepted at the November election meeting unless there are open positions with no candidates. All candidates must state their proof of eligibility.

**ARTICLE 5** The November election of Officers and Directors will be held on the 3<sup>rd</sup> Tuesday in November so as not to conflict with state or national elections or a national holiday.

**ARTICLE 6A** Any interested individual may run for a Board position providing they are 21 years of age and have present affiliation with "MYAA, B.F." (Parent, or legal guardian, Coach, Team Parent, Previous Board Member – minimum 1 full season affiliation.)

1. Any interested individual may vote provided they are 18 years of age and have present affiliation with the Burros football assoc. (Parent, or legal guardian, Coach, Team Parent, Present Board Member.)
2. Once the ballots have been handed out, there will be a locked door policy until the ballots have been collected. No one will be allowed to enter or exit the room.
3. The vote will be a secret ballot, of one vote per person per vacancy. For 1-year Director positions – all candidates will be on one ballot and will be voted on at one time. Sergeant-at-Arms and either the President or Vice-President (whichever is not up for election) will count the votes in public and make the results available. A minimum of one vote is required to be elected.
4. In case of tie vote, the Board will vote to break the tie in a closed session by secret ballot.
5. A husband or wife may serve on the Board at the same time providing that both of the positions held do not have check signing authority. The Board shall not exceed a total of 3 husband/wife couples.
6. No Board member can hold more than one voting position for elected term.
7. Terms of office: Directors and Officers (Elected Year)  
President ----- Two Years **(Odd)**  
Vice-President ----- Two Years **(Even)**  
Secretary ----- Two Years **(Odd)**  
Treasurer ----- Two Years **(Even)**  
Athletic Director ----- Two Years **(Odd)**  
Equipment Director ----- Two Years **(Even)**  
Cheerleading Director ----- Two Years **(Even)**  
Flag Director ----- Two Years **(Odd)**  
Seven - 1 Year Directors ----- One Year  
Four - 2 Year Directors Two Years
8. In the event of a vacancy, the Board will accept nominations within 30 days of the vacancy. Nominations can be accepted in person or in writing. Subsequently, the Board will vote at the following meeting to fill the vacancy. Prior to the vote, the Sergeant at Arms shall clear the room of all nominees so that a closed session of the Board can be conducted to discuss the qualifications of the nominees.  
8a During the vacancy period, a current Board member may be appointed by the Board to assume the responsibilities of the position vacated.  
8b In case of a vacancy, an Officer or Director will only serve for the remainder of the term.
9. In order for a nominee to qualify for President, Vice-President, Treasurer, Secretary, Athletic Director, Equipment Director, Cheerleading Director or Flag Director, they must have at least a minimum of two years affiliation with the Burros. For the

positions of President, Vice-President, Treasurer, and Secretary they must also have served at least one year on the Board.

10. Officers: President, Vice-President, Secretary, Treasurer, Athletic Director, Equipment Director, Cheerleading Director, and Flag Director.
11. Board of Directors consists of nineteen voting members, including eight Officers, four 2-year Directors, and seven 1-year Directors. Non-voting members include Sergeant-at-Arms and designated assistants as approved by the Board
12. For any Board vote to be valid, a majority of the Board must be present to vote, four must be Officers, and of these Officers, one must be either the President or the Vice-President.

#### **ARTICLE 6B DUTIES OF THE BOARD:**

1. The previous Board members will attend the December meeting to turn over all the records pertaining to the organization.
2. Only the new Board may vote at the December/turn over meeting.
3. **PRESIDENT:** Presides over all Board members and meetings. This person should be unbiased with no vote on the Board. Except in the case of voting ties, has the tie-breaking vote. The President is also in charge of game day operations for home games. The position of President shall not be a head coach. The President must chair the Administrative Committee and the By-Laws sub-committee.
4. **VICE-PRESIDENT:** The Vice-President also assists the President and assumes President's responsibilities in his/her absence. The Vice-President must chair the Operations Committee.
5. **SECRETARY:** The Secretary is responsible for recording meeting minutes, creating meeting agendas, maintaining a master calendar of events, scheduling facilities for Board events, and being the Board liaison with the Park District. The Secretary records and maintains records of all correspondence. Accepts, dates, and initials all incoming correspondence. Is also responsible for keeping all football player and cheerleader registrations. The Secretary may appoint an assistant to be approved by the Board. The Secretary must chair the Registration sub-committee.
6. **TREASURER:** Has the responsibility of maintaining all incoming and outgoing money. Must present the books to a CPA for filing of federal and state tax exempt forms, our tax year ending 11/30. All IRS forms must be completed and mailed before the deadline date of May 30. The duties of the Treasurer are to include all disbursements, deposits, withdrawals and all other functions related to financial matters, including a complete list of all checks written to all Board members and a detailed and balanced monthly report. All checks require a minimum of two signatures by the President, Vice-President, Treasurer or Secretary. All payments will require a receipt or purchase order. All payments will be reported at Board meetings. The Treasurer must chair the Finance committee.
7. **ATHLETIC DIRECTOR:** Is the league representative in charge of all athletic enterprises undertaken with Board approval. The athletic department consists of the Athletic Director, Equipment Director, Flag Director, and all coaches. The AD may appoint an assistant to be approved by the Board. The Head and assistant coaches will be identified by the AD prior to each season. Head coaches and their assistants must be Board approved. No coach is guaranteed, but will be considered, for a coaching position in subsequent seasons. The head coach must be over the age of 18. Any coaches on the Board cannot vote on themselves if they are being approved. The AD will hold a pre-season meeting with the coaches to explain their duties, league rules, and responsibilities. The AD will establish clinics or training sessions to insure uniform coaching ideals throughout the program. The AD shall have the

authority to institute rules governing the participants with Board approval. During the season, the AD may suspend a coach at any time. The AD must call a special Board meeting within 24 hrs of the suspension. The suspended coach and the head coach may be present. At this meeting, the Board will vote upon the disciplinary action. The AD will schedule all games and referees as deemed by the league schedule. The AD will attend SWMFL meetings and vote in the best interest of the "MYAA, B.F." as defined by the Board. The Athletic Director must chair the Football committee.

8. **EQUIPMENT DIRECTOR:** Will be responsible for the storage location, distribution, collection, and maintenance needed for all equipment. All teams need to be fully equipped before the end of the 1st week of practice. Additionally the ED shall make recommendations to the Board, for its approval, of any necessary present or future equipment requirements. The ED may appoint an assistant to be approved by the Board. Equipment Director must chair the Field Maintenance sub- committee.
9. **CHEERLEADING DIRECTOR:** In charge of all cheerleading enterprises undertaken with Board approval. The cheerleading department consists of the Cheerleading Director and all coaches. The Head and assistant coaches will be identified by the CD prior to each season. Head coaches and their assistants must be Board approved. No coach is guaranteed, but will be considered, for a coaching position in subsequent seasons. The head coach must be over the age of 18. CD will hold meetings with coaches to explain their duties, responsibilities, and rules. The CD will establish clinics or training sessions to ensure uniform coaching ideals throughout the program. CD is in charge of the storage, distribution, collection and general maintenance of all cheerleading equipment. The CD shall have the authority to institute rules governing the participants with Board approval. During the season, the CD may suspend a coach at any time. The CD must call a special Board meeting within 24 hrs of the suspension. The suspended coach and the head coach may be present. At this meeting, the Board will vote upon the disciplinary action. The CD will schedule indoor practice times with Board approval. CD will attend SWCCL meetings and vote in the best interest of the "MYAA, B.F." as defined by the Board. The CD may appoint an assistant to be approved by the Board. The Cheer Director must chair the Cheer committee.
10. **FLAG DIRECTOR.** In charge of all flag enterprises undertaken with Board approval. The Flag Director assigns all flag coaches. The Flag Director may appoint an assistant to be approved by the Board. The Head and assistant coaches will be identified by the FD prior to each season. Head coaches and their assistants must be Board approved. No coach is guaranteed, but will be considered, for a coaching position in subsequent seasons. The head coach must be over the age of 18. The FD will hold a pre-season meeting with the coaches to explain the duties, rules, and responsibilities. The FD shall have the authority to institute rules governing the participants with Board approval. During the season, the FD may suspend a coach at any time. The FD must call a special Board meeting within 24 hours of suspension. The suspended coach and the head coach may be present. At this meeting, the Board will vote upon the disciplinary action. The Flag Director must chair the Flag committee.
11. **ALL BOARD DIRECTOR POSITIONS:** Members are responsible for sitting on a minimum of three (3) sub-committees.